Neosho County Community College

A Publicly Supported Community College Since 1936
Serving Neosho, Franklin, and Anderson Counties in Kansas

Neosho County Community College is accredited by The Higher Learning Commission
and a member of the North Central Association
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411
800-621-7440 or 312-263-0456; Fax 312-263-7462

Approved By:
Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Room 1051

Accredited By:
Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
404-975-5000, Fax 404-975-5020, www.acenursing.org

Accredited By:
Accreditation Council for Business Schools and Programs, 11520 W. 119th Street, Overland Park, KS 66213

Accredited By:
Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-5800

Accredited By:
Commission on Accreditation of Allied Health Education Programs upon the recommendation of
the Accreditation Review Council in Surgical Technology and Surgical Assisting, ARC-STSA
1361 Park Street, Clearwater, FL 33756, 727-210-2350, Fax 727-210-2354, www.caahep.org

Accredited By:
Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Bethesda, MD 20814, 301-652-2682, www.aota.org

Neosho County Community College operates under the authority of the
Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368

Chanute Campus
800 West 14th Street
Chanute, KS 66720
Phone: 620-431-2820
800-729-6222 (KS only)
Fax: 620-431-0082

Ottawa Campus
900 East Logan Street
Ottawa, KS 66067
Phone: 785-242-2067
888-466-2688 (KS only)
Fax: 785-242-2068

(Information in this catalog may be changed at any time. See the online version
at the following address for the most up-to-date information.)

www.neosho.edu
President’s Message

Welcome to NCCC and thank you for investigating our wonderful college. We know that you have many educational choices. When you compare what NCCC has to offer, you will see why more and more students are choosing NCCC, making us the fastest growing community college in Kansas over the past ten years. In fact, in 2012, we were named the 14th fastest growing community college in the nation for like-sized institutions by Community College Weekly.

Here is what students who have chosen NCCC say about us:

Great Programs

NCCC offers innovative, creative programs that will help you get the job you need and to help you be successful in a bachelor’s degree program. Our newest programs include: Health Information Technology, Occupational Therapy Assistant, Surgical Technology, and HVAC with more programs on the way. NCCC boasts one of the largest two-year nursing programs in the State of Kansas. The Mary Grimes School of Nursing has the best reputation of any nursing program in the state, producing the best graduates.

Our transfer programs are unparalleled among community colleges. In fact, over 90% of our transferring students report that NCCC prepared them very well for their junior and senior level courses. In a recent study, NCCC transfer students ranked 1st in Kansas in junior level GPA at two state universities, often beating the native students who started at the university. For the second straight year the Kansas Board of Regents named Neosho County Community College as the highest percentage of successful students in the state, which either achieved their degrees or successfully transferred to another institution. CNN-Money rated NCCC as 32nd in the nation in student success among the hundreds of community colleges.

Our programs are taught by some of the finest faculty members of any college. You won’t get 300-person auditorium classes taught by a graduate assistant at NCCC. Our average class size is 12 and our instructors are all degreed professionals with many years in their profession and in college teaching. All instructors know our motto: Student success is our success. We are not successful as a college unless you are as a student. Our instructors’ commitment to student success does not end when class is over. Our instructors were rated very high by the students on availability outside the classroom to aide students to be successful.

NCCC meets you where you are, and we care

To help students be successful in all academic areas, NCCC takes extraordinary measures to ensure student success. We have one of the finest developmental educational programs anywhere. In fact, a four-year institution asks us to provide their developmental education.

We have free unlimited face-to-face and online tutoring for all students for any subject. The Chapman Learning Center on the Chanute campus and the Teaching and Learning Center on the Ottawa campus provide individual and group tutoring with extended hours. We even have live interactive online tutoring available!

We offer classes on your schedule, not ours

We have day, night, weekend, online, hybrid, short course, two-week, four-week, eight-week, twelve-week, and sixteen-week classes. NCCC is in session 52 weeks a year. We will find a schedule that fits your needs.

Low tuition with lots of financial help available

There is no reason you can’t go to NCCC, no matter what your financial situation. With hundreds of thousands of dollars in scholarships, the book rental program, and low community college rates, there is a way for you to go to college.

A liberal arts college feel at a beautiful full campus

Many students chose NCCC because of the beautiful Chanute campus. Our Chanute site is ten buildings on 40 beautifully maintained acres. The College has announced a renovation and addition plan for the Chanute
campus that is fully underway. Chapman Learning Center and Rowland Hall have already received a $1 million update. In fall 2012 we opened a new softball complex, a renovated gymnasium, and improvements to campus parking. Our main classroom building, Stoltz Hall, received a $1.3 million update which began summer 2013 and ended summer 2014. This update features a new cadaver lab for the teaching of anatomy and physiology and other biology courses and an all new chemistry/physics lab.

The suite-style residence hall is home to over 200 students and features a new 24-hour computer lab, and an online gaming lounge. In Ottawa, the college opened a new $8.1 million, 52,000 square foot campus on 27 wooded acres in March 2011. The new campus features state-of-the-art classrooms and labs, a simulated hospital, and a Teaching and Learning Center (TLC) complete with individual and group study rooms. The TLC even has a cozy fireplace and an outdoor plaza for lounging and studying.

Plenty of things to do and ways to get engaged

There is plenty to do on campus, with a full range of sports, clubs, and activities on the Chanute campus and clubs on the Ottawa campus. We have ten sports teams, 22 student clubs and countless student events scheduled each week to keep you engaged in a true college atmosphere. You can learn more about our various athletic programs at www.goneosho.com.

Helpful, friendly staff

It all comes together with great people. Our wonderful staff is here to help you with each step along the way. From admissions, all the way to transfer and certificate completion, at NCCC we will know your name, and we will give you the best service of any college anywhere.

I and my staff look forward to talking to you about what your needs are and how NCCC can help meet them.

Go Panthers!

If you have questions, you can reach me at binbody@neosho.edu.

Brian Inbody, Ed. D.
President
About Our Catalog

The Neosho County Community College Catalog is a reference to those interested in academic policies, procedures, and programs. Refer to the table of contents or the index for specific topics of interest.

Degree requirements and programs are organized by department. Course descriptions are provided to help you and your academic advisor plan your academic choices.

Course Description Key

The following course description key explains the system used for courses listed throughout the catalog.

- **Credit hour**: In the historical definition, a credit hour is the academic unit received for taking a subject for one hour a week for one 16-week semester. With semesters and terms of variable length and with online classes, this definition does not apply in all situations. However, the term is still used to refer to the amount of commitment required for a single course. The range is usually 1-5 credits for a course, with three credit hours as the most common. In reference to our college courses, the term “hour” is applied to all such credits. Typically, 64 credit hours are required for an associate degree.

Full-time college students take 12-20 credit hours of courses per 16-week semester, with 15 to 16 being the most common. A 12-hour minimum is required in a 16-week semester for “full-time” status, which is very important to those receiving financial aid or scholarships. Semesters that are shorter than 16 weeks, such as the 4-week summer sessions, have greater limitations on the number of credit hours that can be taken. For instance, in the case of the 4-week summer sessions, the maximum number of credit hours that can be taken is 6.

- **000 Level Classes**: These developmental classes focus on academic preparedness by helping students develop the skills and competencies needed to become better students and lifelong learners.

- **100 Level Classes**: These classes are commonly referred to as “Freshmen Level” and are often times the first course in a sequence of courses, a foundation course for a field of study, or a survey course intended for any degree-seeking student. Generally, 100 level courses should be taken in the first year of college, but this does not always occur.

- **200 Level Classes**: Often called “Sophomore Level,” these courses build on knowledge gained in 100 level courses. However, it is not uncommon for first year students to enroll in 200 level classes.

- **Prerequisite**: This is a course that must be taken before another course in a sequence. For instance ENGL 101 English Composition I must be taken and passed with a grade of “D” or better before the student can enroll in ENGL 289 English Composition II.

- **Co-requisite**: If a course has a co-requisite then the student must enroll in another course during the same semester as the first course. For instance, students who enroll in BIOL 111 General Biology must also enroll in the lab course, BIOL 112 General Biology Lab, during the same semester.

Sample Course Descriptions

**ACCT 107 PAYROLL ACCOUNTING**

3 credit hours

This course is designed to provide comprehensive, yet practical instruction in payroll. Payroll systems, the preparation of payroll tax returns and reports, as well as payroll laws and regulations will be studied. Computer applications will be included.

The letters ACCT denote the department in which the course is offered, in this case, Accounting. The three digits of the course number 107 represent the level of the course. Credit hours and a description of the course follow and any prerequisites, co-requisites or important notations will be listed in italics.
ENGL 289  ENGLISH COMPOSITION II
3 credit hours
Constructive writing is continued from Composition I with a focus on the incorporation of research into one's prose by utilizing discipline appropriate citation guidelines. Readings from various disciplines are used to acquaint students with diverse opinions and to encourage them to organize their own ideas on a variety of topics. Practice in effective writing and development of an adequate vocabulary are emphasized. Prerequisite: ENGL 101 English Composition I.

The letters ENGL denote the department in which the course is offered, in this case, English. The three digits of the course number 289 represent the level of the course. Credit hours and a description of the course follow and a prerequisite are listed in italics.
## Academic Calendar

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<td>May 16</td>
<td>Faculty Duty Day</td>
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<td>May 25</td>
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<td>May 28</td>
<td>Memorial Day (college closed)</td>
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<td>Jan 9</td>
<td>In-Service (college closed)</td>
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<td>Jan 14</td>
<td>Wintersession Classes End</td>
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<td>Jan 15</td>
<td>Martin Luther King Day (college closed)</td>
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<tr>
<td>Jan 16</td>
<td>Classes Begin</td>
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<td>Jan 16</td>
<td>First 8 Week Classes Begin</td>
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<tr>
<td>Feb 5</td>
<td>12 Week Classes Begin</td>
</tr>
<tr>
<td>Feb 19</td>
<td>Middle 8 Week Classes Begin</td>
</tr>
<tr>
<td>Mar 9</td>
<td>First 8 Week Classes End</td>
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<td>Mar 9</td>
<td>Mid Term</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Last 8 Week Classes Begin</td>
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<tr>
<td>Mar 19-23</td>
<td>Spring Break (college closed)</td>
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<td>Mar 30</td>
<td>Good Friday (college closed)</td>
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<td>June 4</td>
<td>8 Week Classes Begin</td>
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**Note:** For dates not listed on the academic calendar please contact the registration department. This calendar is approved by the NCCC Board of Trustees, but is subject to change.
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GENERAL EDUCATION MISSION

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Art

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Biology

Business Administration

Chemistry and Pre-Chemical Engineering

Computer Information Systems

Computer Support Specialist

Construction Technology – Level I & II

Construction Technology

Court Reporter

Criminal Justice

Elementary and Secondary Education
VISION, MISSION, AND PURPOSES

VISION
Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration and staff and be the premier community college in Kansas.

MISSION
The mission of Neosho County Community College is to enrich our communities and our students’ lives.

PURPOSES
Our purposes are:

Student learning through:
- Integrating effective curriculum, teaching, and technology to build engaging educational environments,
- Using effective assessment processes for educational environments,
- Advancing critical thinking and open exchange of ideas;

Student success through:
- Facilitating student goal completion, retention and persistence,
- Promoting accessibility via college/career readiness efforts, affordability, flexible scheduling & modalities,
- Using a comprehensive system of proactive support,
- Embracing diversity;

Accountability to stakeholders through:
- Communicating openly with all constituencies,
- Managing resources ethically & effectively,
- Implementing systematic, evidence-based integrated plans,
- Supporting and developing college employees,
- Providing safe and comprehensive facilities;

Meeting community needs through:
- Facilitating community and economic development by providing an informed citizenry & skilled workforce,
- Fostering cultural, educational, and athletic enrichment,
- Offering learning opportunities for all,
- Inspiring a spirit of innovation and entrepreneurship.
Neosho County Community College (NCCC) traces its beginnings to Chanute Junior College, established in 1936 so that graduates of Chanute High School, as well as other area high schools, could attend college close to home. Chanute Junior College operated as a part of the public school system and was governed by the Chanute Board of Education until July 1, 1965.

In 1961, state legislation provided the means for the College to become a countywide community junior college, and on July 1, 1965, Chanute Junior College became Neosho County Community Junior College, an institution with its own governing Board of Trustees. Voters in Neosho County passed a bond issue in October 1965 providing for a four-building campus, separate from the high school, to be constructed in the southwestern part of Chanute. The new facilities—two instructional buildings, with one containing an administrative center; a library; and a student center—were ready for use at the start of the 1968 fall semester. Added to the campus was an interdenominational chapel, a gift from the estate of the late Jewel and K.C. Snyder.

Since 1968, several new buildings have been added to the Chanute campus, including two residence halls, one built in 1971 and another in 2000; a vocational building, completed in 1981; a wellness center, completed in 1991; and a multipurpose building, completed in 2001, as well as expansion and remodeling of some existing facilities.

The university parallel transfer program remains an important one, but state legislation in July 1980 allowed the College to reflect the fact that the transfer program was only one aspect of the total operation of the College. The word junior was omitted from the College name.

In 1979, the Kansas State Board of Education, the state-level body that then exercised oversight for community colleges, assigned service areas to the various colleges. In addition to Neosho County, the College was assigned Franklin County and most of Anderson County. In 1991, the College opened a branch campus in Ottawa, the county seat of Franklin County, using a new building through a lease agreement with the City of Ottawa. An expansion of that building occurred in 1995 and again in 2010. In 2003, the NCCC Foundation purchased the Ottawa campus. Today, the College offers classes and other services on the Chanute campus, the Ottawa campus, and outreach sites throughout Eastern Kansas. Additionally the College offers courses through the Lawrence Center, Mercy Hospital in Independence, KS, the Emporia State University campus, the Pittsburg State University campus, the University of Kansas campus, and numerous high schools. The College boasts robust online offerings including an online Registered Nurse program.

In 2011, the new $8.1 million Ottawa campus opened at 900 E. Logan Street. The new Franklin and Anderson County campus sits on 27 wooded acres off of Highway K-68. The building is 52,000 square feet and features modern classrooms, a Teaching and Learning Center, and an impressive simulated hospital for healthcare instruction.

In 2011, the College announced a $17 million 10-year plan to revitalize the Chanute Campus with major renovations to campus buildings and new structures. Rowland Hall and Chapman Library were updated with over $1 million for a new simulated hospital, business department, elevators and restrooms. A new softball complex was completed in 2012, as well as renovations to the gymnasium and Student Union. By 2014, the science labs in Stoltz Hall were also updated to current laboratory standards and include a new cadaver lab and well equipped scientific research laboratory and prep room. Progress continues on the 10-year plan.
LIBRARY AND COMPUTER SERVICES

CHAPMAN LEARNING CENTER (CLC) – Chanute Campus

NCCC provides comprehensive learning resources for students, instructors, staff, and community patrons. Services are available to support the instructional programs of NCCC and the information needs of the Chanute community. Students and community members can access a variety of print materials in the CLC and electronic information resources through the library services web page.

Print resources include a book collection of several thousand volumes, a range of periodicals, and newspapers. An additional 100,000 eBooks can be read via any computer on or off campus. Through the library services membership in the Kansas Interlibrary Loan System, students and staff have access to extensive resources from throughout the State of Kansas. In additions, the library can also access OCLC Worldshare services giving patrons access to over 12,000 libraries.

Many information resources can be accessed 24/7 via the Internet. Students have access to over 60 research databases including EBSCO suite of databases like Academic Premier, Agricola, CINAHL full text, ERIC, GreenFile, and many more. In addition CLC subscribes to Opposing Viewpoints Resource Center, FactsOnFile History Online, Oxford Art and Music Online, ProQuest’s Nursing and Allied Health Source, and Encyclopedia Britannica Academic Online. Media databases include Theatre Video, American History in Video and Films on Demand Academic Collection.

The CLC has desktop computers, iPads and laptops available for patron use. Free Wi-Fi access is provided throughout the CLC, as well as a variety of different seating areas for studying or leisure reading. Printed materials are located on open shelves, and students are encouraged to browse.

Staff members are available for group instruction, whether in the classroom or in the CLC. Moreover, one-to-one assistance is provided in accessing information resources and helping students to complete their assignments. Off-campus students can obtain assistance by phone or e-mail.

TEACHING AND LEARNING CENTER (TLC) – Ottawa Campus

The Teaching and Learning Center (TLC) supports the instructional programs and information needs of the NCCC Ottawa community. The TLC is located in the back of the Ottawa campus building and contains print resources including a reference book collection, periodicals, and newspapers. Computers with Internet access are also available for use.

Through the Chanute campus library web page, members of the Ottawa campus have access to the electronic resources the library provides for the NCCC community. An off-campus access link is provided on the library web page which includes information about the library’s electronic resources, as well as tutorials on their access and use.

In addition to these library resources, the TLC also offers educational services, including tutoring, placement testing, developmental courses in reading, writing, and math, and test proctoring.

COMPUTER LABS

Multiple computer labs on both campuses provide students with access to various contemporary office applications such as word processing, spreadsheet and database programs. Students also have free access to the Internet where they can conduct research, surf the net, chat, or send e-mail messages to friends and family.

WIRELESS INTERNET ACCESS

All campuses at NCCC offer free wireless Internet access.
ENROLLMENT AND REGISTRATION

ADMISSIONS

Admission Requirements

Although there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college’s resident placement test.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the student services office at NCCC by the issuing school.

Specific programs may have additional admission requirements. See College Catalog or program for more information.

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking the ACCUPLACER or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students who were home schooled and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Any student from a non-accredited high school must also take the ACCUPLACER for proper placement;
9. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
10. Students who demonstrate the ability to benefit from college as defined by NCCC policy.

Home-Schooled Admission

Home-schooled students and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Students with scores below these minimums will be required to pass the GED exam. Home schooled students and those from non-accredited high schools will also be accepted for admission if they have completed the ACCUPLACER test and taken college courses as a junior or senior in high school.

International Student Admission

Before international students may be admitted, the following items must be completed:

1. Submit a Student Application form.
2. Submit an original financial statement certifying the sources and amounts of funding available, including the amount in U.S. dollars. All bank statements, affidavits of support, etc. must have been issued within six months of the time the student applies for admission. International students must show proof of
funds on deposit for the total cost of two semesters of study at NCCC. Proof of funds must be no less than $12,000.

3. Submit original copies of all academic credentials (secondary school records, diplomas, and any previous college or trade school transcripts). Official notarized translated copies must be sent for all non-English credentials. To be official, each copy must bear the original stamp or seal and a signature of a school officer or other authorized official attesting that it is a true copy of the original document. The name of the institution where a student is currently enrolled must also be included along with that transcript. Records from U.S. or Canadian schools must be official copies sent directly from the registrar’s office to the office of international services at NCCC.

4. Submit a non-refundable application/processing fee of $75 (must be in U.S. dollars) required to process the students application – must be received before admission is granted.

5. Upon arrival to the College, take the NCCC placement test to verify English and math proficiency before enrolling in classes.

6. Complete the TOEFL exam. NCCC recommends the following minimum scores: CELT 200+, TOEFL written 500+, TOEFL computer based 173+, and TOEFL Internet based 61+. Minimum scores for acceptance into the nursing program are: TOEFL (iBT) Reading 19, TOEFL Listening 20, TOEFL Speaking 20, and TOEFL Writing 20, Total TOEFL Score 79.

7. Proof of medical insurance – International students must show proof of insurance at the initial time of enrollment and each subsequent enrollment period. NCCC does not endorse any one company and recommends students research choices of their own. Numerous options may be found on the internet. Insurance must cover the following:
   a. Medical benefits of at least $100,000 per accident or illness
   b. Coverage of at least $10,000 for repatriation of remains
   c. Coverage of at least $15,000 for medical evacuation
   d. A deductible per accident or illness not exceeding $500
   e. Include inpatient and outpatient coverage for sickness and accidents

“Visiting” (Part-time) International Student Admission

1. Completed NCCC Student Application (including listing of all previous schools attended and currently attending from secondary/high school to current I-20 school).
2. Copy of current I-20 form.
3. Copy of current I-94 form.
4. Copy of passport I.D. page and visa.

Translators

Translators may be used during class time, at the discretion of the instructor, but may not be used to take exams.

Nursing Admission

Maximum admittance between all campuses to first level is 116 students. Maximum admittance between Chanute and Ottawa campuses to second level is 96 students with an additional 40 hybrid online students. Maximum admittance on each campus is dependent in part on availability of faculty and clinical and classroom facilities.

Students are referred to the College Catalog for the policy on admission of international students.

Admission Requirements

Admission to the college does not guarantee admission to the nursing program. The following admission requirements must be presented before the application will be complete:

1. Completed application to the college and the nursing program. International students must complete International Student Admission prior to making application to the nursing program.
2. Complete the ACCUPLACER exam (offered in the Chanute Learning Center at Chanute or in the Teaching and Learning Center at Ottawa, at no charge), or provide the college with ACT or SAT scores within the last 3 years. If you have completed a math and English composition course then these scores are not needed.

3. Application fee is due with Application to the Nursing Program.

4. Official transcripts of all high school and post-secondary education. Applicant must be a graduate of an accredited high school or have successfully completed the General Education Development Test (GED). Home-schooled students must follow the college guidelines for admission.

5. Cumulative GPA of 2.0 or higher.

6. Completion of the nursing entrance exam (Test of Essential Academic Skills-TEAS) given by the nursing department. The scores of the exam will be used in part to determine admission placement. The entrance exam may be taken one time only per application year.

   a. The scores required for admission to the nursing program are based on the national norms for the TEAS exam.
   b. The Composite score is the average of the reading comprehension and math scores. Students scoring below the average of the national mean in reading and math MUST complete Human Anatomy & Physiology, General Psychology, Developmental Psychology, and English Composition I and make a grade of "C" or better. After successful completion, the applicant may be reconsidered for admission. Students scoring more than 10 percent below the composite score will not be eligible for admission at this time.
   c. Students scoring below the national norm in reading comprehension will be ENCOURAGED to complete a reading comprehension or arrange for tutoring in this area.
   d. Students scoring below the national norm in math skills MUST complete a basic math or nursing math course and make a grade of a "C" or better prior to entering the nursing program.

Students applying to the NCCC nursing program who need special accommodations for the learning environment or testing must meet the guidelines for accommodations for testing identified on the Kansas State Board of Nursing website. http://www.ksbn.org/licensing/nclextestingguidelines.htm. It is recommended the student begin early in the program to obtain the necessary diagnostic tests/assessment required by KSBN so the student is prepared to make the special accommodations request to KSBN in a timely manner to expedite approval for taking the licensure exam. The NCLEX exam is not available in paper/pencil format, therefore in an effort to prepare students for the NCLEX exam, the nursing program does not permit paper/pencil exams.

7. The program of study in NCCC nursing programs includes both classroom and clinical instruction. Nursing students must be able to perform activities that are comparable to those required for employment. Please review the following statements, evaluating your ability to perform these nursing activities:
   • Lifting and/or carrying moderately heavy objects. It is common to be expected to lift or carry more than 50 pounds during each clinical day.
   • Performing duties that regularly involve twisting the spine or extending the body while caring for patients.
   • Assisting patients of all weights and sizes to change position.
   • Standing or walking twelve hours a day with occasional stooping, crouching or kneeling.
   • Coordinating eyes and hands or fingers rapidly and accurately in making precise movements; moving fingers to manipulate small objects such as syringes and medical equipment.
   • Communicating effectively and efficiently with patients as well as with members of the health care team.
   • Visual acuity to read, to determine changes in patient condition, to discriminate between measurements on equipment such as syringes or gauges, and to accurately use patient care supplies and equipment.
   • Hearing as appropriate for communication and for collection of information about patient condition.
   • Interpreting a variety of instructions without assistance: written, oral, diagram or schedule formats.
   • Physically responding to emergency patient call, such as initiating CPR on a patient who has experienced cardiac arrest.

Waivers for any one or more of the admission requirements may be given by the nursing director, but only for good cause shown.
After the above information is on file in the nursing office, the application will be reviewed by the nursing director, assistant director of nursing and/or campus coordinator, provided information from steps 1 through 6 of the Admission Requirements are satisfactory. The responsibility for completing information rests entirely upon the applicant.

The nursing classes have a limited number of students they can accept. In the event there are more applicants than space available, applicants will be ranked according to department policy and in compliance with the Kansas State Board of Nursing.

Items that will be looked at in the selection process are:

- Application received by deadline, properly completed and notarized
- Punctuality
- Official transcripts on file (high school & all college)
- Assessment scores on file or completion of English Composition I and a math course
- General education courses completed for the nursing program
- GPA of your completed general education course(s) required for the nursing program
- Overall GPA above a 2.0
- Nursing entrance exam scores

Applicant will receive a letter indicating the decision and/or recommendations of the nursing director, assistant director and/or campus coordinator following the application deadline and upon completion of application review.

**Advanced Standing**

Applications are accepted from students who have enrolled previously in other nursing education programs.

1. Any person seeking admission to the nursing program with advanced standing should contact the nursing program at least four months prior to the planned date of enrollment.
2. Admission requirements for transfer students are the same as for all applicants to the nursing program. All credentials presented in support of an applicant’s request to receive advanced standing will be individually evaluated.
3. A letter of recommendation from the director of the former nursing program is required. The letter must include a statement which indicates whether the student is eligible for readmission and in what standing the student left the program.
4. The application of the student desiring transfer credit of nursing courses is reviewed by the NCCC nursing director/assistant nursing director.
5. The nursing courses challenged for credit must be similar to NCCC’s required courses, including course objectives, description, content of theory and practice, and theory and clinical hours. A course description and course syllabus from the former nursing program will be required for review.
6. The applicant’s academic grades in courses required in the NCCC nursing curriculum must be a “C” or better and official transcripts must indicate a satisfactory clinical performance grade. The individual should have completed at least one semester in an accredited nursing program. In the event the student is not eligible for readmission in the program of origin the Fresh Start policy applies with admission occurring at least two years after the dismissal of the previous program. Fresh Start Admittance will be granted only once.
7. The applicant may be required to take theory and practical examinations to test competency in the nursing area, including medication calculation competency. Copies of the course syllabi and unit outlines of the courses will be provided for the purpose of studying for the tests.

**Practical Nurse to Associate Degree Nurse Articulation Plan**

Students who have completed their LPN training at another facility, or NCCC LPN graduates who have been out of the program for more than one year, are required to meet the requirements documented in the Report of the Council for Nursing Articulation in Kansas. [http://www.ksbn.org/cne/NursingArticulation.pdf](http://www.ksbn.org/cne/NursingArticulation.pdf)
Requirements to articulate include:

- meet program admission requirements, with the exception of the TEAS test. Students applying to the Articulation (bridge) program will take the PN Comprehensive Review Exam from ATI. Students taking this exam must score at or above the national mean to be eligible for admission.
- pass a medication calculation proficiency examination (if they pass the PN Comprehensive Review Exam from ATI). The exam may be given a total of three times and the student **MUST** pass with a 95% score or greater by the third attempt.
- be a graduate of a PN program and hold a current LPN license.
- have completed with a "C" or better all the Level I general education courses within the time limits set by NCCC.
- successfully complete with a "C" or better the Introduction to Associate Degree Nursing [Bridge] course at NCCC. *(Bridge-Hybrid Online course is offered in the summer only, on the Ottawa campus.)*

Upon completion of the Bridge course the student must enter Level II of the nursing program within two years. Students not successfully completing the Bridge course two times must wait for two years before applying again. *(Fresh Start Admittance applies).*

After the above information is on file in the nursing office, the application will be reviewed by the nursing director, assistant director of nursing and/or campus coordinator, provided information from steps 1 through 4 of the Admission Requirements are satisfactory. The responsibility for completing information rests entirely upon the applicant.

The nursing classes have a limited number of students they can accept. In the event there are more applicants than space available, applicants will be ranked according to department policy and in compliance with the Kansas State Board of Nursing.

Items that will be considered in the selection process are:

- Application received by deadline, properly completed and notarized
- Punctuality
- Official transcripts on file (high school & all colleges)
- Assessment scores on file or completion of English Composition I and a math course
- General education courses completed for the nursing program
- Overall GPA above a 2.0 required and scored
- Nursing entrance exam scores

Applicant will receive a letter indicating the decision and/or recommendations of the nursing director, assistant director and/or campus coordinator following the application deadline and upon completion of application review.

**Social Security Numbers**

Each entering American student is asked to provide a social security number upon enrollment. No student may receive financial aid from any federally funded program or be employed by the College unless the social security number is on file. Social Security numbers are used for identification purposes only. New students to NCCC are assigned a computer-generated student ID number that appears on their student ID card. Any student may request a computer generated ID number by contacting the registrar’s office.

**Campus Visit**

An important part of choosing a college is the campus visit; therefore, prospective students are encouraged and welcome to visit the campus. The student services office should be notified in advance so that necessary arrangements can be made. Student services personnel, instructors, and activity sponsors are available for appointments. To schedule a visit at the Chanute campus, call 800-729-6222 (KS only) or 620-431-2820, ext. 502 or 233. To schedule a visit at the Ottawa campus, call 888-466-2688 (KS only) or 785-242-2067.
REGISTERING FOR CLASSES

Before registering for classes, students must complete an Admission Form and be admitted to the College.

Placement Testing

All degree-seeking students or students enrolling in a math or English course must provide placement test scores or transcripts showing successful completion of pre-requisite courses before enrolling. ACT, SAT, ASSET, ACCUPLACER and COMPASS completed within three years prior to enrolling are all acceptable placement tests. Students without placement scores or appropriate transcripts on file are given the ACCUPLACER, ASSET, or other suitable initial assessment. These scores will be used to place students in appropriate math, reading, and writing courses. If these test scores indicate that the student is not fully prepared for college level courses, the student will be required to enroll in appropriate developmental courses. Developmental courses that are considered remedial (any course with a number below 100) do not fulfill graduation requirements, but will be reflected on a student’s transcript and will be included in the career grade point average (GPA).

ACCUPLACER is a computerized test used to measure skills in math, reading and writing. Although COMPASS is comprised of three tests, the tests can be taken all at one time or one at a time.

Students enrolling in courses at NCCC may take the ACCUPLACER exam one time free of charge. Students may retake the ACCUPLACER test after 24 hours for a $10 fee. Students may not retake the test after the second time without instruction. A student not planning to attend NCCC, a $10 fee will be charged each time the test is taken. One copy of the scores may be transferred to another institution without an additional payment. If a student would like an official copy of their ACCUPLACER scores, they must request a copy from the student services office in writing and pay a $2 processing fee.

In Chanute, the ACCUPLACER test is administered in the Center for Academic and Vocational Excellence (CAVE) from 8:00 a.m. to 3:00 p.m. any day that the CAVE is open to the public or by appointment. A student wishing to take the exam should go to the NCCC student services office to receive a testing voucher. The tests are not timed, but students should allow two to three hours to take the exam. At the Ottawa Campus students should contact the TLC to arrange a time for testing.

There will be a 24-hour waiting period before a retest may be taken. The test may be given a third time after a three-month waiting period is observed, and appropriate classes have been taken and successfully completed.

**Mandatory Placement Policy**

The mandatory placement scores are as follows:

### Algebra General

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Accuplacer</th>
<th>Compass</th>
<th>Asset</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 010 Contemporary Mathematics Concepts (2 Credits; cannot be used for degree requirements)</td>
<td>N/A</td>
<td>0-21 (On Pre-Alg)</td>
<td>0-13 (On Num. Skills)</td>
<td>Math 0-13</td>
<td>0-290</td>
</tr>
<tr>
<td>MATH 011 Beginning Algebra (4 Credits; cannot be used for degree requirements)</td>
<td>20-59</td>
<td>1-30</td>
<td>17-32 (On Num. Skills)</td>
<td>Math 14-17</td>
<td>300-470</td>
</tr>
<tr>
<td>MATH 112 Intermediate Algebra (4 Credits; counts as degree requirement for AAS and AGS degrees; counts as elective credit for AA/AS degrees) or grade of “B” or “C” in Beginning Algebra</td>
<td>60-80</td>
<td>31-41</td>
<td>0-8 (On Int. Alg)</td>
<td>Math 18-19</td>
<td>480-520</td>
</tr>
</tbody>
</table>
### Algebra General - Continued

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Accuplacer</th>
<th>Compass</th>
<th>Asset</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATH 111 College Algebra Workshop</strong>&lt;br&gt;Intended for those who have a chance of successfully completing College Algebra at a slower pace than is done in MATH 113 (5 Credits; counts for all degrees) or grade of &quot;C&quot; in Intermediate Algebra</td>
<td>81 and above</td>
<td>42-50</td>
<td>9-11 (On Int. Alg)</td>
<td>Math 20-21</td>
<td>530-550</td>
</tr>
<tr>
<td><strong>MATH 113 College Algebra</strong>&lt;br&gt;(3 Credits; counts for all degrees) or grade of &quot;A&quot; or &quot;B&quot; in Intermediate Algebra</td>
<td>81 and above</td>
<td>51-100</td>
<td>12-25 (On Int. Alg.)</td>
<td>Math 22 or above</td>
<td>560 or above</td>
</tr>
<tr>
<td><strong>MATH 150 Analytic Geometry and Calculus I</strong>&lt;br&gt;(5 Credits; counts for all degrees)</td>
<td>At least 75 on College Level Math</td>
<td>At least 50 on Trigonometry Compass test</td>
<td>N/A</td>
<td>Math 26 or above</td>
<td>570 or above</td>
</tr>
</tbody>
</table>

### Reading General

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Accuplacer</th>
<th>Compass</th>
<th>Asset</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL 018 Reading Proficiency II</strong>&lt;br&gt;(4 Credits; cannot be used for degree requirements) Do not enroll in ENGL 101 English Composition I</td>
<td>20-50</td>
<td>0-64</td>
<td>0-15</td>
<td>Reading 0-13</td>
<td>0-350</td>
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<tr>
<td><strong>ENGL 121 Reading in the Disciplines</strong>&lt;br&gt;(3 Credits; can be used for degree requirements) Can enroll in ENGL 101 English Composition I</td>
<td>51-68</td>
<td>65-75</td>
<td>16-17</td>
<td>Reading 14-16</td>
<td>360-440</td>
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<tr>
<td><strong>No requirement</strong></td>
<td>69 and above</td>
<td>76-100</td>
<td>18 and above</td>
<td>Reading 17 or above</td>
<td>450 or above</td>
</tr>
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</table>

### Writing General

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Accuplacer</th>
<th>Compass</th>
<th>Asset</th>
<th>ACT</th>
<th>SAT</th>
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<tr>
<td><strong>ENGL 013 Fundamentals of Written Communication</strong>&lt;br&gt;(5 Credits; cannot be used for degree requirements)</td>
<td>20-52</td>
<td>0-50</td>
<td>0-21</td>
<td>English 0-14</td>
<td>0-360</td>
</tr>
<tr>
<td><strong>ENGL 100 Pre-Composition</strong>&lt;br&gt;(3 Credits; can be used for degree requirements)</td>
<td>53-68</td>
<td>51-69</td>
<td>22-24</td>
<td>English 15-17</td>
<td>370-420</td>
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<tr>
<td><strong>ENGL 101 English Composition I</strong>&lt;br&gt;(3 Credits; counts for all degrees)</td>
<td>69 and above</td>
<td>70-99</td>
<td>25 and above</td>
<td>English 18-36</td>
<td>430 or above</td>
</tr>
<tr>
<td><strong>ENGL 125 English Composition I - Honors</strong>&lt;br&gt;(3 Credits; counts for all degrees)</td>
<td>N/A</td>
<td>91-99</td>
<td>N/A</td>
<td>English 23 or above</td>
<td>530 or above</td>
</tr>
</tbody>
</table>
Exceptions: Only the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses may authorize enrollment in reading, math or writing courses without appropriate test scores.

Academic Advising and Class Schedule Planning

All degree-seeking students at NCCC are assigned an academic advisor after their initial advising meeting. Non-degree seeking students may also request an advisor assignment by contacting the student services office. Students may request a change of advisor by completing a Request for Change of College Record form available in the student services office. In planning a class schedule, the student should keep in mind career and vocational plans, the graduation requirements of NCCC, and university degree requirements. Students who plan to complete a bachelor’s degree should select courses to meet the requirements of the institution to which they expect to transfer. The final responsibility for correct course selection lies with the student.

Proper prerequisites/co-requisites must be observed in all cases except where they have been waived by the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

Registration

Class schedules are available at least two months prior to each term. Classes fill quickly. Students are encouraged to enroll as early as possible for the best class selections. Students may enroll through the fifth business day of a semester for 16-week courses.

Students wishing to enroll after the fifth business day must obtain signed permission from the course instructor. Students wishing to enroll in a 16-week course after the tenth day of the semester must obtain the signed permission from the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses. If the class is less than 16 weeks in duration, students should see the registrar for enrollment deadlines.

Student Load

Twelve (12) to 18 hours of course work per semester are considered a normal full-time student load. By special permission of the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses, students may carry over 18 hours providing they were previously enrolled full-time for at least one semester and have a 3.0 GPA. Exceptions may be made. Students who carry less than 12 hours during a regular semester are considered part-time students.

Credit Hour Definition

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define a credit hour and have specific regulations that the College must follow when developing, teaching and assessing the educational aspects of the College. As such, the College shall utilize and adhere to the following:

1. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester hour of credit or an equivalent amount of work over a different amount of time.
2. The College shall record one semester hour of credit for any student attending a lecture class if the student has made satisfactory progress in the class and the class consists of at least 750 minutes of class instruction, plus time allowed for a final examination. The College shall record one semester hour of credit for any student attending a laboratory class if the student has made satisfactory progress in the class and the class consists of at least 1,125 minutes. The College shall record one semester hour of credit for any student who completes a minimum of 2,700 minutes in on-the-job training, internships, practical, studio work or clinical experiences in health occupations.
3. The number of semester hours of credit allowed for each distance education or blended hybrid course shall be assigned by the College based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.
4. This Board policy shall be publicly available on the College website, catalog and all course procedures.
**Student’s Responsibility**

Students are responsible for meeting, in full, the requirements for graduation as set forth in this catalog. Advisors assist in the planning for a degree program for each student; however, **the final responsibility for meeting the requirements for graduation rests with the student.**

Students are responsible for satisfying all financial obligations at NCCC. Students who are not current with financial obligations may be dropped from classes at any time during the semester. Additionally, the College reserves the right to withhold copies of educational records, including official transcripts and diplomas, and/or refuse registration of students who owe money to the institution or who have failed to meet all institutional requirements.

**Residency Requirements for Tuition**

To qualify for the resident tuition rate, an adult student (18 years old or older) or a minor student’s parents must have been Kansas residents for six months prior to enrollment for any term or session. Determination of residence for adults is based on subpart 23 of K.S.A. 77-201, and for minors is based on K.S.A. 72-1046 (71-406). There are seven permissive exceptions to the mandatory six months residency requirement for student tuition and credit hour aid purposes (K.S.A. 71-301, 71-302, 71-618). For further information, contact the registrar.

The registrar makes final determination of the residency classification of students at NCCC. However, the student has the right to file an appeal of the ruling. The student should utilize the Student Grievance Procedures found in the Student Handbook if they wish to challenge the residency classification decision.

Documentation for change of residency status must be in place prior to the first day of classes of the semester for which the change is being requested. Failure to meet this deadline may necessitate the residency change being postponed to the subsequent semester.

**Transfer Credit**

Neosho County Community College encourages students to transfer in academic work from accredited institutions. Accredited institutions are those recognized by the U.S. Department of Education. These institutions are listed at [http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html).

An evaluation of transfer credit will be completed after an Admission Form has been filed. The student must request official transcripts be sent from the accredited institution to the NCCC Office of Registrar. Unofficial transcripts will not be considered for transfer. The registrar or his or her designee will determine the equivalency of transfer courses. In most cases the transcript will be evaluated within 30 days of receipt by the Office of the Registrar.

Credit hours completed at accredited institutions will be considered equivalent if the learning outcomes and credit hour length of the courses are comparable to those of courses offered through NCCC. Transfer work deemed not equivalent to NCCC’s course offerings will be accepted as “elective credit.” A syllabus of the course work and the documented learning outcomes may be required for evaluation of transfer credit.

Only those transfer credits in which a passing grade (“A,” “B,” “C,” or “P”) was received will be accepted toward completing a degree or certificate. Courses for which grades of “D” or “F” was earned will not be counted toward the completion of degree or certificate requirements.

Students who wish to appeal the registrar’s decision regarding acceptance or equivalency of transfer work, must complete the following steps:

1. Appeal in writing to the appropriate division chair within 10 college working days of notification by the registrar. If the division chair is not available, appeal to the Vice President for Student Learning.
2. If the student wishes to appeal the decision of the division chair, he/she may do so, in writing (within 10 college working days) to the Vice President for Student Learning, whose decision will be final.
Credit for Prior Learning

Credit for Prior Learning (CPL) provides students an opportunity to earn credit at Neosho County Community College for knowledge and skills gained through work and life experiences. To encourage and assist students to complete degrees, NCCC may award college credit for prior learning.

Credit for Prior Learning (CPL) Policy and Requirements

1. A maximum of 21 credit hours can be awarded for prior learning, using any of the methods listed below.
   a. Degree seeking students must complete at least 18 credit hours at NCCC.
   b. Certificate seeking students must complete at least 50% of certificate hours at NCCC.
2. The learning evaluated must demonstrate current knowledge in the field for which credit is being sought.
3. All courses for which credit for prior learning is awarded must have equivalent courses in the NCCC curriculum. Partial credit will not be awarded.
4. Students must provide validated documentation stating the courses, knowledge, skills, and clock hours completed.

Students should be aware that credit for prior learning awarded by Neosho County Community College may not apply upon transfer to other schools.

Converting Prior Learning to College Credit

Students may receive credit at Neosho County Community College by demonstrating knowledge using one of the following prior learning assessment (PLA) methods:

Certificate Evaluation

Third party, industry-recognized certifications may be presented for evaluation for college credit. Credit may be awarded for classes covering the equivalent outcomes. A $10 validation fee per certificate will be charged.

Credit by Examination

Students awarded credit by examination must be enrolled at NCCC. NCCC accepts the results of the College Entrance Examination Board Advanced Placement (CEEBAP) and College Level Examination Program (CLEP) for credit by examination. NCCC is not a College Board test center; thus, students who participate in these programs must have their test results forwarded to the College. Please check with Registration for specific courses and credit hours available through credit by examination. Courses receiving “pass” as a grade will not be used in the computation of the student’s GPA, but courses for which letter grades are awarded will be used in determining the student’s cumulative GPA. The registrar will post credit by examination to the student's transcript at the direction of the appropriate departmental faculty. A fee of $100 per test must be paid prior to posting on a transcript.

Students should understand that transfer policies of other higher education institutions may differ in credit accepted.

1. College Entrance Examination Board Advanced Placement (CEEBAP)

Students desiring advanced academic placement and university credit for those courses validated by such placement may do so by using the CEEBAP examination. Students completing the CEEBAP examination with a score of three to five, depending on the subject, will receive appropriate college credit recorded as “pass.” A fee of $100 per test must be paid prior to posting on a transcript. Contact Registration for specific information.

State Universities in Kansas have established standard acceptance of AP Exam Scores. NCCC adheres to this state-established standard. With the exception of three exams, NCCC shall award credit for all AP exams scores at 3 or above for the equivalent course. The following exams require scores above 3 for credit to be awarded:
2. **College Level Examination Program (CLEP)**

   Students with non-traditional educational experiences may have such experiences validated by the CLEP examination.

   **CLEP Subject Examination:** State Universities in Kansas have established standard acceptance of CLEP Exam scores at or above the American Council of Education’s (ACE) credit-granting recommended score of 50 for the equivalent course. NCCC adheres to this state-established standard. Students meeting the established criteria will be awarded college credit with a grade of “pass.” The subject examinations will be used to validate life experience on a course-by-course basis. No CLEP subject examination credit will be awarded for any course in which college credit was earned prior to taking the test. A fee of $100 per test must be paid prior to posting on a transcript. Contact Registration for specific information.

3. **Departmental Examination**

   Proficiency exams are available in some departments. Students demonstrating a sufficient level of proficiency on the course outcomes measured in the exam may earn credit. The responsible Dean or division chair will review, and as applicable, seek advice from full-time faculty. A fee of $100 per test must be paid prior to posting on a transcript. Contact Registration for specific information.

**Portfolio Assessments**

**Portfolio assessments are available for some courses.** The student must complete at least nine credit hours at NCCC with at least a “C” and have a declared degree objective before credit for prior learning will be reviewed and any recommendation for awarding credit will be made. Students must prepare a portfolio documenting learning acquired outside the classroom. Portfolio components may include work samples, reports, job descriptions, performance evaluations, certifications, awards and honors, and other items of evidence. The documentation will be evaluated to determine if course outcomes have been met. The responsible Dean or division chair will review, and as applicable, seek advice from full-time faculty. A review fee of $100 will be charged per portfolio, and a fee of $100 per class must be paid prior to posting on a transcript.

**Prior Learning Assessment Cost Information**

<table>
<thead>
<tr>
<th>Prior Learning Assessment Method</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Evaluation</td>
<td>$10 per certificate</td>
</tr>
<tr>
<td>Advanced Placement (CEEBAP)</td>
<td>$100 per test</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>$100 per test</td>
</tr>
<tr>
<td>Departmental Exam</td>
<td>$100 per test</td>
</tr>
<tr>
<td>Portfolio Assessment</td>
<td>$100 review fee per portfolio $100 fee per class</td>
</tr>
</tbody>
</table>

**Military Credit**

NCCC is a recognized member of the Service Members Opportunity College (SOC), and as such, will award college credit for military training as appropriate up to 20 credit hours. To be eligible to receive military training credit, students must submit supporting documents, such as DD214 or AARTS transcripts to the registrar for evaluation. The recommendations of the American Council on Education Guide Book are used to convert military training to college credit. No letter grades will be issued for military credits.
Class Conflict Policy

If a student and advisor select two mandatory courses within a student’s enrollment schedule that meet at overlapping times, a Class Conflict Contract is available in the student services office to authorize an agreement between the two instructors and the student on the student’s obligation to complete all coursework within both courses. This contract places full responsibility upon the student to fulfill his/her class assignments and/or makeup any class time missed due to the conflicting course offerings. This form must be completed, signed, and submitted to the registrar prior to enrollment in these courses.

Auditing a Class

Students who wish to enroll in a course, but do not wish to receive college credit may audit the course. Students choosing to audit a course must obtain written permission from the course instructor. Enrollment is conditional based on open seats being available in the course with credit-seeking students having first priority for entry into the course. Students will be charged the current applicable tuition and fee rate per credit hour plus any course fees. These charges are not refundable. The student’s transcript will reflect “AU” as the form of grade provided, and these hours are not eligible for federal aid or any other financial assistance offered at NCCC.

First Year Seminar

All first-time, degree-seeking freshmen and transfer students with less than 15 credit hours who have not previously taken a similar course are required to enroll in First Year Seminar during their first semester at NCCC. Students who took courses for college credit in high school must take First Year Seminar. This course is designed to assist the student in making a successful transition to college life. Although the course is required for all first-time freshmen students, all students who feel they may benefit from the experience are encouraged to take the course.

Classification

Enrollment in a minimum of 12 hours of college credit during a full 16-week semester is required for classification as a full-time student. A student is classified as a sophomore upon attaining 26 semester hours of credit and a minimum of 52 grade points.

EDUCATIONAL FEES

TUITION AND FEES

Tuition and fees are determined periodically by the College Board of Trustees. NCCC charges tuition and fees on a per credit hour basis. Fees are charged to maintain and enhance technology, physical facilities, scholarship opportunities, and student life. In addition, certain classes have special fees assessed to help defray the cost of materials and supplies. For a current list of tuition, fees, and special fees, see the class schedule or contact the business office. NOTE: Tuition and fees are subject to change without notice.

PAYMENT OF TUITION AND FEES

Payment Due Dates

Students should be prepared to pay tuition and fees on or about July 25 for the fall semester, January 2 for the spring semester, and May 15 for the summer sessions. Students enrolling after these deadlines must pay at the time of enrollment, or have financial aid and/or scholarships in place to cover their entire balance.

Certain courses, such as allied health courses which fill quickly, require payment at the time of enrollment.

Installment Payment Plan

NCCC also offers a convenient installment payment plan. Students who wish to use this option are required to log into their InsideNC account and enroll in the online payment plan. There is a $35 user fee for this service
per semester. The payment plan allows the student to divide their balance into multiple payments. The $35 payment plan fee is required at the time of enrollment. Students can have up to five monthly payments, depending on how early they enroll in the online payment plan. The payment plan option is not available for the summer sessions, or intersession classes. NCCC accepts VISA, MasterCard, AMEX and Discover. No academic records, such as transcripts or other information, will be released to students or other educational institutions until all financial obligations to NCCC are met in full.

**Returned Checks**

If a check made payable to NCCC is returned for any reason, a returned-check fee of $30 will be charged for each returned check. The student will be notified at their current student address if a check is returned. If the payment is not made to the College within ten days, the matter may be referred to a collection agency. The student's records will be placed on hold until the returned-check fee and all outstanding NCCC financial obligations have been paid. Once a student has a returned check, the College will accept only cash, money order, Visa, MasterCard, AMEX or Discover as payment.

For more information, contact accounts receivable at 620-431-2820, ext. 286.

**BOOKS AND SUPPLIES**

Rental textbooks, purchased textbooks, and school supplies are available at the NCCC bookstore, located in the Student Union on the Chanute campus and on the Ottawa campus. The College bookstore also carries basic school supplies, College logo items such as mugs, hats, clothing and many other items. A full range of food and drink options are also available. Both bookstores accept MasterCard, Visa, Discover, and American Express. In Chanute, the bookstore is open daily Monday through Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 5:00 p.m. The Ottawa bookstore hours are Monday through Thursday, 8:00 a.m. – 6:00 p.m., Friday 8:00 a.m. to 5:00 p.m. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2067 or 888-466-2688 (KS only), ext. 356.

**TEXTBOOK RENTAL**

A textbook rental system is used at NCCC. The fee for the textbook rental is charged to each student's account and most textbooks are available. This system saves the student several hundreds of dollars each semester. The books that are rented are distributed through the NCCC bookstore and must be returned to the bookstore no later than 3:00 p.m. the Monday following the completion of a course or when a class has been dropped. If the book(s) are not returned on time, a late fee will be charged to the student's account and all grades and transcripts will be placed on hold until the fine has been paid.

Not all textbooks are available to rent. Lab books, computer books, workbooks, class notebooks, allied health and nursing books, among others, are not available for this service. Please check with the bookstore to see if books are available for rental or must be purchased.

Books may be picked up, ordered, and/or purchased through the Chanute and Ottawa campus bookstores or on line at www.NCCCBookstore.neosho.edu. VISA and MasterCard cards are accepted. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2067 or 888-466-2688 (KS only), ext. 356.

**HOUSING**

NCCC maintains two residence halls at the Chanute campus. Bideau Hall was completed in 2000 and houses 213 students. NeoKan Hall houses 81 students. A $125 nonrefundable application fee is due upon signing a housing contract. Applications containing full information pertaining to room and board and associated costs are available in the business office, 620-431-2820, ext. 514, or on the NCCC web page. No college housing is available at any other college site.
TRANSCRIPT FEE

Transcripts of work completed at NCCC are provided to other institutions of higher learning or any other entity of a student’s choosing. A student must go to our website www.neosho.edu, click on Order Transcript, and then proceed to Ordering Transcripts Online. Click on Chanute Campus Clearinghouse Site to electronically order your transcript. If you would like to physically pick up a transcript in Ottawa, click on that link. The fee is $7.25 per transcript and can be paid by debit card or credit card. Transcript requests will not be processed until all obligations to the institution are met in full.

REFUND POLICY

INSTITUTIONAL REFUND POLICY

The registration office has been designated as the official office for withdraw notification. Refunds are calculated based on the day a student officially drops a class by contacting the registration office in person, by mail, or e-mail.

If NCCC exercises its right to cancel a class, a full refund will be issued.

If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester.

The Vice President for Student Learning or Dean for the Ottawa and Online campuses may authorize exceptions to this policy.
FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID PROCESS

The primary purpose of the NCCC financial aid program is to provide financial assistance to eligible students. A comprehensive assistance program which includes scholarships (institutional, academic, and athletic), grants (state and federal-based aid), loans (federally funded subsidized, unsubsidized, and PLUS loans), and part-time employment (Federal Work Study or institutional student employment) is available. Only students who have made application in the student services office as degree or certificate seeking, and have been accepted as such, will be eligible for federal financial aid.

To apply for federal aid, students must complete the Free Application for Federal Student Aid (FAFSA) each academic year. The FAFSA on the web worksheet is available beginning in January preceding the academic year. These worksheets are available at NCCC, high school counseling offices, and at the website www.fafsa.gov. It is strongly recommended that students complete the FAFSA before April 1 of the academic year.

Official copies of all prior academic transcripts, including verification of high school graduation or GED certification, must be submitted to the NCCC registrar’s office. Students will be notified by letter of any additional items/documents that may need to be submitted to the financial aid office to complete their financial aid file. Students applying for any federal student financial aid must provide official copies of all previous academic transcripts before financial aid eligibility can be finalized and before any federal student aid funds can be awarded.

Students with prior loans should contact their lender or servicer to obtain a loan deferment form and submit it to the registrar for completion. Federal aid will be applied towards the student’s NCCC charges; however, the student is responsible for all costs not paid by the federal aid or if they lose their federal aid eligibility. Students should contact the financial aid office for more information.

Home-Schooled Students

To qualify for federal student aid, home-schooled students may provide an official high school transcript showing classes completed and high school graduation. Home-schooled students not providing an official transcript may qualify for federal student aid at NCCC by meeting one of the following two options:

1. Provide other documentation of meeting high school graduation requirements as accepted by the NCCC registration office.
2. Take the Adult Basic Education classes and obtain a GED (General Equivalency Diploma).

GRANTS, LOANS, AND WORK STUDY

The federal government funds several financial aid programs. Financial assistance is awarded to students who demonstrate need through the Free Application for Federal Student Aid (FAFSA). Once financial need and eligibility have been determined, the following programs are available: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Subsidized and Unsubsidized Federal Family Educational Stafford Loans and PLUS Loans (loans for parents).

- **Federal Pell Grants** are awarded to eligible students for educational related expenses.
- **Federal Supplemental Educational Opportunity Grants** range from $100 to $400 per academic year at NCCC.
- **Federal Family Educational Stafford Loans**, both Subsidized and Unsubsidized, are available to eligible students while attending NCCC. These are low interest loans that enter repayment six months after the student's enrollment falls below six credit hours. Loans received at other institutions are considered part of the aggregate amount that a student may borrow. Under this program, there is a maximum lifetime aggregate limit that a student can borrow. Students can avoid reaching this limit by borrowing only what they need for education-related expenses.
- Parents of dependent students may apply for a **PLUS Loan** and are responsible for repayment. Interest rates, deferments, repayment dates, and other specific information are available in the financial aid office and from lending institutions.
- Eligible students may participate in part-time employment through the **Federal Work Study** program for
at least minimum wage.

- NCCC will assist students in applying for other financial aid. The following is a partial list of other assistance that is monitored or coordinated by NCCC:
  - Kansas State Scholarship
  - Kansas Minority Scholarship
  - Kansas Board of Regents Nursing Scholarship
  - Vocational Rehabilitation
  - Vocational Educational Scholarship
  - Veterans' Educational Benefits
  - Bureau of Indian Affairs

**SCHOLARSHIPS**

NCCC offers a variety of institutional and foundation scholarships for full-time and part-time students. Scholarships are awarded based on academic ability, participation in activities, athletic skill, service, and various other criteria. Various types of scholarships are available, including academic, activity, athletic, honors, nursing, service, business, industrial technology, senior citizen, and high school. Students may apply for scholarships in addition to other financial aid. Scholarship applications are available on the NCCC website. Please refer to the NCCC Scholarship Handbook and/or to the financial aid office for additional information regarding scholarship programs, applications, and procedures.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require that a student must be making satisfactory academic progress in a certificate or degree program in order to be eligible to receive federal aid.

As per federal regulations, all academic transcripts will be evaluated for satisfactory academic progress whether or not financial aid was received. For the purposes of determining satisfactory academic progress, grades of “A,” “B,” “C,” “D,” “P,” “F,” “XF,” “W,” “WA,” “NP,” and “I” will be calculated as attempted financial aid hours. This includes developmental and repeated courses. Audit and non-credit classes are not considered for financial aid and will not be included as attempted financial aid hours. If a student completes a course that he/she received an incomplete grade, the student must notify the financial aid office in writing, in order for satisfactory academic progress to be reviewed again.

Upon a completed financial aid file, a student's current status at NCCC will be reviewed. Qualitative and quantitative measures are required to determine satisfactory academic progress. That criterion is listed below.

1. Students must successfully complete 67% of the cumulative number of credit hours attempted.
2. Students must have a 2.0 or greater cumulative career GPA.
3. The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program. For example, if the published length of the program is 64 credit hours, the maximum number of attempted credit hours may not exceed 96. After 150% of the published length of the program has been attempted students will be placed on financial aid denial.

Successfully completed grades include: “A,” “B,” “C,” “D,” “P” (Pass)

Example: Peter Panther has attempted 12 hours at XYZ College and has attempted 15 hours at NCCC. He has attempted a total of 27 credit hours (27 hours x 67% = 18.09). He must have successfully completed at least 18.09 credit hours and have at least a 2.0 cumulative career GPA to be making satisfactory academic progress.

**Financial Aid Warning**

New NCCC financial aid applicants will be reviewed to see if they have successfully completed 67% of the cumulative number of prior credit hours attempted and if they have maintained a cumulative career GPA of 2.0.
or higher. Students who do not meet both of these conditions are placed on financial aid warning for their first term of attendance.

At the end of each term (semester), NCCC financial aid recipients in good academic standing will be reviewed to see if they have successfully completed 67% of the cumulative number of credit hours attempted and maintained a 2.0 or greater cumulative career GPA. Students who do not meet both of these conditions are placed on financial aid warning for their first term of attendance.

A student on financial aid warning is still eligible to receive financial aid the next semester of attendance. However, notice of financial aid warning may be retroactively incurred based on an evaluation of the student's previous academic record at NCCC.

At the end of each semester, the students who received aid and were on warning will also have their academic performance evaluated. At that time, one of the following actions will occur:

- If the student has successfully completed 67% of the cumulative number of credit hours attempted and has a cumulative career GPA of a 2.0 or greater, the student will automatically be reinstated to good academic standing.
- If the above conditions have not been met, the student will be placed on financial aid denial.

Financial Aid Denial

Under the following conditions, students are placed on financial aid denial:

1. Receiving unsuccessful grades in all of their classes in one term at NCCC.
2. Attempting more than 150% of the published length of the program.
3. Have had one semester of financial aid warning, but are still not meeting 2.0 cumulative GPA and/or successfully completing 67% or greater of cumulative classes attempted.
4. Currently on financial aid probation and did not meet the probation requirements.

A student on financial aid denial is not eligible to receive federal aid. Notice of financial aid denial may be retroactively issued based on an evaluation of the student's previous academic record at NCCC.

Excluded Grades

Audit and non-credit classes are not considered for financial aid and will not be included as attempted financial aid hours. Grades of “F” (Failure), “XF” (Failure Due to Violation of Academic Honesty policy), “I” (Incomplete), “W” (Withdraw), “WA” (Withdrawn by Administration), “NP” (No Pass) do not count as credit hours earned.

Repeated Coursework

- Once a student has passed a course with a “D” or better, he/she can receive Federal Financial Aid Funds to repeat the course one time. (“P” grades are considered a passing grade)
- If a student fails a course “F”, “XF”, “NP” or withdraws “W”, “WA” from a course, which has never been passed, they can receive Federal Financial Aid until they pass the course with a “D” or better.

Transfer Credits

All previous college attempted and completed coursework on file with NCCC’s registration department will be counted when determining the student's GPA, cumulative completion rate, and maximum timeframe, regardless whether the student received Federal Financial Aid for those hours or not.

Conditions for Reinstatement of Financial Aid

When a student successfully completes 67% of the cumulative number of credit hours attempted and has a cumulative career GPA of a 2.0 or greater, a student may apply to be reinstated to good academic standing.

To apply for reinstatement for the first offense, the student may appeal to the director of financial aid by filling
out the Denial Appeal Form listing reasons (examples: illness, death in the family, unusual circumstances) why he/she did not achieve satisfactory academic progress or why he/she has attempted more than 150% of the published length of the program and is seeking aid for additional courses. The student must also supply an academic plan and appropriate supporting documentation, such as a letter from his/her doctor, employer, advisor, etc. All appeals should be submitted to the office of student financial aid at your campus.

If the appeal is approved by the director of financial aid, the student will be placed on financial aid probation for one semester, and will be eligible to receive federal aid. Certain conditions and timeframes may be included with the probation reinstatement. If the appeal is denied, the student will remain on financial aid denial, and therefore ineligible for federal aid. The student will be notified in writing by mail or student email of the director of financial aid’s decision.

The student may appeal the director of financial aid’s decision to the Financial Aid Committee within ten business days. The student must fill out the Denial Appeal Form and attach all supporting documents and submit them to the office of student financial aid. Upon receipt of the request for an appeal hearing, the director of financial aid will schedule a hearing and notify the student requesting the appeal of the date and time of the scheduled hearing. A time shall be set for a hearing, not less than two nor more than ten calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the director of financial aid.

To apply for reinstatement for the second and subsequent offenses, the student may appeal to the Financial Aid Committee or its designee by filling out a Denial Appeal Form and attaching the applicable supporting documentation. All forms and letters must be submitted to the office of student financial aid. If the student wishes to present his/her case orally to the committee, he/she must indicate this intention in writing. This appeal, as well as the original appeal to the director of financial aid, student academic file, academic transcript and financial aid file will be submitted for review. The student will be notified of the initial meeting of the committee if the student has indicated in writing his/her request to orally present the appeal. Additionally, the committee may mandate that the student appear at the appeal meeting. The student will be notified in writing of the committee’s decision and may appeal to the president or his/her designee. NOTE: The president’s current designee is the Vice President for Student Learning.

**Financial Aid Probation**

Students whose financial aid denial appeals are approved will be placed on financial aid probation. At the end of each semester, the students who received aid and were on probation per appeal will also have their academic performance evaluated. At that time, one of the following actions will occur:

1. If the student has successfully completed 67% of the cumulative number of cumulative credit hours attempted and has a cumulative career GPA of a 2.0 or greater and has not attempted more than 150% of the published length of the program, the student will be reinstated to good academic standing.
2. If the student has successfully followed the terms of his/her academic plan and appeal conditions, but cannot yet be returned to good academic standing, the student will remain on financial aid probation.
3. If neither of the above conditions has been met, the student will be placed back on financial aid denial.
REVOCATION OF SCHOLARSHIPS AND/OR GRANTS-IN-AID

Scholarships and/or grants-in-aid shall remain in force for the semester or academic year in which each was issued provided the student remains in good standing with the College. Upon the loss of good standing, scholarships and/or grants-in-aid shall be revoked. Specific conditions of scholarships through the College are contained in the scholarship letter signed by the student.

A student may be deemed to have lost good standing upon conviction of a felony; conviction of or repeated illegal use of narcotics, including marijuana or controlled substances as defined by Kansas statutes; and failure to comply with the rules and regulations of the College, or the athletic team or activity of which the student is a member, or failure to cooperate with officials and instructors at the College. Also, scholarships may be revoked for the following reasons:

1. A scholarship over-award as defined by either the U.S. Department of Education or the KJCCC;
2. Voluntary withdrawal from classes;
3. A drop in the academic standing below the specified grade point average indicated in the award letter; or,
4. Degree completion.

An official notice, sent to the student email account or address on record, of the revocation of an academic or activity scholarship and/or grant-in-aid shall be given to the student indicating the loss of good standing or for the reasons indicated above. If the student disagrees with the revocation decision, he/she may file a grievance as outlined in the Student Grievance Procedure.

RETURN OF TITLE IV FUNDS

Title IV funds are all federal aid to students including the PELL grant, student loans, etc. Return of Title IV or R2T4 refers to the calculation done when a financial aid student withdraws from the semester. The calculation determines if it is necessary to return a portion of the federal financial aid to the Department of Education, or if the student is entitled to receive a post withdrawal disbursement because aid had not yet been disbursed. The calculation of R2T4 is required by the Department of Education.

Determining Student Withdrawal Date

The Registration Office has been designated as the official office for withdrawal notification. Once registered, failure to attend classes is not considered an official withdrawal. Students who decide to leave the college should contact the Financial Aid Office to discuss their options. Students must contact the Registration Office to officially withdrawal from all courses.

A student’s withdrawal date is:
1. The date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw; or
2. The midpoint of the period for a student who leaves without notifying the institution; or
3. The student’s last date of attendance at a documented academically related activity.

SAP Policy (R2T4)

If a student fails to earn a passing grade in any class and was paid federal financial aid for a given semester, the R2T4 calculation will be done and the student will be placed on financial aid denial, and will not be eligible for federal financial aid. See the Satisfactory Academic Policy (SAP) for the appeal process.

Calculating Percentage Aid Earned

A student may be required to repay all or part of the financial aid disbursed for the semester in which they withdraw if they do not complete more than 60% of the semester.

The amount of Title IV aid earned by the student is determined by multiplying the percentage of the payment period completed by the total amount of Title IV aid disbursed, or that could have been disbursed. If the percentage of the payment period completed is more than 60 percent, the student has earned 100 percent of
the aid. An institution would add up the total Title IV loan and grant assistance awarded to the student for the
payment period (excluding FWS funds and the nonfederal share of funds for the FSEOG) and multiplies this
dollar amount by the percentage of the period completed. If the student is subject to the 30-day delayed
disbursement restriction for Stafford loans and withdrew during the first 30 days; no Stafford loan amounts
could be disbursed and will not be counted.

Post Withdrawal Disbursements

When determining the earned aid for each student, the institution compares actual funds disbursed and the
total amount of Title IV financial assistance earned by the student at the time of withdrawal to determine
whether the student is entitled to additional funds or if funds need to be returned to the Title IV programs.

If it is determined that the student earned more than they were disbursed, then the student is entitled to a
“post-withdrawal disbursement” of funds up to the total amount earned. If there are outstanding current
institutional charges, the institution may credit a post-withdrawal disbursement to the student’s account
under the terms of the cash management regulations. If the student is eligible to receive loan funds, the
institution must offer those funds to the student within 30 days of the determination of withdrawal. The
student has 14 days from the date of the letter to accept loan funds.

Return of Title IV Funds by Institution

If Title IV funds need to be returned, the institution has to return funds first within 45 days of the
determination of withdrawal. The institution must return the lesser of the unearned aid or the sum of the
institutional charges multiplied by the percent of aid unearned. Then, if the amount that the institution is
responsible for returning is less than the total amount of aid that needs to be returned, the student is
responsible for the remainder.

The aid the institution must return will be billed to the student account. If those funds are not paid, a hold will
be placed on the student account and may be turned over for collection through an outside agency.

Funds Included in the Return of Title IV Funds (R2T4) Policy

Aid will be repaid to the appropriate fund in the following distribution order, which is statutorily prescribed.

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Parent PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Other Title IV aid programs (Does not include Federal Work Study)

Return of Title IV Funds by Student

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by
repaying the funds to the following sources, in order as listed below, up to the total net amount disbursed
from each source, after subtracting the amount the school will return. Amounts to be returned to grants are
reduced by 50%. Loan amounts are returned in accordance with the terms of the promissory note.

Students are obligated to return any Title IV overpayment in the same order that is required for schools
(listed below). The student has 45 days to resolve the overpayment. If the student fails to resolve the
overpayment within 45 days the institution will refer the student to Debt Resolution Services.

Grant overpayments may be resolved through:

1. Full and immediate payment to the institution
2. Repayment arrangements satisfactory to the school (has to be paid in full within 2 years), or
3. Overpayment collection procedures negotiated with Debt Resolution Services.
**Student Notification as a Result of Withdrawal**

The federal government has established a Return of Title IV Funds (R2T4) Policy which impacts financial aid recipients. This policy is not the same as the college refund policy. Financial aid is awarded to students contingent upon completion of the semester. Federal financial aid recipients who withdraw prior to completing 60% of the semester will owe a repayment to the U.S. Government. If it is determined that a portion of the financial aid received by the student is unearned, the college must return those funds to the Department of Education within 45 days.

Students will receive a written notification after the R2T4 is calculated within 30 days of the determination of withdrawal. In the written notification students will receive specific information including the dollar amount NCCC is returning to the Department of Education as well as any amount that may be due to the Department of Education or NCCC by the student. More information is available in the financial aid office.

**VETERANS’ BENEFITS**

Students eligible to attend NCCC under their entitlement to veterans’ benefits should obtain VA Form 22-1990, the Veteran’s Application for Program of Education or Training, from the financial aid office or from a veteran’s administration representative. Application can also be made online at [www.gibill.va.gov](http://www.gibill.va.gov). The veteran should complete the application, attach a copy of DD 214, Notice of Separation, and submit them to the financial aid office.

For payment purposes, the Veterans Administration uses the following schedule: full time is 12 or more hours of credit; three-fourths time is nine to 11 hours of credit per semester; half time is six to eight hours of credit per semester; less than half time, benefits calculated on a per credit hour basis. Students are required to make satisfactory progress toward graduation in order to continue receiving educational benefits. More information regarding VA benefits is available at the financial aid office.

**ACADEMIC POLICIES AND INFORMATION**

**ACADEMIC APPEALS**

**Final Grades**

Final grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course.

Only final grades given at the conclusion of the course may be appealed. Grounds for final grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
2. Alleged errors in the mathematical calculation of grades.
3. Alleged errors in recording the grade on the student's transcript.
4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.).

In the case of a final grade appeal, the student must begin the appeal process within 30 days from the conclusion of the course. Each final grade being questioned must be appealed separately.
**Academic Honesty**

In the case of an academic honesty violation (as defined in the Code of Student Conduct and Discipline), the student must begin the appeal process within two working days from the date disciplinary action was initiated by the faculty member or other College official.

**Appeal Procedure**

A student begins the appeal process by completing the Academic Appeal Form, available in the office of the chief academic officer and then:

1. For a final grade appeal, conferring with the appropriate course instructor. If the problem cannot be resolved, the student may continue the appeal process by making an appointment with the chief academic officer.
2. For an academic honesty appeal, including appeal of an “XF” grade, meeting with the course instructor is not required, and the student shall make an appointment with the chief academic officer.

It rests with the chief academic officer’s discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee appointed by the chief academic officer or by the president of the College. No further appeal by the student is allowed.

**ACADEMIC CLEMENCY**

Students may eliminate poor academic records within the restrictions of the following policy:

**Requirements and Limitations**

1. To be eligible, the student must be currently enrolled at NCCC and must have completed at least 12 consecutive credit hours at this institution with a 2.5 GPA. In addition, the student must meet one of the following criteria:
   a. Make a complete curriculum change, or
   b. Wait an interim of two years from the date of the grades before filing for Academic Clemency.
2. Up to 15 semester hours of specific “F” and/or “D” grades may be petitioned for exclusion from the computation of the student’s GPA.
3. When a course has been excluded from the computation of the GPA, it shall not be counted for graduation but will remain on the student’s transcript.
4. Academic Clemency will be granted only once while at NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution’s policy.
6. Grades which have been excluded from the computation of the GPA will be identified on the student’s transcript by an ampersand (&).
7. Granting of Academic Clemency does not affect or alter a student’s record for athletic eligibility.
8. Students granted Academic Clemency may not receive honors at graduation.
9. While credits removed from the computation of the GPA as a result of Academic Clemency will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

**Procedure**

1. Students wishing to petition for Academic Clemency must complete and submit a letter requesting Academic Clemency to the Vice President for Student Learning. The letter should contain reasons why Academic Clemency is requested and a list of courses the student wishes to remove from his/her transcript.
2. Petitions may be filed upon enrollment at NCCC, but Academic Clemency will not be granted until a student has completed 12 hours and met the requirements as stated in #1 above.
3. Upon receipt of the petition, the Academic Clemency Committee will review the student’s transcript and current enrollment, and make a recommendation on clemency.
4. If Academic Clemency is granted, all previous course work will continue to appear on the transcript, but the grades in those courses which have been granted Academic Clemency will not be included in the student’s NCCC cumulative GPA.
ACADEMIC FRESH START

Academic Fresh Start is a policy which provides students with poor or marginal academic college records the opportunity to resume work toward their degree without the burden of a poor GPA due to past academic performance. A student must be returning to college after a four-year absence to qualify for Academic Fresh Start. Academic Fresh Start removes all prior college grades from the student’s transcript while academic clemency is limited to removal of 15 credit hours. This policy refers to NCCC only. A student transferring to another institution will follow the other institution’s policy.

Students must meet the following requirements before being granted this option:
1. Separation from all institutions of higher education for at least four years,
2. Formal application to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses. (This application should describe the reasons for the request and outline an academic plan, which includes the declaration of an area of academic interest.)
3. Agree that the calculation of the GPA and credit hour totals will be based solely on work completed after this point and enrollment at NCCC and the student will forfeit use of all credit hours toward a degree earned prior to being granted.

If Academic Fresh Start is granted, the student may resume his/her studies with the understanding that:
1. Academic Fresh Start at NCCC may be granted only once.
2. The student’s permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period.
3. The student’s record will carry a notation designating when the Academic Fresh Start was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date.
4. Students applying for admission under Academic Fresh Start must meet admission requirements established by NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution’s policy.

ACADEMIC HONESTY

A standard of honesty, fairly applied to all students, is essential to a learning environment. Students are responsible for learning the content of any course of study outlined by their instructors, regardless of any views or judgments privately held and for demonstrating their attainment in an honest manner. Students violating such standards must accept the consequences and penalties assessed by appropriate classroom instructors or other designated persons. All cases may result in discipline at the college level and may result in suspension or dismissal. Students accused of abridging the policy of Academic Honesty may protect themselves through established academic appeal procedures and are assured due process and the right of appeal from accusations or penalties felt to be unjust. The faculty, staff, and administration of NCCC will neither condone nor tolerate violations of this policy.

Definitions

Violations of the Academic Honesty policy include academic dishonesty, which is behavior in which a deliberate means is employed to gain undeserved intellectual credit or advantage, either for oneself or another, or which is disruptive of a course of study. Some examples of academic dishonesty are:
1. **Plagiarism.** Intentionally using the printed/published data, distinctive ideas, or language of someone else without specifically acknowledging the original source, for example, copying another student’s paper, creative work, article, or computer work and submitting it as one’s own original work. On the other hand, the use of “common knowledge” or of ideas that are not distinctive to a single source does not require acknowledgement. Subject to the foregoing, the particular circumstances under which acknowledgment is required may vary among the different disciplines, which make up the College; in addition, the manner or style used to acknowledge a source will vary among disciplines. In a particular course, students must follow the acknowledgement/citation customs and standards of the discipline offering the course and acknowledge sources in the manner expected by that discipline. The instructor in each course is
2. **Unauthorized collaboration on out-of-class projects.** Students may not present work as individual when, in fact, the work was done with other students.

3. **Cheating on exams.** Defined as the unauthorized or inappropriate use of information about the exam (questions/answers) and/or the taking of an exam with the assistance of unauthorized materials such as notes, textbooks, crib sheets, electronic means (such as cell phones), etc. It is the responsibility of each instructor to inform students which information aids, if any, may be used on exams.

4. **Unauthorized access to exams in advance of the examination.** Students who in any unauthorized manner obtain exams in advance of the date and hour of the examination are committing an act of academic dishonesty. Unauthorized access to exams does not include obtaining copies of exams given in previous sections and restricted to students, but it does include a sharing of information about an unreturned exam between a student in an earlier section of a class and a student in a later section.

5. **Aiding and/or abetting an academically dishonest undertaking.** A student is responsible for ensuring that other students do not misuse his/her work. Students are required to protect the integrity of their own work by, for example, not allowing, knowingly or through carelessness, another student to plagiarize a term paper or copy answers to an exam.

**Responsibility for Academic Honesty**

The fundamental responsibility for the maintenance of the standards of honesty rests upon the student. It is each student’s responsibility to be familiar with College policy on academic honesty and to uphold the standards at all times in all situations.

Each faculty member shall make clear to each class early in the semester the faculty member’s own policy toward penalties he/she gives for breaches in academic integrity, within the scope of the College policy. Faculty are expected to take reasonable precautions to protect academic honesty.

**Consequences of Academic Honesty Violations**

Incidents of academic honesty violation in the classroom will be the responsibility of the individual instructor. Upon discovery of such violations, the instructor will have a private meeting with the student to inform him/her of the situation or notify him/her by e-mail. The consequences of violation of the Academic Honesty policy are at the discretion of the instructor and can range from redoing the assignment for partial credit to course dismissal, to the receiving of a grade of “XF” for the course. A grade of “XF” indicates the student failed the course due to violations of the Academic Honesty policy and remains on the permanent transcript unless removed by passing a course in ethics and integrity. All actions taken by the instructor will be documented by the instructor, and reported to the following:

- Instructor’s direct supervisor (appropriate division chair, director or direct supervisor)
- Appropriate Dean as applicable (Dean for the Ottawa and Online campuses, Dean of Outreach and Workforce Development)
- Vice President for Student Learning
- Dean of Student Services

A copy of the documentation will be placed on file with the Dean of Student Services. If the student does not agree with the actions taken by the instructor, he/she may utilize the Academic Honesty Appeal Procedure found in this catalog or in the NCCC Student Handbook.

Records of acts of misconduct will be kept on file by NCCC. In cases of serious violations of academic honesty or multiple violations of the policy, the Dean of Student Services, in conjunction with the Dean for the Ottawa and Online campuses, or the Dean for Outreach and Workforce Development when applicable may require a meeting with the student to determine what action needs to be taken. Actions may range from a warning to expulsion from the College.
ACADEMIC MINIMUM STANDARDS AND REINSTATEMENT PROCEDURES

A student whose career GPA falls below 2.0 will be placed on academic probation for one term (semester). Should the grade point or percentage of course work not raise above the minimum standards during the probation period, the student will be academically suspended. Exceptions may be made at the registrar’s or Vice President for Student Learning’s discretion.

Failure to attend and participate in coursework as determined by the College may result in administrative withdrawal from college level coursework. Students placed on academic probation will be required to enroll in college success courses during the probationary semester. If a student is administratively withdrawn from college success courses, this will violate his/her probationary status and may result in academic suspension.

Academic Probation and Suspension

Should a student’s career GPA not be raised to at least 2.0 during the probation period, or the student failed to make significant academic progress, the student will be academically suspended. A student placed on academic suspension may appeal to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

Academic Reinstatement Procedures

Students may be reinstated on academic probation after being academically suspended by following these procedures:

1. The student will meet with his/her academic advisor and together they will determine an appropriate class schedule. Consideration should be given to the following:
   a. Maximum hours of enrollment allowed to be academically successful,
   b. Other college and/or family related obligations for the up-coming semester, (i.e. athletics, scholarship related activities, and household responsibilities),
   c. Previously attempted courses which were not completed satisfactorily,
   d. Degree intent or long-term goals,
   e. Intended graduation or transfer date,
   f. Reasons student encountered academic difficulties in the past and how to address these concerns in the future, and
   g. How the student’s advisor can assist in this process and who else they will call upon for support, including enrollment in additional course work designed to assist the student in achieving academic success.

2. The student, after giving consideration to the above, will develop an action plan for his/her own future academic success and have it reviewed and signed by his/her advisor.

3. The student will present the completed action plan and the proposed class schedule to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses for consideration of approval for reinstatement.

4. If approved, the student will sign an agreement wherein he/she agrees to acquire a semester GPA of at least 2.0, meet with his/her advisor monthly, and follow a personal academic success action plan throughout the reinstated semester.

5. The Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses and academic advisor will also sign this agreement and a copy is to accompany the enrollment form and be incorporated into the student’s record in the registrar’s office.

6. The registrar will remove the academic suspension (AS) hold and replace it with an Academic Probation (AP) hold.

7. Any early warning and/or mid-term grades for students on academic probation status will prompt follow-up meetings to be scheduled with their academic advisor.

8. The student will remain on academic probation status as long as he/she maintains a 2.0 term GPA until such time as his/her career GPA reaches 2.0 or higher.
Should a student fail to maintain a term GPA of 2.0 while on reinstatement, the student will revert back to academic suspension, and the student will meet with the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses to determine if re-enrollment will be permitted.

**ACADEMIC PREPARATION**

In an effort to assure that all students pursuing degrees or certificates at NCCC are fully prepared to succeed in college credit courses, the College administers placement tests, such as the ACCUPLACER, to evaluate student readiness to meet college-level mathematics, reading, and writing requirements. Students who score below the minimum standards for college level courses will be required to take developmental (pre-college) course work. In cases where developmental courses are indicated in more than one area, the student will be required to successfully demonstrate competencies at the developmental level as a prerequisite for registration in general education courses. Developmental level courses are signified by a zero as the first digit in the course number and do not count toward graduation but will be figured in the student’s GPA.

Non-native speakers of English may elect to take developmental courses in English (ENGL 015 English for Non-Native Students, ENGL 016 English as a Second Language – Reading). However, those courses will not be mandated and are not part of the mandatory placement requirements.

**ASSESSMENT OF STUDENT LEARNING**

Assessment of student learning is an integral part of the education process at NCCC. NCCC has a genuine interest in continuing an ongoing assessment of student learning as a way of measuring its success in meeting its mission and enhancing its academic programs. Student input constitutes the critical source of assessment data. All students will be expected at various junctures during their educational career at NCCC to contribute to the assessment program by completing surveys, standardized tests, and exit interviews as required by their curriculum.

**ATTENDANCE POLICY**

NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class), the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been withdrawn by administration for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been withdrawn by administration. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.

Absences that occur due to the students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.
ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

CHANGE OF SCHEDULE

Adding or Dropping Courses

Students may elect to change their course schedule without penalty the first ten days of a full semester class. To add a full semester course after the fifth day of a semester, the student must obtain both the advisor’s and instructor’s signatures on the add/drop form. To drop a full semester course after the tenth day of the semester, the student must obtain both the advisor’s and instructor’s signature on the add/drop form. Student athletes will also need their coach’s signature on the add/drop form.

Students who wish to add or drop selected courses after the add/drop window has closed should follow these procedures:

1. Obtain a Drop/Add Form from the student services office,
2. Obtain the instructor’s signature,
3. Obtain the advisor’s approval, and
4. Return the form to the student services office to complete the process.
5. If you are off campus, you may email from your student email account to your advisor requesting permission to drop/add. If you are non-degree seeking, you can email Registration at Registration@neosho.edu.

A student’s financial aid may be adversely affected by numerous drops.

Students are expected to complete the courses for which they register. Failure to properly withdraw from classes may result in the assignment of “F” grades for their classes. Students who wish to withdraw from courses should review the withdraw procedure later in this section.

Withdrawing From Courses

The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class. Unless the procedure described below is followed, the student’s name will remain on the class roster, and the instructor will be required to submit a grade other than “W,” often times resulting in a grade of “F.” In addition, the student will be charged all appropriate tuition and fees.

If a student wishes to withdraw from one or more courses, he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar’s office. The completed withdraw form must be on file in the registrar’s office before the withdrawal is official. Financial aid recipients are encouraged to check with the financial aid office regarding the impact of withdrawing from classes on scholarship and/or federal student aid eligibility.

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<th>Business Days in Class Period</th>
<th>Refund</th>
<th>Transcript</th>
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<tr>
<td>1% to 13%</td>
<td>Full refund</td>
<td>No notation on transcript</td>
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<tr>
<td>14% to 24%</td>
<td>No refund</td>
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<td>25% to 75%</td>
<td>No refund</td>
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<td>76% on</td>
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Under extenuating circumstances, the student may appeal to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses to withdraw with the grade of "W" after 75% of the class has been completed.

Students who find it necessary to withdraw from their entire enrollment at NCCC are asked to meet with the Dean of Student Services on the Chanute campus or the Dean for the Ottawa and Online campuses. Completing this process helps to avoid any future holds on student records that may make it difficult to return to NCCC or transfer to another college. Students receiving any type of federal financial assistance must also complete an exit interview and should contact a staff member in the financial aid office to discuss return of title IV funds (R2T4).

**EARLY ACADEMIC WARNING SYSTEM**

NCCC's Early Academic Warning System was implemented to alert students, advisors, and activity sponsors when a student is struggling in a course. An "early warning notification" is issued for all students earning a "D," "F" or "NP" at designated reporting dates set throughout the semester. Notification is sent to the student with a copy to the advisor and activity sponsor. Students are encouraged to contact their instructor and/or advisor when they receive an early warning notification.

**FINAL EXAMINATIONS**

Final examinations are considered an important part of each course. All courses are required to hold substantial final examinations, and all students are required to take them. All final examinations will be conducted at such times and places as designated by College officials.

**FOOD AND DRINK POLICY**

Food and drink are not allowed in classrooms and labs. Students with a medical condition that would require them to have food and/or drink with them at all times must provide documentation of such condition.

**GRADE POINTS**

Students will have their grade point averages (GPA) computed on the following basis: for each credit hour of “A,” 4 points; “B,” 3 points; “C,” 2 points; “D,” 1 point; “F,” 0 points; “XF,” 0 points. In order for students to have a "C" average and be eligible for graduation, they must have a minimum of 64 credit hours and 128 grade points. The GPA is the quotient obtained by dividing the number of grade points earned by the number of credit hours for which grades “A,” “B,” “C,” “D,” “F” or “XF” is recorded. See the Academic Honesty section for an explanation of the "XF" grade.

The grade of "W" (Withdraw) or "WA" (Withdrawn by Administration) is not reflected in the computation for the student’s GPA, but is a permanent part of the student's academic transcript.

Students must maintain a GPA of 2.0 or higher in order to graduate.

**GRADING SYSTEM**

Grades are issued and recorded as “A” (Superior), “B” (Good), “C” (Satisfactory), “D” (Poor), “I” (Incomplete), "F" (Failure), "XF" (Failure due to violation of Academic Honesty policy), “P” (Pass), or “NP” (No Pass). No grades are recorded with a plus or a minus. The grade of "W" (Withdraw) is recorded on the academic transcript for courses from which a student has withdrawn and a "WA" (Withdrawn by Administration) when the student has been withdrawn from the course by the instructor or administrator.

The Pass/No Pass grade is not calculated in the student GPA, but the course(s) will count as college credit and be counted toward hours for graduation. Courses may utilize this type of grading when recommended and approved by the Vice President for Student Learning and the Curriculum Committee.
Incomplete Grades

An incomplete ("I") grade may be issued by an instructor for a course when a student is making satisfactory progress, but the student is unable to complete the work due to unavoidable circumstances. Every grade of "I" must be removed within the first nine weeks of the semester following the receipt of this grade (excluding summer); otherwise, the "I" automatically becomes the grade indicated by the instructor on the incomplete contract. A contract must be completed between the student and faculty member prior to the last day of the semester and signed by both in order to acquire a grade of incomplete. In emergency cases, a petition for exceptions to this rule may be made to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

KANSAS TRANSFER ARTICULATION AGREEMENT

A student who completes an Associate of Arts or Associate of Science degree at NCCC and whose program of study has met the Kansas Transfer Articulation Agreement will be accepted with junior standing and will have satisfied the general education requirements of all Regent universities. Students transferring to Regent universities who have not completed an Associate of Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college. The following courses will transfer as equivalents between all Kansas Community Colleges.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 113</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 288</td>
<td>Art History I: Prehist. to Medvl.</td>
<td>3</td>
</tr>
<tr>
<td>ART 289</td>
<td>Art History II: Renais. to Contp.</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 111</td>
<td>General Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 112</td>
<td>General Biology Lab</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 251</td>
<td>Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 252</td>
<td>Biology I Lab</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 257</td>
<td>Human Anat. And Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 258</td>
<td>Human Anat. And Phys. Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 215</td>
<td>College Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 216</td>
<td>College Chemistry I Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 225</td>
<td>College Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 226</td>
<td>College Chemistry II Lab</td>
<td>2</td>
</tr>
<tr>
<td>COMM 120</td>
<td>Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 121</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Apps.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 200</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 113</td>
<td>General Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 289</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FCS 203</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FCS 230</td>
<td>Personal and Family Finance</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 207</td>
<td>World Geography</td>
<td>3</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Intro. to Logic and Critic. Think</td>
<td>3</td>
</tr>
<tr>
<td>HUM 103</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>HUM 104</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HUM 133</td>
<td>World Religions</td>
<td>3</td>
</tr>
<tr>
<td>MATH 143</td>
<td>Elementary Statistics</td>
<td>3</td>
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<tr>
<td>Course ID</td>
<td>Course Title</td>
<td>Hours</td>
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<tr>
<td>----------</td>
<td>-----------------------------------------------------</td>
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</tr>
<tr>
<td>MATH 113</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Analytical Geometry and Calc. I</td>
<td>5</td>
</tr>
<tr>
<td>MUSI 104</td>
<td>Theory Block I</td>
<td>4</td>
</tr>
<tr>
<td>MUSI 120</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Introductory College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>Introductory College Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>Fundamentals of Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>Fundament. of Astronomy Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 130</td>
<td>Introductory Coll. Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 135</td>
<td>Introd. College Physics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 171</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 172</td>
<td>Physical Science Lab</td>
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</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 219</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 263</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 200</td>
<td>Intro to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 220</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 230</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>168</strong></td>
</tr>
</tbody>
</table>

All courses taken at NCCC transfer to all other accredited institutions, however, credits may not transfer towards individual majors at specific institutions. Your advisor can assist in this process to insure a seamless transfer. Additional information regarding the transfer and articulation agreement is available in the student services office.

**REPEATING COURSES**

Students receiving unsatisfactory grades will be allowed to repeat the course for credit. Students may not receive a final grade (excluding W and WA) in a particular course more than three times, unless the course has been designated for repeat credit. Students who wish to enroll in a course four or more times must receive approval from the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and the GPA. However, the original grade will remain on the student’s transcript.

Courses which have been designated to be taken for additional credit may not be taken for more than six credit hours to apply toward a one-year certificate, or for 12 credit hours to apply toward a two-year certificate or associate degree. Students should check with financial aid to determine whether repeating a course for grade replacement will affect their award. Any exceptions to this policy must be petitioned by the student to the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses.

**STUDENT GRADES**

Student grades will be made available directly to the student. Grades are not issued by phone or by e-mail. Student grades may not be released or discussed with parents or others unless a release signed by the student is presented or is in the student file. Students may access their grades via their Inside NC account. See the Privacy Rights of Students section.
PRIVACY RIGHTS OF STUDENTS (FERPA, GLBA, HIPAA)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student’s education records.

NCCC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-431-2820 ext. 212.

Upon request, any student of NCCC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than 45 days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within ten working days of receipt of a written request for said hearing.

No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

a. school officials, including teachers and administrators, who have a legitimate educational interest;
b. officials of schools to which the student wishes to transfer;
c. authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
d. in connection with the student’s application, receipt or continued eligibility/status for financial aid, or

e. a court order.

Exceptions to this rule exist within the law. Additional information and guidance may be found at the FPCO’s website http://www.ed.gov/policy/gen/guid/fpco/index.html. Please review the act for more information.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name, address and telephone number of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(800) 872-5327

GRAMM-LEACH-BLILEY ACT OF 1999 (GLBA)

Overview: This document summarizes NCCC’s comprehensive written information security policy (the "policy") mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The policy incorporates by reference, the College’s existing policies and procedures and is in addition to any College policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.
**Designation of Representatives:** The institution's chief information officer is designated as the program officer who shall be responsible for coordinating and overseeing the policy. The chief information officer at NCCC is the director of technology services. The program officer may designate representatives of the Institution to oversee and coordinate particular elements of the policy. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the program officer or his or her designees.

**Scope of Policy:** The policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

**Elements of the Policy:**

*Risk Identification and Assessment.*
The Institution intends, as part of the policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the policy, the program officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:

*Employee Training and Management.*
The program officer will coordinate with representatives in the Institution's student/financial services and financial aid offices to evaluate the effectiveness of the Institution’s procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution’s current policies and procedures in this area.

*Information Systems and Information Processing and Disposal.*
The program officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution’s current policies and procedures relating to acceptable use policy, information technology security policy, and records retention policy. The program officer will also assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

*Detecting, Preventing and Responding to Attacks.*
The program officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies.

*Designing and Implementing Safeguards.*
The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

*Overseeing Service Providers.*
The program officer shall coordinate with those responsible for the third party service procurement activities among the department of technology services and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.
**Adjustments to Program**

The program officer is responsible for evaluating and adjusting the program based on the risk identification and assessment activities undertaken pursuant to the program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the program.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

This notice describes how medical information about students may be used and disclosed. Please review it carefully. If students have any questions, please contact an athletic trainer, the director of nursing, or Dean of Student Services at 800 West 14th Street, Chanute, Kansas 66720 or by phone at 620-431-2820.

The NCCC athletic department provides healthcare to their student-athletes in partnership with physicians and other professionals and organizations. The information privacy practices in this notice will be followed by all departments and all employed associates, staff or volunteers.

Medical record information and the relationship with medical staff are considered private. With proper written consent, the College will make every effort to give family medical updates as appropriate. The College creates a record of the care and services received to provide quality care and to comply with legal requirements. This notice applies to all of the records of care that the College maintains, whether created by their training staff or by the student’s doctor. A personal doctor may have different policies or notices regarding the doctor’s use and disclosure of medical information created in the doctor’s office. The College is required by law to keep medical information about the student private, give this notice of our legal duties and privacy practices with respect to medical information about the student, and follow the terms of the notice that is currently in effect.

The College may use and disclose medical information for treatment (such as sending medical information to a specialist as part of a referral); to obtain payment for treatment (such as sending billing information to an insurance company or Medicare); and to support the College's healthcare operations (such as comparing patient data to improve treatment methods). The College may disclose medical information and/or participation status to athletic coaches for health and safety. The College may disclose information to administrators and academic counselors to support academic progress. The College may release information to sports information staff and members of the media regarding participation status.

Regarding medical information, the student has the right to look at or obtain a copy of medical information that the College uses to make decisions about care. The student has the right to a personal representative to assist in reviewing medical information. If the student believes that information in the records is incorrect or incomplete, the student has the right to request that the College amend the records. The student has the right to a list of those instances where the College has disclosed medical information about the student, other than for treatment, payment, healthcare operations or where the student specifically authorized a disclosure.

The College reserves the right to change the terms of this notice at any time. Changes will apply to medical information the College already holds, as well as new information they receive after the change occurs. If the College changes their notice, they will post the new notice in their athletic training facilities. The student can receive a copy of the current notice at any time. The student will also be asked to acknowledge in writing the receipt of this notice on the College’s Student-Athlete Authorization/Consent for Disclosure of Protected Health Information.

**HOMELAND SECURITY PROCEDURES**

In conjunction with parameters set by National Homeland Security, NCCC has considered actions that they might take to address threat levels. The following policy functions as a guide only and the same is subject to change as needed. The Safety and Security Committee will be responsible for the implementation of specific actions under these guidelines.
Specific guidelines can be found in the NCCC Emergency Action Plan available from the administration office at either campus location, or on the NCCC website under the Safety & Security link under Quick Resources at the bottom of the homepage at www.neosho.edu.

OUTREACH AND WORKFORCE DEVELOPMENT

The principal goal of outreach and workforce development is to provide opportunities whereby the patrons of the College service area may enrich their lives through educational experiences. Individuals may choose to develop new skills, ideas, or attitudes and derive satisfaction from personal accomplishments gained by attending and completing continuing education classes. These classes are designed to meet the needs of local citizens, business and industry, other community institutions, organizations, and groups. Through such classes the College is able to help many individuals enjoy a fuller, more profitable life and to assist the community in the training and education of its citizenry.

The mission of the NCCC outreach and workforce development is to enhance lifelong learning and partnerships and to provide educational opportunities for the community. This mission will be fulfilled by:

1. engaging in community activities,
2. offering courses of interest to the general public of all ages,
3. providing allied health courses and certificate programs,
4. establishing workforce development training and retraining,
5. extending outreach education, and
6. responding to the needs and requests of constituents in the College’s service area.

ADULT EDUCATION

The Adult Education Center provides basic skills training for adults who may or may not have a high school diploma. Classes consist of reading, writing, mathematics, computer basics, and workplace skills. Students take part in small group classes that are designed to help them identify and meet their goals and objectives. One of these objectives might be the completion of the Kansas State High School Diploma program (GED)*. A three-day orientation is required for enrollment. The six-week class sessions run Monday through Thursday, with various class times available. The cost of the class is $25. Call 620-431-2820, ext. 276, for more information. Students must be at least 16 years of age and 16-17 year olds must have compulsory exemption forms from the school district of current residence.

*The GED test does have an additional associated fee with testing scheduled monthly.

ALLIED HEALTH

At NCCC many health-related classes and certificate courses are housed in the allied health unit within the outreach and workforce development department. These classes are short-term and are offered multiple times throughout the semester in Chanute, Garnett, Lawrence, Ottawa, and other communities within the NCCC service area. Allied health classes offer quick training, certifiable skills, and entry into high-demand health fields. Specific courses include:

- CPR
- Emergency Medical Technician (EMT) training
- First Aid
- First Responder
- Home Health Aide
- Medication Aide
- Medication Aide Update
- Nurse Aide
Online options are available for many allied health courses. 

Other Allied Health programs available are:

- Health Information Technology
- Medical Assistant
- Healthcare Coding
- Medical Transcription
- Occupational Therapy Assistant
- Paramedic (through partnership with Cowley College)
- Phlebotomy
- Surgical Technician

**BUSINESS AND INDUSTRY SERVICES**

NCCC offers a variety of specialized courses in both credit and non-credit format to serve the educational needs of individuals, businesses, industries, and other groups in its service area. Specialized courses are designed and offered at requested locations and a time convenient to the specific industry or group educational training needs. Dedicated instructors provide the highest quality instruction in a wide variety of instructional areas.

**On-Site Training**

Credit and non-credit courses are taught at the business site. Courses can be designed to fit the needs of individual businesses, using their own equipment and facilities so that employees can learn under actual work conditions.

**On-Campus Training**

Credit and non-credit courses, seminars, workshops, and programs in technology and business are offered on both the Chanute and Ottawa NCCC campuses. Courses and programs can be designed to meet the specifications of individual businesses.

**Consulting**

Local employers may call upon NCCC's experienced instructors with a variety of business needs including consulting and coaching.

**Business and Industry Training Topics**

Topics available for delivery on-site or on-campus include, but are certainly not limited to, the following:

- OSHA Certified and Authorized General Industry Safety Training – CRF1903, 1904, and 1910
- Industrial Trades
- Human Resources
- Customer Service
- Management and Supervision
- Technical Training
- Energy Management
- Computer Software

**EDUCATIONAL TALENT SEARCH (TRiO Student Support Services)**

Educational Talent Search is a federally funded Trio program. Through early intervention and with services provided, ETS encourages students to remain in school, graduate from high school, and pursue college or vocational technical education. ETS serves students in middle school, high school, and those with a desire to return to school. All services are FREE and provided by trained, professional staff. ETS serves 655 students in
Southeast Kansas and one school in Oklahoma. To be eligible for ETS a student must apply and meet any one or more of the following:

- be at least 11 years old and have completed the fifth grade
- a high school student
- a middle school student
- an adult interested in receiving a GED or going back to college
- be a potential first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)

**ENERGY AUDITOR TRAINING**

One of three institutions authorized to provide energy auditing training recognized by the Kansas Corporation Commission of the State Energy Office, NCCC offers a seven-day Fast Track auditing course every other month. Successful participants earn the Building Performance Institute, Inc. certificate.

**GENERAL EDUCATION DEVELOPMENT (GED)**

Individuals desiring to earn the equivalence of a high school diploma may do so by satisfactorily completing the test of General Education Development (GED). Arrangements to complete the test must be made through the Center for Academic and Vocational Excellence (CAVE) located in the lower level of Chapman Learning Center at NCCC.

**HIGH SCHOOL OUTREACH PARTNERSHIPS**

NCCC provides secondary schools within the College service area the opportunity to expand educational opportunities for high school students by offering college courses on-site at the high school. Courses taught at the high schools use the approved College syllabus, textbook, and outcomes. Qualified instructors for these courses must meet the same criteria as instructors teaching on the NCCC campus and are hired by NCCC. The courses are evaluated in the same manner as classes conducted on the NCCC campus. Daytime classes and evening classes are available in local high schools. Students interested in the high school partnership program may contact their high school counselor or call the NCCC outreach and workforce development department for more information.

**Jump Start**

The Jump Start program is designed to assist high school juniors and seniors get a start on their college education. College courses are brought to the high school enabling high school students to obtain up to 24 credit hours while continuing their high school studies.

**Fast Track**

Once high school students graduate with up to 24 college credit hours, they are already on the Fast Track! The Fast Track allows students to complete their associate degree in one year at NCCC. Students on the Fast Track should work closely with their advisors to ensure proper guidance to stay on the Fast Track and complete their degrees in a timely manner.

**KIDS’ COLLEGE**

The annual Kids’ College offers a wide variety of classes to children 7-14 years of age. Typically held the third week in June, Kids’ College exposes youth to the College campus and to an assortment of learning experiences such as science, art, computer, writing, and more.
LIFETIME LEARNING

NCCC provides courses for students of all ages. Senior citizens, age 62 and older, who have been residents of Neosho County for more than six months are eligible to have their tuition and fees paid from the in-district scholarship fund. Senior citizens, age 62 and older, living outside Neosho County may apply for scholarships from the NCCC Foundation. Application and eligibility requirements are available from the NCCC Foundation. The senior citizen scholarship does not cover course fees, materials, special class fees, and book expenses that may be associated with some classes.

NON-CREDIT ONLINE COURSES

NCCC offers a variety of non-credit, online courses. Over 300 instructor-facilitated courses are available to assist in updating skills, discovering new talents, or training for a new career path. These courses start every month and run for approximately six weeks. Weekly assignments are required. General subject areas include computer programming and software, writing and publishing, health and fitness, business, history, art, continuing education for healthcare professionals, family and personal enrichment and many more. To review the complete list of courses and to see instructor biographies and course outcomes, go to www.ed2go.com/nccc.

ON-STREET MOTORCYCLE TRAINING

Offered several times throughout the year, this two-credit-hour training provides classroom and on-street instruction. Successful participants earn a Kansas Driver Education Certificate.

PROFESSIONAL CONTINUING EDUCATION

Professional continuing education is a requirement of many occupations. Staying current in new occupational knowledge and research is critical for today’s professional employee. NCCC assists by providing a variety of training sessions, classes, and workshops designed for the professional. Examples include computerized/online insurance CEU's and online nursing CEU's. Other programs and classes are appropriate for submission to various state and national boards for CEU hours. Courses can be created to meet specific occupational needs.

UPWARD BOUND (TRiO Student Support Services)

NCCC Upward Bound is a federally funded education program serving high school students in Southeast Kansas. The goals of Upward Bound are to help students improve their overall high school performance and prepare students for entry into college. To be eligible, a student must apply and meet any one or more of the following:

- be a potential first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)
- have a documented disability

Upward Bound serves 55 students in 4 area high schools. Services available to participants include one-on-one and small group tutoring, academic advising, and weekly school meetings and Saturday activities covering a variety of topics such as test-taking skills, critical thinking skills, ACT test preparation, and study skills. Students will also be exposed to aspects of college through area college campus visits, assistance with financial aid applications and college admission applications, and a comprehensive summer college simulation experience. The NCCC Upward Bound offices are located in the Student Union on the Chanute campus, where a paper application may also be obtained. For more information, visit our website at http://www.neosho.edu/Departments/UpwardBound.aspx.
STUDENT SERVICES

ACCESS SERVICES FOR STUDENTS WITH DISABILITIES

NCCC is committed to its students and has various types of assistance available to support qualified students with disabilities. Appropriate documentation of a disability is required. Students are responsible to forward their documentation and schedule an appointment with the Dean of Student Services, 620-432-0304 or the Dean for the Ottawa and Online campuses, 785-242-2067 or 888-466-2688 (KS only), ext. 321. Reasonable accommodations are made based on the documentation. Available support services include, but are not limited to, note takers, scribes, extended time exams, alternative testing, tutorial services, readers, study skills instruction, computer-assisted instruction, consultation with faculty addressing individual issues, assistance in obtaining auxiliary aids and adaptive computer technology.

BOOKSTORE

Rental textbooks, purchased textbooks, and school supplies are available at the NCCC bookstore, located in the Student Union on the Chanute campus and on the Ottawa campus. The College bookstore also carries basic school supplies, College logo items such as mugs, hats, clothing and many other items. A full range of food and drink options are also available. In Chanute, the bookstore is open daily Monday through Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 5:00 p.m. The Ottawa bookstore hours are Monday through Thursday, 8:00 a.m. – 6:00 p.m., and Friday 8:00 a.m. to 5:00 p.m.

A textbook rental system is used at NCCC. The fee for the textbook rental is charged to each student’s account and most textbooks are available. This system saves the student several hundreds of dollars each semester. The books that are rented are distributed through the NCCC bookstore and must be returned to the bookstore no later than 3:00 p.m. the Monday following the completion of a course or when a class has been dropped. If the book(s) are not returned on time, a late fee will be charged to the student’s account and all grades and transcripts will be placed on hold until the fine has been paid.

Not all textbooks are available to rent. Lab books, computer books, workbooks, class notebooks, allied health and nursing books, among others, are not available for this service. Please check with the bookstore to see if books are available for rental or must be purchased.

Books may be picked up, ordered, and/or purchased through the Chanute and Ottawa campus bookstores or online at www.NCCCBookstore.neosho.edu. Both bookstores accept MasterCard, Visa, Discover and American Express. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2067 or 888-466-2688 (KS), ext. 356.

CENTER FOR ACADEMIC AND VOCATIONAL EXCELLENCE (CAVE)

The Center for Academic and Vocational Excellence (CAVE) is located in the basement of Chapman Learning Center on the Chanute campus. It houses an open computer lab for students and members of the public, the developmental classes, Adult Basic Education, and STARS. The CAVE offers many services, which includes, but is not limited to, free tutoring, placement testing, GED preparation, adult basic education classes, developmental class work in reading, writing, math, and test proctoring.

FOOD SERVICE

The Chanute campus cafeteria is run by professional caterers and meets all federal, state, and local regulations. The cafeteria’s all-you-can-eat menu offers an excellent variety of choices for 19 meals per week. A full range of vending options is available during the hours the cafeteria is not serving. Vending services only are available at the Ottawa campus.
HOUSING

Students on the Chanute campus may have the full "college experience" by living on campus. Students in our residence halls have cable TV and high speed Internet access. Study lounges are located on each floor, and TV and game rooms as well as a 24-hour study hall with computer access are also available. A residence life professional is on call 24 hours a day to insure the safety of our residents. Our suite-style residence hall, Bideau Hall, was built in 2000, and is home to around 200 students each semester.

Unmarried students less than 21 years of age who are enrolled full-time and not living with a parent or legal guardian are required to live in the College housing when space is available. Unmarried students under 21 years of age with dependents who live with them are not required to live in campus housing. When space is limited, College housing will be filled as follows:

- First, by date of paid application;
- Second, with international students;
- Third, with scholarship students;
- Fourth, with freshmen students;
- Fifth, with sophomore students.

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the Dean of Student Services. This application must specify the basis for exemption. Generally, exemptions are limited to physical disability, medical, or emotional problems. The Dean of Student Services or designee will respond in writing within five business days. If the request is denied, the request may be appealed to the president or his/her designee who will respond within five business days. This decision will be final. The housing requirement will not apply to exchange students required to reside with a host family by the exchange program. Students, who have been convicted of a felony in Kansas, or equivalent offense in another jurisdiction, shall not be eligible to live in student housing.

INSIDE NC

InsideNC is NCCC's web portal. NCCC students may log in to InsideNC to enroll for classes, view grades, obtain course handouts, chat with classmates, receive financial aid and billing information and to check out upcoming campus events. Students should contact the student services office for a user name and password.

INTERNET ACCESS

NCCC provides on-campus access to the Internet to all students, faculty, and staff. Chanute campus locations include the Chapman Learning Center, the CAVE, Student Union, Residence Halls, and various computer labs. Ottawa campus locations include the library, lobby, and computer labs. The Independence location is at the ICC-West campus in Independence, KS. Wireless Internet is available throughout both campuses.

LOST AND FOUND

Lost and Found is located in the Welcome Center in the Chapman Learning Center at the NCCC Chanute campus or the Administrative Office at the NCCC Ottawa campus.

All articles turned into Lost and Found ("lost items") will be recorded with a description of the item, the date turned in, and where it was found if known. For information at the Chanute campus, contact 620-431-6222. For information at the Ottawa campus, contact 785-242-2067 or 888-466-2688 (KS only). Lost items that have not been claimed and picked up by the end of the semester during which they were turned into Lost and Found will be disposed of as provided in this policy.

“Lost items” as used herein shall only refer to personal property believed to be lost which is found on an NCCC campus or in NCCC vehicles.
Persons finding lost items shall turn them in at the designated location. Lost items shall not be held in departments. Staff may not claim lost items found as part of their official duties. Neosho County Community College is not responsible for lost items not turned in to Lost and Found or that have not been timely claimed and picked up. Personal property is the responsibility of the owner, and it is the responsibility of the owner to promptly contact NCCC and upon request present satisfactory proof of ownership of a lost item that has been turned into Lost and Found.

Any textbooks not claimed will be given to the bookstore. Any keys not claimed will be discarded. Other clothing and personal belongings that are not claimed within the allotted time will be donated to local charities or otherwise disposed of in the sole discretion of NCCC. Undelivered cash will be turned into the Cashier.

**STARS (TRiO Student Support Services)**

Students Thriving Achieving and Recognizing Success (STARS) is a federally funded Student Support Services project. The goals of STARS are to help students stay in college, graduate from NCCC, and transfer to a four-year institution to complete their education. To be eligible for STARS a student must be a United States citizen, apply and meet any one or more of the following:

- be a first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)
- have a documented disability (on file with the NCCC Dean of Student Services)

STARS actively serves 160 students. Services available to participants include one-on-one and small group tutoring, academic/transfer/career advising, four-year campus visits, additional financial aid, cultural enrichment activities and other support services. Our purpose is to connect students with opportunity through academic achievement and personal growth. We do not succeed unless our students do!

Apply online at [http://www.neosho.edu/Departments/STARSStudentSupportServices.aspx](http://www.neosho.edu/Departments/STARSStudentSupportServices.aspx). A paper copy of the application can be obtained from the STARS office located in the CAVE, in the lower level of Chapman Learning Center on the Chanute campus.

**STUDENT HEALTH**

NCCC does not assume responsibility for injuries incurred by students while participating in college activities. Medical services are available at local clinics and hospitals. NCCC may assist in student transportation to medical services.

NCCC encourages students to update all immunizations prior to enrolling at NCCC. Students living in residence halls are strongly encouraged to obtain the meningitis vaccination.

The College reserves the right to require a medical examination of any student at any time. When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus. The Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus will review the medical record and may deny permission for a student to participate in a program, course, or activity. Student athletes must provide evidence of current primary medical insurance in order to participate in a varsity sport.

There are specific health requirements for students accepted into the nursing program. For more information see the nursing program policy for student health and immunizations on the nursing program webpage located at [www.neosho.edu/Departments/Nursing/Handbook.aspx](http://www.neosho.edu/Departments/Nursing/Handbook.aspx) (Immunization Policy at the bottom of the page) and the admissions policy at [http://www.neosho.edu/Portals/0/Departments/nursing/files/Admissions.pdf](http://www.neosho.edu/Portals/0/Departments/nursing/files/Admissions.pdf).

The College does not provide general health and accident insurance for students. Some programs require student insurance. Students must contract for this type of coverage on an individual basis.
STUDENT UNION

The Student Union at Chanute is the focal point for social activity during the day. It houses the gymnasium, cafeteria, bookstore, and Penner Lounge area. It provides areas for studying, Internet access, snacks, breaks, and meetings. The Student Union offers free WIFI as well as multiple flat-screen TVs. A lounge and vending facilities are located at the Ottawa campus. A variety of refreshments and drinks are also available in the bookstores on both campuses.

STUDENT POLICIES

CODE OF STUDENT CONDUCT AND DISCIPLINE

Current information regarding student conduct and discipline is available in the NCCC Student Handbook, and at www.neosho.edu. For more information, contact the Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus.

DISCIPLINARY PROBATION AND DISMISSAL

A student may be placed on disciplinary probation for behavior deemed to be detrimental to the wellbeing of the offending student or the student body, or for the infraction(s) of College rules and regulations. Should disciplinary action be deemed necessary, the student will receive in writing from the Dean of Student Services or Dean for the Ottawa and Online campuses the reason(s) for the disciplinary action and the conditions of the probationary period. For additional information, please refer to the NCCC Student Handbook. Students may be suspended temporarily or expelled depending on the scope and nature of the infraction(s). During probation, participation in extracurricular activities may not be permitted.

DRUG-FREE CAMPUS

The possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus by students, staff, or visitors will not be tolerated. Such possession, use, sale, distribution, or manufacture by students may lead to dismissal from school. The possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus by staff may lead to termination of employment. Students, staff, or visitors involved in the possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus will be subject to prosecution under appropriate state statutes. Students are urged to be familiar with the Drug-Free Campus Policy available in the office of the Dean of Student Services on the Chanute campus or the assistant the Ottawa campus.

STUDENT GRIEVANCE PROCEDURE

See Code of Student Conduct and Discipline in the NCCC Student Handbook for all formal student appeals. See the appropriate sections of this catalog for grade appeals and for financial aid appeals.

SEXUAL HARASSMENT

Sexual harassment is defined as the use of one’s authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation of an intimidating, hostile, or offensive working educational environment through repetitive verbal or physical conduct of a sexual nature by any member of the College community. See the Sexual Harassment and Grievance Policy in the NCCC Student Handbook for more information. The NCCC Student Handbook contains the procedure for reporting sexual harassment.

STUDENT-RIGHT-TO-KNOW

NCCC adheres to the Student Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are available upon request through the Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus. Campus crime statistics for calendar years are listed and categorized in the most recent NCCC
TOBACCO USE ON CAMPUS

This policy applies to all NCCC students, employees and visitors with respect to use of Tobacco and Smoke Products.

“Tobacco and Smoke Products” include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or “E” cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

The College supports a tobacco- and smoke-free learning and working environment. Tobacco use, including the use of e-cigarettes, is prohibited within any college vehicle or building, owned, leased, or rented by the college, including all distant campuses, sites, or locations. Use of Smoke Products is prohibited in any College building or property except in the outdoor designated areas.

Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual’s vehicle. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle.

AWARDS AND HONORS

HONOR ROLLS

Students who complete 12 semester credit hours or more and achieve a 4.0 semester GPA are placed on the President’s Honor Roll at the close of each semester. Students who complete 12 semester credit hours or more and achieve a 3.50 to 3.99 semester GPA are placed on the Vice-President’s Honor Roll. Course numbers under 100 cannot be counted in determining either honor roll.

HONORS SCHOLAR

Students who complete 12 hours of honors courses while at NCCC, maintain a minimum GPA of 3.3, and participate in Honors Program activities will be recognized at graduation and on their transcript as Honors Scholars.

OUTSTANDING GRADUATE BY DEPARTMENT

Each division may present Outstanding Student Awards based upon their own criteria. These awards are given each year at the end of the spring semester.

SIGMA ALPHA

Sigma Alpha is an honorary scholastic society. Its purpose is to promote scholarship among the students of NCCC. Members of the society are chosen from the upper ten percent of the graduating class who qualify with a minimum GPA of 3.5. Course numbers under 100 cannot be counted in determining membership.

WHO’S WHO

"Who’s Who Among Students in American Community and Junior Colleges" is an honorary organization open to all NCCC students. Membership selection is determined by staff recommendations after consideration of several elements: academic performance, participation in activities/community engagement, leadership, and other demonstrations of citizenship. Students name to this organization are listed in the annual publication of
the organization.

**STUDENT ACTIVITIES – CHANUTE CAMPUS**

**ATHLETICS**

NCCC is a member of the Kansas Jayhawk Community College Conference (KJCCC). This allows NCCC to maintain a regular intercollegiate athletic schedule in basketball, volleyball, baseball, soccer, wrestling, softball, cross country, and track. All athletes on any intercollegiate athletic team must meet the requirements set forth by the conference and the National Junior College Athletic Association (NJCAA). The KJCCC, as well as the NJCAA, is organized for the purpose of controlling, maintaining, and promoting intercollegiate athletics as a vital part of the curriculum of the member colleges.

NCCC is a member of the NJCAA, a non-profit organization. The primary purpose of the NJCAA is to promote and foster junior college athletics on intersectional and national levels so results are consistent with the total educational programs of the member colleges.

The KJCCC recognizes all-conference teams each year from each division. The NJCAA also honors All-American and Academic All-American Teams. NCCC athletes have won numerous All-American and Academic All-American honors.

**INTRAMURALS**

NCCC offers intramural activities for students at the Chanute campus. Activities vary from year to year based on student requests. Some popular offerings are flag football, pool tournaments, basketball, and Texas Hold’Em tournaments.

**NC PANTHER SPIRIT PROGRAM**

The NC Panther Spirit Program consists of co-ed cheer and the dance team. Tryouts are held in the spring to fill the team for the following year. Each squad attends summer camp, performs and appears at numerous sporting events, and participates in community service activities.

**SOCIAL EVENTS**

The Student Senate provides dances and other social functions for the student body. Clubs also provide activities that may include only members of the particular club or group.

**STUDENT ACTIVITIES**

A variety of activities are offered for students. Admission to all student activities is free with an NCCC ID.

**STUDENT PARTICIPATION**

Students are given an opportunity to participate in institutional decision making as members of many institutional committees. Membership is determined by the Student Senate.

**THEATRICAL PRODUCTIONS**

Theatrical productions are regularly scheduled throughout the school year. Anyone is eligible to audition for the productions. Experience is not necessary or critical. Each production is different and requires new faces for new challenges. Credit by enrolling in theatre workshop is encouraged for those who participate. All
students are encouraged to take part in these productions.

**VOCAL MUSIC**

NCCC Chamber Choir, open to all students by audition, performs secular and sacred music from various time periods, folk songs, spirituals, and contemporary favorites. This group presents at least two on-campus concerts per year, and also participates in various regional and national choral festivals.

**CLUBS AND ORGANIZATIONS – CHANUTE CAMPUS**

Neosho County Community College is dedicated to the personal development of each student. Getting involved with student life on campus is one way to develop yourself as a whole person, gain valuable out-of-the-classroom experience and connect with fellow students, faculty and staff in a friendly supportive environment.

A valuable component of your college community is through clubs and organizations sponsored by different departments or faculty members. Students interested in joining a club or organization should contact the Dean of Student Services. The following clubs and organizations are active on the NCCC Chanute campus.

**ACADEMIC EXCELLENCE CHALLENGE TEAM**

The Academic Excellence Challenge Team is a group of students from NCCC who compete against other students from Kansas community colleges in a scholar bowl format. The students spend the year practicing in mock competitions and in scrimmage competitions with other community colleges. The official competitions take place in the spring and consist of preliminary, regional, sub-state, and state final competition. Each year NCCC recruits a team of eight members to participate in the program. To be eligible to compete, students must be enrolled in at least six credit hours. A team member must have earned at least a 2.0 cumulative GPA, have completed no more than 72 semester hours, and may not have a college degree. A team member may participate for a maximum of two years.

**ART CLUB**

The Art Club is a campus organization that provides educational activities in the visual arts for club members and the College community. Club activities promote the practical and cultural value of art, the development of personal creativity and art career awareness. The Art Club is open to all students who have an interest in art.

**BUSINESS AND INNOVATION CLUB**

The Business and Innovation Club’s mission is to enrich the lives of NCCC students through business related events and activities. Club events may include guest speakers, business tours, field trips, and social events. The organization is open to all students.

**BLACK STUDENT UNION**

The purpose of the Black Student Union is to promote a general understanding of black culture and heritage. The organization also assists and supports black students and serves as a representative of all minority students of NCCC on all issues of public interest and/or concern. The organization is open to all students wishing to participate in the club’s goals and prospective purposes.
CRAFTING OF YARN CLUB

The purpose of the Crafting of Yarn Club is to promote the understanding of the needle arts, specifically knitting and crocheting, to foster creative potential and growth, and to promote healthy social interaction through the needle arts. At least one community service project will be done during the school year at a time determined by club members. Membership is open to all students.

HONORS PROGRAM

The Honors Program challenges students to take honors level courses, practice leadership skills, and experience being a member of an exciting learning community.

NCCC's Honors Program offers a unique and challenging learning experience to students with the desire to excel. Members of the program have the opportunity to enroll in special sections (via contract basis) of select general education courses that will provide a stimulating learning experience. Members will also be encouraged to realize their full potential and responsibility for leadership by studying leadership skills using current research and classic examples. They will share these experiences as a member of an exciting and committed learning community.

To graduate from NCCC as an Honors Scholar the student will:

- complete 12 or more hours of honors courses,
- have a minimum GPA of 3.3, and
- fulfill all other requirements of the Honors Program.

For more information refer to the College web site or the honors program coordinator.

INTERNATIONAL STUDENT CLUB

It is the mission of the International Student Club to promote understanding and good will among students of different nations and cultures, to share ideas and diverse perspectives in solutions to identified problems.

To immerse themselves in the community, international club members participate in a variety of community services – Chanute Public Library annual book sale, Chanute Chamber of Commerce and Office of Tourism annual pancake breakfast, various radio programs and community organizations where information about specific cultures are shared.

Membership is open to all students.

LITERATURE AND THE MOVIES CLUB

Literature and the Movies is a club that meets once a month during the spring and fall semesters. First, students read a piece of literature. Then, the group meets to watch the movie based on the work and to compare and contrast the two.

MARY GRIMES STUDENT NURSE ASSOCIATION (MGSNA)

Nursing students are encouraged to become active members in MGSNA. Membership in MGSNA gives the student an opportunity to learn and practice leadership skills at a local level. MGSNA is open to students currently enrolled in the nursing program. Activities are related to school, social, and community projects. Nursing students are members of the Kansas Association of Nursing Students (KANS) organization. This organization offers the students an opportunity to develop leadership skills and become active in legislative concerns that face the nursing profession. Organizational activities may include school, social, and community projects. Health insurance coverage is available to members at a reasonable rate. Membership in KANS give the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. It also prepares the student to be active in a professional
organization after graduation. KANS is also open to all pre-nursing students in addition to those enrolled in the nursing program. Activities are related to school, social, and community projects.

**NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

The purpose of the National Technical Honor Society at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Members are students who excel in school work and in the community. Members are rewarded for going above and beyond what is required as a student.

Membership in NTHS can consist of members, provisional members, alumni members, and honorary members. See the Student Handbook for membership rules.

**PANTHER HISTORY CLUB**

The Panther Historian Club is a campus organization open to all students. Its objective is to provide social, career, and educational activities as they relate to the field of history and social sciences.

**PANTHER PLAYERS**

For anyone interested in participating in theatre or those who just enjoy attending theatre. Panther Players helps support NCCC’s theatre productions as well as attend other theatre productions from high school, community, college and professionals. The group meets at least once a month to discuss club business and upcoming events.

**PHI THETA KAPPA (ΦθΚ)**

The purpose of the Omega Iota Chapter of Phi Theta Kappa at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Each year Phi Theta Kappa, in cooperation with USA Today, encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American Team that is recognized each year at an awards ceremony.

Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. See the Student Handbook for membership rules.

**SCIENTIFICALLY MINDED ADVENTURER’S CLUB**

This organization is for students who have an interest and/or curiosity in the various fields of biology, chemistry and physics. All students are eligible for membership and are encouraged to join and become involved in the club. The club offers opportunities for participation in professional activities featuring guest speakers, technical demonstrations, journal article reviews, science fair participation, and field trips. Several social activities and fundraisers will be planned each year. This organization is interested in promoting the college and personal growth through science and activities. This club meets on the Chanute Campus.
STUDENT AMBASSADORS

NCCC Student Ambassadors are students selected by the student services staff to represent the College at various College and community functions. Student Ambassadors also participate in various community service projects, such as reading to students at local elementary schools.

STUDENT SENATE

The Student Senate is the governing agency of the student body. Its goal is to promote student interests in all phases of campus life. The executive council of this body consists of president, vice-president, and secretary-treasurer elected by the student body in a general election.

The senators consist of two sophomores and two freshmen. One representative from each of the active clubs of the College is also a voting member. The Student Senate has the responsibility of coordinating the social functions of the College and cultivating a desirable College spirit through extracurricular activities. Each of the clubs on campus is chartered by the Student Senate.

STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS – OTTAWA CAMPUS

Neosho County Community College is dedicated to the personal development of each student. Getting involved with student life on campus is one way to develop yourself as a whole person, gain valuable out-of-the-classroom experience and connect with fellow students, faculty and staff in a friendly supportive environment.

A valuable component of your college community is through clubs and organizations sponsored by different departments or faculty members. Students interested in joining a club or organization should contact the assistant Dean for the Ottawa and Online campuses. The following clubs and organizations are active on the NCCC Ottawa campus.

CULTURAL EXCHANGE CLUB

The Cultural Exchange Club is an open club for participants to explore diverse cultures through food, music, traditions, discussions and other learning ventures both on campus and off through member selected field trips. The club is an exciting opportunity to explore new international experiences, expand cultural diversity, and broaden worldviews.

HONORS PROGRAM

The Honors Program challenges students to take honors level courses, practice leadership skills, and experience being a member of an exciting learning community.

The Neosho County Community College Honors Program offers a unique and challenging learning experience to students with the desire to excel. Members of the program have the opportunity to enroll in special sections (via contract basis) of select general education courses that will provide a stimulating learning experience. Members will also be encouraged to realize their full potential and responsibility for leadership by studying leadership skills using current research and classic examples. They will share these experiences as a member of an exciting and committed learning community.

To graduate from NCCC as an Honors Scholar the student will:

- complete 12 or more hours of honors courses,
- have a minimum GPA of 3.3, and
- fulfill all other requirements of the Honors Program.

For more information refer to the College web site or the honors program coordinator.
MARY GRIMES STUDENT NURSE ASSOCIATION (MGSNA)

Nursing students are encouraged to become active members in MGSNA. Membership in MGSNA gives the student an opportunity to learn and practice leadership skills at a local level. MGSNA is open to students currently enrolled in the nursing program. Activities are related to school, social, and community projects. Nursing students are members of the Kansas Association of Nursing Students (KANS) organization. This organization offers the students an opportunity to develop leadership skills and become active in legislative concerns that face the nursing profession. Organizational activities may include school, social, and community projects. Health insurance coverage is available to members at a reasonable rate. Membership in KANS gives the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. It also prepares the student to be active in a professional organization after graduation. KANS is also open to all pre-nursing students in addition to those enrolled in the nursing program. Activities are related to school, social, and community projects.

NC SCRUB CLUB

The NC Scrub Club is the surgical technology student organization that fosters growth and strength of its members through learning and practicing leadership skills, teamwork and humanitarianism. Group activities are directed toward service to the community and promotion of the education and profession of surgical technology.

OCCUPATIONAL THERAPY ASSISTANT STUDENT ORGANIZATION (OTASO)

All students accepted into the occupational therapy assistant program have the opportunity to participate in the NCCC Occupational Therapy Assistant Student Organization (OTASO). Involvement in this organization gives OTA student members opportunities for: professional leadership, promoting professional awareness, promoting professional collaboration (KOTA) and organize community services opportunity. Officers are elected yearly.

PANTHER STAMPERS CLUB

The Panther Stampers Club is a campus organization that is open to all students, particularly those interested in helping others. The mission of the club is to provide an avenue for students to participate in a philanthropic activity as well as to foster humanitarianism in students. During meetings, members use creative skills to make greeting cards which are then donated to various charities. During the fall semester student members of this club also create decorations for the annual President’s Scholarship Gala. This club meets on the Ottawa campus.

PHI THETA KAPPA (ΦθΚ)

The purpose of the Beta Nu Iota Chapter of Phi Theta Kappa at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Each year Phi Theta Kappa, in cooperation with USA Today, encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American Team that is recognized each year at an awards ceremony.

Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. See the Student Handbook for membership rules.

READING AND CREATIVE WRITING CLUB

The Reading and Creative Writing Club gives students, staff, and faculty a forum to develop and showcase their creative writing skills, as well as an opportunity to help promote literacy both in their communities and on their
campuses. Several activities and fundraisers are planned throughout the year, such as poetry slams, book readings, and volunteer mentoring and tutoring in the community. Student, faculty, and staff networking are also promoted as staff and faculty are encouraged to attend the activities and fundraisers to share their creative writing pursuits as well. All students are encouraged to join and become involved in the club.

**STUDENT AMBASSADORS**

NCCC Student Ambassadors are students selected by the student services staff to represent the College at various College and community functions. Student Ambassadors also participate in various community service projects, such as reading to students at local elementary schools.

**STUDENT SENATE**

The Student Senate represents and serves the student body in order to enhance the college experience through the empowerment of all students. The Senate is committed to providing students the opportunity to be heard about current issues on campus, to propose changes for the future and to become involved in community service. The Senate promotes student, faculty and staff interaction on the Ottawa campus through a variety of social, academic and philanthropic activities. Elections are held at the beginning of each academic year.

**GENERAL EDUCATION MISSION AND OUTCOMES**

**GENERAL EDUCATION MISSION**

General education is viewed as the knowledge, perspectives, attitudes, and skills that become a part of the educational experience of all students, whatever their chosen fields of study. In keeping with the mission of the College, general education courses are designed to enrich our communities and our students’ lives. These courses are intended to provide the foundation for success in the classroom and beyond.

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
   - identifying rights and responsibilities of citizenship,
   - identifying how human values and perceptions affect and are affected by social diversity,
   - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
   - listing factors associated with a healthy lifestyle and lifetime fitness,
   - identifying the importance of lifetime learning,
   - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
   - developing effective written communication skills,
   - developing effective oral communication and listening skills.
4. Think analytically through:
   - utilizing quantitative information in problem solving,
   - utilizing the principles of systematic inquiry,
   - utilizing various information resources including technology for research and data collection.

**DEGREE REQUIREMENTS**

The Board of Trustees grants the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees. Requirements for the degrees include the successful completion of a minimum of sixty-four (64) semester hours credit and a minimum cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least eighteen (18) credit hours from NCCC. Requirements for graduation may be completed during any semester. Any change in graduation requirements must be approved.
by the Vice President for Student Learning.

Course numbers under 100 will not count toward the sixty-four (64) credit hours required for the associate degrees.

All currently enrolled students who plan to graduate at the conclusion of any given semester must file Intent to Graduate form at the time they enroll for their final semester so that their records may be checked to ensure that all graduation requirements have been met.

Candidates for the Associate of Applied Science in Nursing have additional requirements for graduation.

Students choosing to graduate under the Kansas Transfer Articulation Agreement must meet additional course requirements in completing the AS and AA Degrees.

**CERTIFICATE REQUIREMENTS**

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate.

All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Candidates for the Licensed Practical Nursing certificate have additional requirements.

**CATALOG COMPLIANCE**

Students have six years to complete their associate degree or certificate requirements under the NCCC catalog that was in use at the time of their first date of attendance. Students have the option of following the degree requirement of any subsequent catalog in place after they begin their studies at NCCC. NCCC uses an annual catalog. Beginning with the 2017-18 academic year, students beginning their college enrollment in the fall 2017 semester under this six year provision, will have until the summer of 2023 to complete their degrees under this catalog.
DEGREES OFFERED

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

The Associate of Applied Science degree is designed for individuals who wish to begin a career upon graduation. Students completing this program will receive an Associate of Applied Science degree and a two-year certificate in the occupational specialty.

Specialization and Related Courses/Competencies ......................................................... 42-48 hours
A. Specialization courses/competencies from major technical specialty
B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines

Computer Literacy Proficiency ......................................................................................... 1-3 hours
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

General Education Courses/Competencies ........................................................................12-25 hours
A. English Composition I and Interpersonal Communication or Fundamentals of Speech – required
B. Other general education courses selected from: communication, math, science, social or behavioral science, arts and humanities, or physical education

First Year Seminar (or approved substitute) ...................................................................... 1 hour
(May be waived for transfer students with 15+ hours)

Other Requirements
A. Pre- and post-assessments as required by NCCC
B. Eighteen (18) credit hours of the last twenty-four (24) credit hours must be in residence at NCCC
C. Total of sixty-four (64) to seventy-two (72) credit hours
D. Cumulative GPA of 2.0 or higher
E. Must clear all holds and obligations to NCCC.

ASSOCIATE OF ARTS (AA) DEGREE

The Associate of Arts degree is designed for students planning to transfer to pursue a bachelor’s degree in a liberal arts field.

Communications .................................................................................................................. 9 hours
English Composition I, English Composition II, Fundamentals of Speech

Computer Literacy Proficiency .......................................................................................... 3 hours
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics .................................................................................................11-13 hours
A. Two science courses with one course having a lab component; additionally, one of the science courses must be considered a biological science and the other must be considered a physical science; and
B. One mathematics course, including College Algebra or a higher level math course

Social and Behavioral Sciences ......................................................................................... 9 hours
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

Arts and Humanities........................................................................................................... 12 hours
Choose from at least three areas: art*, music*, theatre*, history, language, literature, or philosophy (*performance/participation classes do not meet this requirement)

Physical Education ............................................................................................................ 1 hour
Lifetime Fitness
First Year Seminar (or approved substitute) ................................................................. 1 hour
(May be waived for transfer students with 15+ hours)

Appropriate Field of Study .......................................................................................... 16-18 hours
Appropriate field of study in liberal arts
For example: study in English, fine arts, education, history, humanities, language, music, social science, or general liberal arts

Other Requirements
A. Pre- and post-assessments as required by NCCC
B. Eighteen (18) credit hours must be in residence at NCCC
C. Total of sixty-four (64) credit hours
D. Cumulative GPA of 2.0 or higher
E. Must clear all holds and obligations to NCCC

ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE
The Associate of General Studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.

Communications .......................................................................................................... 6 hours
English Composition I required, plus English Composition II or Fundamentals of Speech or Interpersonal Communications

Computer Literacy Proficiency ..................................................................................... 1-3 hours
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics .......................................................................................... 8-10 hours
One biological or physical science and a science lab course, and one mathematics including Intermediate Algebra or a higher level math course

Social and Behavioral Sciences ................................................................................... 9 hours

Arts and Humanities .................................................................................................... 9 hours

Physical Education ........................................................................................................ 1 hour
Lifetime Fitness

First Year Seminar (or approved substitute) ................................................................. 1 hour
(May be waived for transfer students with 15+ hours)

The remaining credits may be selected from various program emphasis areas recommended by the student's academic advisor ......................... 25-29 hours

Other Requirements
A. Pre- and post-assessments as required by NCCC
B. Eighteen (18) credit hours must be in residence at NCCC
C. Total of sixty-four (64) credit hours
D. Cumulative GPA of 2.0 or higher
E. Must clear all holds and obligations to NCCC
ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science degree is designed for students planning to transfer to pursue a bachelor’s degree in business, education, engineering, mathematics, social or behavioral science, biological science, or related technologies.

Communications ........................................................................................................................................................................ 9 hours
English Composition I, English Composition II, Fundamentals of Speech

Computer Literacy Proficiency .................................................................................................................................................. 3 hours
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics .................................................................................................................................................. 13-15 hours
A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a biological science and the other must be considered a physical science; and
B. One mathematics including College Algebra or a higher level math course

Social and Behavioral Sciences .................................................................................................................................................. 9 hours
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

Arts and Humanities ................................................................................................................................................................. 9 hours
Choose from three areas: art*, history, drama*, language, literature, music* and humanities (*performance/participation classes do not meet this requirement)

Physical Education ............................................................................................................................................................... 1 hour
Lifetime Fitness

First Year Seminar (or approved substitute) .............................................................................................................................. 1 hour
(May be waived for transfer students with 15+ hours)

Appropriate Field of Study .................................................................................................................................................. 17-19 hours
A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

Other Requirements
A. Pre- and post-assessments as required by NCCC
B. Eighteen (18) credit hours must be in residence at NCCC
C. Total of sixty-four (64) credit hours
D. Cumulative GPA of 2.0 or higher
E. Must clear all holds and obligations to NCCC

DEGREE REVOCATION POLICY

It is the policy of NCCC that a degree may be revoked when it is demonstrated by clear and convincing evidence that:

1. A degree has been erroneously conferred when all requirements had not been satisfied at the time the degree was granted.
2. A degree has been erroneously conferred as a result of an act of academic dishonesty.
PROGRAM EMPHASIS GUIDES FOR DEGREES AND CERTIFICATES

Kansas Transfer Articulation Agreement
Associate of Arts and Associate of Science

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

Points of Clarification
1. This agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents’ universities with an Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
   a) Each receiving institution has the right to determine admission standards to the various majors in their institutions.
   b) Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

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

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

Course Sequence
The listing that follows is the recommended sequence of courses for full-time students. All students should generally complete the courses listed under Semester I before moving on to Semester II. Be sure to consult the course descriptions. It is very important to select the four-year college or university to which transfer is intended as soon as possible, preferably before completion of 30 credit hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

(Fall) Semester I
CURR 100 First Year Seminar 1
ENGL 101 English Composition I 3
COMM 207 Fundamentals of Speech 3
CSIS 100 Computer Concepts and Applications 3
MATH 113/110 College Algebra or College Algebra w/review 3-5
PSYC 155 General Psychology 3
Total 16-18

(Spring) Semester II
HPER 150 Lifetime Fitness 1
ENGL 289 English Composition II 3
Laboratory Science Elective 5
Arts and Humanities Elective 3
Social/Behavioral Science Elective 3
Total 15

(Fall) Semester III
Laboratory Science Elective 5
Social/Behavioral Science Elective 3
Arts and Humanities Elective 3
Program Elective 3
Program Elective 3
Total 17

(Spring) Semester IV
Social/Behavioral Science Elective 3
Arts and Humanities Elective 3
Arts and Humanities Elective 3
Program Elective 3
Program Elective 1-3
Program Elective 3
Total 16-18

Total Program Credits 64-68

For more information contact:
Registrar
Amy Morris, 620-432-0348
amorris@neosho.edu
Accounting
Level I and Level II Certificates
Associate of Applied Science

The Associate of Applied Science in Accounting is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts and Level II certification provides more in depth business content. Career areas may include: accounting clerk, staff accountant, bookkeeper, payroll clerk, cashier, treasurer, administrative assistant, and office manager.

Accreditation
The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses
ACCT 108 College Accounting, ACCT 201 Financial Accounting I, ACCT 202 Managerial Accounting, ACCT 107 Payroll Accounting, ACCT 205 QuickBooks Accounting, OTEC 107 Office Systems and Procedures, OTEC 123 Office Machines, and MGMK 147 Intro to Management.

Program Elective Courses
MGMK 135 Human Relations and Supervision, BUSI 106 Business Math or other approved math course, ECON 200 Microeconomics or ECON 201 Macroeconomics, BUSI 114 Business Law, or other approved electives.

Program Outcomes
1. List and perform the steps in the accounting cycle.
2. Prepare basic external financial statements, including the income statement, balance, and statement of cash flows.
3. Evaluate a company’s performance using financial statement analysis tools and techniques.
4. Perform accounting procedures for a firm’s internal information needs.
5. Explain and employ the accrual basis of accounting.
6. Define basic generally accepted accounting principles.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I
ACCT 108 College Accounting 3
MGMK 101 Intro to Business 3
BUSI 106 Business Math or Approved Math Course 3
CSIS 100 Computer Concepts and Applications 3
OTEC 107 Office Systems and Procedures 3
CURR 100 First Year Seminar 1
Total 16

(Fall) Semester II
ACCT 205 QuickBooks Accounting 3
MGMK 135 Human Relations and Supervision 3
OTEC 123 Office Machines 2
BUSI 118 Business Communications 3
SOSC 101 American Government 3
Approved Business Program Elective 3
Total 17

Level I Certificate Credits 30 - 33

(Fall) Semester III
ACCT 201 Financial Accounting I 3
ACCT 107 Payroll Accounting 3
MGMK 147 Intro to Management 3
ENGL 101 English Composition I 3
HPER 150 Lifetime Fitness 1
Approved General Ed Course 3
Total 16

Level II Certificate Credits 46 - 49

(Fall) Semester IV
ACCT 202 Managerial Accounting 3
COMM 213 Interpersonal Communications 3
ECON 200/201 Microeconomics or Macroeconomics 3
BUSI 114 Business Law 3
CSIS 111 Spreadsheet Applications 1
BUSI 112 Business Field Study or Approved Business Program Elective 2
Total 15

Associate of Applied Science Degree Program Credits 64

For more information contact:
Program advisor
Jim Halstead, 620-432-0306
jhalstead@neosho.edu

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Art

Associate of Arts

The Associate of Arts with an emphasis in Art at NCCC offers two major areas of study in the visual arts. The fine arts area is designed to serve as an introduction to creative art via actual work in drawing, painting, sculpture, photography and special projects; to provide the student an understanding of the practical and cultural values of appreciation in art and to serve as an introductory study for those students who plan to major in art, design, architecture or related fields. The computer graphics area serves as an introduction to computer assisted graphic design and desktop publishing via the medium of the computer. Both areas offer students ample opportunities for creative development and career orientation.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
ART 100 Design, ART 113 Drawing I, ART 277 Painting I, ART 266 Sculpture, ART 121 Computer Graphics, ART 102 Art Appreciation.

Program Elective Courses
ART 123 Intro to Graphic Design, ART 155 Basic Printmaking, ART 178 Introduction to Visual Arts, ART 220 Digital Photography I, ART 244 Ceramics, ART 209 Creative Art: Glass Art.

Program Outcomes
1. Students will develop competence in learned technique/processes of traditional and computer assisted art media.
2. Students will develop an understanding of the use of the elements and principles of design in the creative process.
3. Students will become expressively fluent in one or more of the following media including drawing, painting, printmaking, graphic design, photography, sculpture and ceramics.
4. Students will identify various art forms from civilizations throughout history with special emphasis on understanding the significance of art to the culture in which it was produced.
5. Students will be capable of critically examining and evaluating works of visual art.
6. Students will become aware of the unique role that the visual arts play in contemporary society.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>ART 113</td>
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<tr>
<td>ART 100</td>
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<tr>
<td>ENGL 101</td>
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<td>COMM 207</td>
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<td>MATH 113</td>
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<td>CURR 100</td>
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(Spring) Semester II

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<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tr>
<td>ENGL 289</td>
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<tr>
<td>ART 121</td>
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<tr>
<td>ART 277</td>
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<tr>
<td>CSIS 100</td>
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<td>HUM 110</td>
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<td>HPER 150</td>
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(Fall) Semester III

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<th>Course</th>
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<td>PSYC 155</td>
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<tr>
<td>Physical Science w/Lab or Biological Science w/Lab*</td>
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<tr>
<td>ART 102</td>
<td>3</td>
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<td>HIST 201</td>
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<td>Program Electives</td>
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<td><strong>Total</strong></td>
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(Spring) Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>HIST 207</td>
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</tr>
<tr>
<td>COMM 105</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science w/out Lab or Biological Science w/out Lab*</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 100</td>
<td>3</td>
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<tr>
<td>ART 266</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

Total Program Credits

64

*One of the science courses must be biological and one must be physical.

For more information contact:
Program advisor
Cathy Gordon, 620-432-0419
cgordon@neosho.edu
Athletic Training
Associate of Science

An Associates of Science with an emphasis in Athletic Training can prepare students for transfer into a redundant four-year institution’s accredited Athletic Training Education Program. At NCCC, the student will be instructed in both the concepts and application of injury evaluation, prevention, treatment, and rehabilitation of common athletic injuries. This program is also beneficial for anyone interested in a career in any of the numerous other specialized aspects of sports medicine.

Prerequisites
The student will need to demonstrate proficiencies in reading, English and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
HPER 204 Intro to Athletic Training, HPER 207 Care & Prevention of Athletic Injury & Lab, HPER 208 Advanced Care & Prevention of Athletic Injury & Lab, BIOL 257/258 Human Anatomy and Physiology Lecture/Lab, FCS 203 Nutrition, PSYC 155 General Psychology.

Recommended Electives
PHYS 100/130 Intro to College Physics/Lab, BIO 280 Human Dissection, ALHE Medical Terminology.

Program Outcomes
1. Explain the profession of athletic training, including its history, educational guidelines and professional regulations.
2. Break down, understand and communicate athletic training medical terminology.
3. Demonstrate an understanding of the inflammation process as it relates to injury.
4. Demonstrate an understanding of anatomy, specifically as it relates to common athletic injuries.
5. Identify and describe risk factors related to environmental conditions.
6. Demonstrate the ability to evaluate common athletic injuries.
7. Demonstrate an understanding of the application of therapeutic modalities used in an athletic training setting.
8. Demonstrate effective protective taping and bracing techniques.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>HPER 150 Lifetime Fitness</td>
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<tr>
<td>CURR 100 First Year Seminar</td>
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<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
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<tr>
<td>SOSC 100 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HPER 204 Intro to Athletic Training</td>
<td>2</td>
</tr>
<tr>
<td>ALHE 105 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
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<tbody>
<tr>
<td>BIOL 111 General Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 112 General Biology Lab</td>
<td>2</td>
</tr>
<tr>
<td>HPER 207 Care &amp; Prevention of Athletic Injury &amp; Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 289 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
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<tr>
<td>Arts/Humanities Elective</td>
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<td><strong>Total</strong></td>
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<tr>
<th>(Fall) Semester III</th>
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<tbody>
<tr>
<td>BIOL 257 Human Anatomy and Physiology</td>
<td>3</td>
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<tr>
<td>BIOL 258 Human Anatomy and Physiology Lab</td>
<td>2</td>
</tr>
<tr>
<td>COMM 207 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113 College Algebra</td>
<td>3</td>
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<tr>
<td>HPER 208 Advanced Care &amp; Prevention of Athletic Injury &amp; Lab</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>(Spring) Semester IV</th>
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<tbody>
<tr>
<td>FCS 203 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 105 Intro to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 106 Intro to Chemistry Lab</td>
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<td>Arts/Humanities Elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 64

For more information contact:
Program Advisor
Hiroko Matsuura, 620-432-0365
hmatsuura@neosho.edu
Biology
Associate of Science

The Associate of Science with an emphasis in Biological Science at NCCC offers undergraduate training in biology. Emphasis may include botany and zoology, as well as preparation for professional schools such as nursing, allied health, pre-med, and veterinary medicine.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
BIOL 251/252 Biology I/Lab, CHEM 215/216 College Chemistry I/Lab, BIOL 255/256 Biology II/Lab, CHEM 225/226 College Chemistry II/Lab, MATH 150 Analytic Geometry and Calculus I.

Program Elective Courses
BIOL 115/116 Environmental Life Sciences/Lab, BIOL 205 Prehistoric Life, BIOL 299 Independent Study, PHYS 100/130 Introductory College Physics I/Lab.

Program Outcomes
Students will develop an understanding of the following:
1. Scientific method and the history of science.
2. Metric system and microscopy.
3. Basic chemistry of life.
4. Cellular structures and functions.
5. Mitosis and meiosis.
6. Patterns of inheritance.
7. Cellular respiration and photosynthesis.
8. Organismal classification.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 251 Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 252 Biology I Lab</td>
<td>2</td>
</tr>
<tr>
<td>CURR 100 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 255 Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 256 Biology II Lab</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 209 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150 Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>(Fall) Semester III</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 150 Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 207 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 215 College Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 216 College Chemistry I Lab</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>(Spring) Semester IV</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>CHEM 225 College Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 226 College Chemistry II Lab</td>
<td>2</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
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<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 65

For more information contact:
Program advisors
Dr. Steve Yuza, 620-432-0423
syuza@neosho.edu
Andrew Ouellette, 620-432-0381
aouellette@neosho.edu
Michael Campbell, 785-248-2805
mccampbell@neosho.edu
Eric Row, 785-248-2828
erow@neosho.edu
Lindsay Reustle
lreustle@neosho.edu
Business Administration

Associate of Science

The Associate of Science with an emphasis in Business Administration is a two-year degree for students who intend to transfer to a university upon graduation from NCCC. Upon transfer, chosen majors may include accounting, business administration, computer information systems, economics, finance, management, or marketing.

Accreditation
The Associate of Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
MGMK 101 Intro to Business, CSIS 100 Computer Concepts and Applications, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, ECON 200 Microeconomics, and ECON 201 Macroeconomics.

Program Elective Courses
BUSI 114 Business Law, MGMK 251 Marketing, MGMK 147 Intro to Management or MGMK 105 Small Business Management, and BUSI 118 Business Communications.

Program Outcomes
1. Display adequate human relation skills and recognize the relationship to customer service, employee relations, teamwork, and productivity.
2. Recognize the importance of attendance and personal appearance in achieving organizational and career goals.
3. Demonstrate the proper use of different forms of electronic communications.
4. Display a set of personal and business standards/values that are socially acceptable in regard to family, work, and diverse cultural situations.
5. Demonstrate a basic knowledge of marketing.
6. Demonstrate the use of basic accounting terminology, principles, and practices involving business situations.
7. Prepare and evaluate basic external financial statements, including an income statement, balance sheet, and statement of cash flows.
8. Discuss the basic principles and problems of economics.
9. Describe the function of money, money development, and operations of the money and banking system.
10. Utilize computer application software.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 101 Intro to Business* or ACCT 108 College Accounting* (if no previous accounting)</td>
<td>3</td>
</tr>
<tr>
<td>Transfer Course</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 207 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201 Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 289 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113 College Algebra or higher level math</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150 Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>Arts/Humanities Approved Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>(Fall) Semester III</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 200 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science with Lab</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Approved Course</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Approved Course</td>
<td>3</td>
</tr>
<tr>
<td>Business Transfer Courses</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>(Spring) Semester IV</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 202 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 143 Elementary Statistics or Business Transfer Courses</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Approved Course</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science with Lab</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 67

*Course may not be required for business degrees at Kansas Regents’ universities. Students should determine transfer institution requirements.

For more information contact:
Program Advisors
Accounting: Jim Halstead, 620-432-0306 jhalstead@neosho.edu
Computer Science: Chad DeVoe, 620-432-0335 cdevoe@neosho.edu
Management/Marketing: Richard Webber, 620-432-0307 rwebber@neosho.edu
Chemistry and Pre-Chemical Engineering
Associate of Science

The Associate of Science with an emphasis in Chemistry and Pre-Chemical Engineering at NCCC provides the general education courses normally taken in the first two years at a four-year college or university, with major in chemistry or chemical engineering. Study in college chemistry, calculus, and physics will prepare the student for the junior level at four-year universities. Furthermore, it will equip a student with the basic chemistry techniques and technology used in chemistry labs.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
CHEM 215/216 College Chemistry I/Lab, CHEM 225/226 College Chemistry II/Lab, MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses
For biochemistry: BIOL 251/252 Biology I/Lab, BIOL 255/256 Biology II/Lab.

For chemical engineering: MATH 253 Analytic Geometry and Calculus III.

Program Outcomes
1. Demonstrate an understanding of chemical calculations and in solving stoichiometry problems.
2. Describe atomic structure, periodicity, chemical reactions, chemical bonds and name chemical compounds.
3. Define matter and demonstrate an understanding of the properties of solids, liquids, and gases in relation with energy.
4. Define and classify acids and bases and the different reactions they undergo.
5. Demonstrate an understanding in measuring; mechanics of motion and thermal properties of matter by application in problem solving.
6. Demonstrate an understanding of electricity, magnetism, and optics by application in problem solving.
7. Gather and record qualitative and quantitative data accurately, and master basic lab techniques such as the use of graphing calculators in mathematics and in physics.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I
Cr Hrs
CHEM 215 College Chemistry I 3
CHEM 216 College Chemistry I Lab 2
CURR 100 First Year Seminar 1
ENGL 101 English Composition I 3
MATH 150 Analytic Geometry and Calculus I* 5
CSIS 100 Computer Concepts and Applications 3
Total 17

(Spring) Semester II
Cr Hrs
CHEM 225 College Chemistry II 3
CHEM 226 College Chemistry II Lab 2
MATH 155 Analytic Geometry and Calculus II 5
ENGL 289 English Composition II 3
PSYC 155 General Psychology 3
Total 16

(Fall) Semester III
Cr Hrs
PHYS 104 Engineering Physics I** 4
PHYS 140 Engineering Physics I Lab** 1
COMM 207 Fundamentals of Speech 3
HPER 150 Lifetime Fitness 1
Arts/Humanities Elective 3
Social/Behavioral Science Elective 3
Arts/Humanities Elective 3
Total 18

(Spring) Semester IV
Cr Hrs
PHYS 105 Engineering Physics II 4
PHYS 145 Engineering Physics II Lab 1
Biological Science and Lab 5
Arts/Humanities Elective 3
Social/Behavioral Science Elective 3
Arts/Humanities Elective 3
Total 16

Total Program Credits 67

*Assuming the student has passed the equivalent of College Algebra, if not, enroll in MATH 125 College Algebra and Trigonometry (5 cr hrs), or MATH 122 Plane Trigonometry (3 cr hrs) instead.

**The student could enroll in PHYS 100/130 Introductory College Physics I/Lab (5 cr hrs) instead. However, PHYS 104/140 Engineering Physics I/Lab (5 cr hrs) are strongly recommended.

For more information contact:
Program Advisor
Luka Kapkiai, 620-432-0360
lkapkiai@neosho.edu
Computer Information Systems

Associate of Applied Science

The Associate of Applied Science in Computer Information Systems is a two-year degree for students who intend to seek immediate employment upon graduation. Career areas will depend upon which programming languages and recommended electives the student chooses and may include: computer programmer, data base administrator, office manager, network administrator, web-page designer, and data entry clerk.

Accreditation
The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites
The student will need to demonstrate proficiency in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 Composition I, COMM 101 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

Program Elective Courses
Program electives should be discussed with an advisor and may be selected to fit specific goals and requirements. Choose from the following list: ACCT 108 College Accounting, ECON 200 Microeconomics, ECON 201 Macroeconomics, MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, BUSI 106 Business Mathematics, MATH 113 College Algebra, ETEC 194 Intro to Technology Systems, BUSI 114 Business Law, BUSI 118 Business Communications, or approved business electives.

Program Outcomes
1. Demonstrate effective written and oral communication skills.
2. Make ethical decisions incorporating the standards of the profession.
3. Collaborate with others in a team project setting.
4. Identify the function and use of common hardware and software components.
5. Apply principles of accounting, economics, management, and marketing in the workplace.
6. Utilize computer application software.
7. Demonstrate entry-level programming skills.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MGMK 101</td>
<td>Intro to Business</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td>MATH 113</td>
<td>College Algebra or</td>
</tr>
<tr>
<td>BUSI 106</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>CSIS 230</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETEC 194</td>
<td>Intro to Technology Systems</td>
</tr>
<tr>
<td>CSIS 240</td>
<td>C++ Programming</td>
</tr>
<tr>
<td>BUSI 118</td>
<td>Business Communication</td>
</tr>
<tr>
<td>CSIS 117</td>
<td>Intro to Web Page Design</td>
</tr>
<tr>
<td>Approved Business/Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>Approved General Education Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>(Fall) Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>CSIS 237</td>
<td>Java Programming</td>
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<tr>
<td>ECON 200</td>
<td>Microeconomics</td>
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<td>Approved Business/Computer Elective(s)</td>
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<td>Approved General Education Elective</td>
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<table>
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<tr>
<th>(Spring) Semester IV</th>
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</tr>
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<tbody>
<tr>
<td>ACCT 202</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>CSIS 250</td>
<td>Advanced Programming Methods</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communications</td>
</tr>
<tr>
<td>Approved Business/Computer Electives</td>
<td>4-6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16-18</td>
</tr>
</tbody>
</table>

Total Program Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:
Program advisors
Jim Halstead, 620-432-0306
jhalstead@neosho.edu
Chad DeVoe, 620-432-0335
cdevoe@neosho.edu

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Computer Support Specialist
Level I and Level II Certificates
Associate of Applied Science

The Associate of Applied Science in Computer Support Specialist is a two-year degree for students who intend to seek immediate employment upon graduation. The Computer Support Specialist installs, maintains, and repairs computer hardware, software, and networks, and provides support services to system users. Duties of a computer support specialist typically include the diagnosis of system hardware and software failures and the performance of actions necessary to correct such problems.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

Program Elective Courses

Level I Certificate - Computer Support Specialist: Completion of 29 credit hours with 9-12 credit hours in Computer Support Specialist core courses (6 credits must be ETEC 146 CompTIA A+ Essentials and ETEC 147 CompTIA A+ Practical Applications).

Level II Certificate - Computer Support Specialist: Completion of 44 credit hours with at least 18 credit hours in Computer Support Specialist core courses (Must include: ETEC 146 CompTIA A+ Essentials and ETEC 147 CompTIA A+ Practical Applications, ETEC 105 Introduction to Networking, ETEC 106 Cisco Networking II and ETEC 275 Computer and Network Security.)

Program Outcomes
1. Install, maintain, and repair computer hardware.
2. Install, maintain, and repair computer software and systems.
3. Provide support services to system users.
5. Demonstrate the fundamentals of computer programming.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended Sequence of Courses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(Fall) Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>CURR 100 First Year Seminar</td>
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</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>*# ETEC 146 CompTIA A+ Essentials</td>
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</tr>
<tr>
<td>MGMK 101 Intro to Business</td>
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</tr>
<tr>
<td>Approved Program Elective</td>
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</tr>
<tr>
<td>Approved General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>(Spring) Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>*# ETEC 147 CompTIA A+ Practical Applications</td>
<td>3</td>
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<tr>
<td>MGMK 135 Human Relations and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Programming Language Elective</td>
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<tr>
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<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<tr>
<td><strong>(Fall) Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>CSIS 117 Intro to Web Page Design</td>
<td>1</td>
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<tr>
<td># ETEC 105 Intro to Networking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 147 Intro to Management</td>
<td>3</td>
</tr>
<tr>
<td>Marketing, Accounting or Entrepreneurship Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>(Spring) Semester IV</strong></td>
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</tr>
<tr>
<td># ETEC 106 CISCO Networking</td>
<td>3</td>
</tr>
<tr>
<td># ETEC 275 Computer and Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 229 Advanced Web Page Design</td>
<td>3</td>
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<tr>
<td>ENGL 265 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Approved General Education Elective</td>
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</tr>
<tr>
<td>Approved Program Elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Total Level I Certificate Program Credits
*Required course for Level I Certificate

Total Level II Certificate Program Credits
#Required course for Level II Certificate

Total Associate of Applied Science Degree Credits

This curriculum is not designed for students who wish to transfer.

For more information contact:
Chad DeVoe, 620-432-0335
cdevoe@neosho.edu
Construction Technology – Level I & II
Certificates with Associate of Applied Science Option

The Construction Technology program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Industrial Engineering Technology. The Level I Construction Technology certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I.

The curriculum utilizes National Center for Construction Education and Research (NCCER) a nationally-recognized credentialing and certification system. This National Registry system assures portability of skills by providing transcripts, certificates, and wallet cards to students who successfully complete the program.

Career areas can include carpenter, electrician, brick and block mason, plumber, drywall installer, construction laborer, construction supervisor, and more.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes.

General Education (GE) Courses
In order to obtain the Associate of Applied Science degree in Industrial Engineering Technology, general education courses must be taken. The student’s program advisor will recommend appropriate general education courses based upon the student’s background and career objectives.

Program Elective Courses
The Level I Construction Technology certificate requires the completion of 18 credit hours of courses in the technical career area. The Level II Construction Technology certificate requires the completion of 32 credit hours of courses in the technical career area. Additional technical courses should be discussed with the student’s academic advisor and may be selected based upon specific goals and requirements.

Level I Program Outcomes
1. Demonstrate the fundamentals of OSHA and the knowledge of basic safety.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly use construction tools.
4. Demonstrate the ability to utilize construction drawings.
5. Demonstrate basic rigging techniques.
6. Demonstrate basic communications and employability skills.
7. Demonstrate basic knowledge of carpentry trade.
8. Demonstrate the ability to layout and construct floor, wall, ceiling and roof framing.
9. Demonstrate the ability of roof framing techniques.
10. Demonstrate the ability of window and door installation.

Level II Program Outcomes
1. Demonstrate the knowledge of construction site layout, and the handling and placement of concrete.
2. Demonstrate the ability of interior material applications.
3. Demonstrate the ability of exterior material applications.
4. Demonstrate the basic knowledge of electrical, HVAC, drain, waste, and vent systems.

Sequence of Courses

<table>
<thead>
<tr>
<th>Level I Certificate</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td></td>
</tr>
<tr>
<td>CMCT 105 OSHA 10 Safety Orientation</td>
<td>1</td>
</tr>
<tr>
<td>CMCT 106 Introduction to Craft Skills</td>
<td>3</td>
</tr>
<tr>
<td>CMCT 107 Carpentry Basics</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
<tr>
<td>Semester II</td>
<td></td>
</tr>
<tr>
<td>CMCT 110 Floors, Walls &amp; Ceiling Framing</td>
<td>4</td>
</tr>
<tr>
<td>CMCT 111 Roof Framing</td>
<td>3</td>
</tr>
<tr>
<td>CMCT 112 Windows, Doors and Stairs</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
</tr>
<tr>
<td>Total Level I Certificate Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level II Certificate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester III</td>
<td></td>
</tr>
<tr>
<td>CMCT 205 Site Layout &amp; Handling &amp; Placing Concrete</td>
<td>4</td>
</tr>
<tr>
<td>CMCT 206 Drywall, Window, Door &amp; Ceiling Install.</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
</tr>
<tr>
<td>Semester IV</td>
<td></td>
</tr>
<tr>
<td>CMCT 210 Roofing &amp; Exterior Finishes</td>
<td>4</td>
</tr>
<tr>
<td>CMCT 211 Electrical, HVAC, Drain, Waste &amp; Vent</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
<tr>
<td>Total Level II Certificate Credits</td>
<td>32</td>
</tr>
</tbody>
</table>

To earn a certificate, students must successfully pass all courses and have a cumulative GPA of at least 2.0 on all courses within the certificate.

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology with an emphasis in construction should visit with an advisor to determine general education and additional technical education requirements. Degrees require completion of 64 credit hours.

For more information contact:
Program Advisor
Bobbie Forrest, 620-249-9471
bforrest@neosho.edu
Construction Technology
Associate of Applied Science Articulation Agreement with Pittsburg State University

The articulation agreement allows 100% of your NCCC AAS degree in Industrial Engineering Technology to transfer toward the PSU Bachelor of Applied Science in Technology degree.

Articulation Eligibility Requirements
1. Students must graduate from NCCC with an AAS degree in Industrial Engineering Technology.
2. Students must have graduated from NCCC with a minimum 2.5 GPA.

BAS Graduation Requirements
1. 45 hours of upper division courses (minimum 30 from PSU).
2. 124 hours required for BAS degree (60 required from a 4 year institution)
3. Minimum 2.0 GPA in courses at four year institution level

Construction: Technical Education Course from NCCC

<table>
<thead>
<tr>
<th>Level I Certificate</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCT 105 OSHA 10 Safety Orientation</td>
<td>1</td>
</tr>
<tr>
<td>CMCT 106 Introduction to Craft Skills</td>
<td>3</td>
</tr>
<tr>
<td>CMCT 107 Carpentry Basics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td>CMCT 110 Floors, Walls &amp; Ceiling Framing</td>
<td>4</td>
</tr>
<tr>
<td>CMCT 111 Roof Framing</td>
<td>3</td>
</tr>
<tr>
<td>CMCT 112 Windows, Doors and Stairs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Level II Certificate
Level I Certificate requirements 18

| CMCT 205 Site Layout & Handling & Placing Concrete | 4 |
| CMCT 206 Drywall, Window, Door & Ceiling Install. | 2 |
| **Total** | **6** |
| CMCT 210 Roofing & Exterior Finishes | 4 |
| CMCT 211 Electrical, HVAC, Drain, Waste & Vent | 4 |
| **Total** | **8** |

Total Program Credits Level I & II 32

Other NCCC Technical Education Recommendations

<table>
<thead>
<tr>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201 Financial Accounting I</td>
</tr>
<tr>
<td>ETEC 194 Introduction to Technology Systems</td>
</tr>
<tr>
<td>MATH 114 Industrial Math</td>
</tr>
<tr>
<td>ETEC 192 Selected Topics in Technical/Industrial Education or</td>
</tr>
<tr>
<td>ETEC 136 Industrial Internship</td>
</tr>
</tbody>
</table>

Technical Education from NCCC Must Total a Minimum of 42 Credit Hours

NCCC General Education Requirements

<table>
<thead>
<tr>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURR 100 First Year Seminar</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
</tr>
<tr>
<td><strong>COMM 207 Fundamentals of Speech</strong></td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
</tr>
</tbody>
</table>

Other NCCC General Education Recommendations

(Select from the following to bring total credit hours to 64)

<table>
<thead>
<tr>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 113 College Algebra</td>
</tr>
<tr>
<td>SOSC 100 Introduction to Sociology</td>
</tr>
<tr>
<td>ART 178 Intro to Visual Art</td>
</tr>
<tr>
<td>MATH 143 Elementary Statistics</td>
</tr>
<tr>
<td>BIOL 115 Environmental Science</td>
</tr>
<tr>
<td>BIOL 116 Environmental Science Lab</td>
</tr>
<tr>
<td>PHYS 171 Physical Science</td>
</tr>
<tr>
<td>PHYS 172 Physical Science Laboratory</td>
</tr>
</tbody>
</table>

General Education from NCCC Must Total a Minimum of 12 Credit Hours

The Associate of Applied Science Degree requires a Minimum of 64 Credit Hours

For more information contact:
NCCC Program Advisor
Bobbie Forrest (620) 249-9471
bforrest@neosho.edu

SU Professor, Chairman
John Iley, Ph.D., 620-235-4373
jiley@pittstate.edu

*Required for all first-time, full-time freshmen
**Students NOT transferring to PSU should take COMM 213
The Court Reporter program is a two-year program leading to a certificate or an A.A.S degree. Court Reporters capture and document each word spoken, action taken or gestures made within the courtroom using various technologies. They are employed in courtrooms, for freelance firms, as Captioners, or doing CART (communications access realtime translation). Demand for court reporters is expected to soar in the next 5 years across the United States, with more than 5,500 new job openings. Students can expect an annual starting salary of $45,000 - $60,000. Upon successful completion of this program the student will have the skills required to sit for the Kansas Certified Court Reporter (CCR) exam administered by the Kansas State Board of Examiners of Court Reporters and the Registered Professional Reporter (RPR) credential administered by the National Court Reporters Association (NCRA).

Prerequisites
The degree-seeking student will need to demonstrate proficiencies in reading and English based on the Accuplacer exam or ACT/SAT scores. Some of the courses in this curriculum have specific prerequisites.

Program Outcomes
1. Maintain or increase transcribing skills to 50 wpm to produce and transcribe legal forms and court/deposition documents.
2. Demonstrate a strong academic background in English, grammar, word usage, punctuation, legal terminology and principles of medical terminology so they will understand the vocabulary and material with which the working reporter deals.
3. Verbally, and in writing, demonstrate competence in appropriate vocabulary knowledge and usage.
4. Produce transcriptions and real time writing from depositions, interrogatories and court proceedings as they relate to the working reporter.
5. Demonstrate machine shorthand speed to a level of 225 wpm with two voices at 95% accuracy in order to be eligible to take the Kansas Certified Court Reporter (CCR) exam administered by the Kansas State Board of Examiners of Court Reporters and the Registered Professional Reporter (RPR) credential administered by the National Court Reporters Association (NCRA).

Degree Program Outcomes
6. Apply the knowledge gained in the certificate program and general education courses to demonstrate competence as a court reporter.

Course Sequence
The listing that follows is a recommended sequence of courses. The student should consult with an advisor for individualized needs specific to their academic situation and flexibility of course sequencing order.

NOTE Progress in theory and speed classes is very individualized. Students make progress at different rates, dependent of amount of time spent practicing and quality of practice. Students should plan to spend a minimum of 10-15 hours outside of class weekly practicing on their steno machines.

Students may need to repeat speed classes to meet speed/accuracy requirements. Students repeating speed classes will incur additional tuition charges.
Criminal Justice  
Associate of Science

Citizen safety depends on the police officers, detectives, and special agents responsible for enforcing statutes, laws, and regulations. Correctional officers oversee individuals who have been arrested, are awaiting trial or other hearing, or who have been convicted and sentenced. Security officers protect against fire, theft, vandalism, and illegal entry.

The career opportunities in criminal justice, public safety, and private protective services are increasing at the federal, state, and local levels. Criminal justice related occupations are shifting from a semi-professional status to professional.

Promotions usually are made according to a candidate’s position on a promotion list, as determined by written examination and on-the-job performance. Collegiate training helps police officers, detectives, and special agents improve their job performance.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral sciences.

Program Core Courses
CRIM 121 Intro to Criminal Justice, CRIM 122 Criminal Law, CRIM 123 Criminal Investigation, CRIM 128 Criminal Procedure, CRIM 129 Criminal Justice Administration.

Program Elective Courses

*Intended for PSU transfer – if transferring to ESU, see advisor.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

It is very important to select the four-year college or university to which transfer is intended no later than the completion of 30 credits hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Course Sequence

### (Fall) Semester I
- CRIM 121 Intro to Criminal Justice 3
- CURR 100 First Year Seminar 1
- ENGL 101 English Composition I 3
- COM 207 Fundamentals of Speech 3
- SOSC 100 Intro to Sociology 3

**Total 16**

### (Spring) Semester II
- PSYC 155 General Psychology 3
- ENGL 289/299 English Composition II 3
- MATH 113 College Algebra 3
- CRIM 128 Criminal Procedure 3
- SOSC 102 State and Local Government 3

**Total 15**

### (Fall) Semester III
- CRIM 122 Criminal Law 3
- HPER 150 Lifetime Fitness 1
- BIOL 111 General Biology 3
- BIOL 112 General Biology Lab 2
- ART 102 Art Appreciation 3

**Total 18**

### (Spring) Semester IV
- CRIM 123 Criminal Investigation 3
- CRIM 129 Criminal Justice Administration 3
- ENGL 113 General Literature or ENGL 221 Intro to Western Literature 3
- HIST 201/202 U.S. History I or II or HIST 200 Recent American History 3
- PHYS 171 Physical Science 3
- PHYS 172 Physical Science Laboratory 2

**Total 17**

**Total Program Credits 66**

For more information contact:
Kevin Blackwell, 785-248-2801
kblackwell@neosho.edu
The Associate of Science with an emphasis in Elementary and/or Secondary Education curriculum at NCCC provides the first two years of general education courses for most bachelor degree programs in elementary or secondary education. Students entering a teacher education program at a four-year institution should have a 2.75 GPA in a minimum of 50 college credit hours. The student must apply for admittance to most teacher education programs after completing the first two years of college.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses for Elementary Education
EDUC 104/105 Intro to Teaching/Lab, PSYC 263 Developmental Psychology, EDUC 252 Children's Literature, MATH 204 Math for Educators I, MUSI 140 Music in the Elementary Classroom.

Program Core Courses for Secondary Education
EDUC 104/105 Introduction to Teaching/Lab, PSYC 263 Developmental Psychology.

Program Elective Courses for Education
Elective courses should be selected from major areas of study.

Program Outcomes
1. Evaluate the varied aspects of teaching as a profession.
2. Discuss the different experiences encountered at the secondary and elementary level.
3. Demonstrate an understanding of theories of human physical, cognitive and social development.
4. Students will be able to utilize appropriate skills to enhance teaching and learning.
5. Analyze effective classroom management and communication skills.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I
EDUC 104 Intro to Teaching 2
EDUC 105 Intro to Teaching Lab 1
CURR 100 First Year Seminar 1
ENGL 101 English Composition I 3
COMM 207 Fundamentals of Speech 3
CSIS 100 Computer Concepts and Applications 3
HIST 201/202 U.S. History I or II or 3
HIST 200 Recent American History 3
Total 16

(Spring) Semester II
BIOL 111 General Biology or 3
BIOL 115 Environmental Life Sciences 3
BIOL 112 Gen Biology Lab or 3
BIOL 116 Environmental Life Sciences Lab 2
HPER 150 Lifetime Fitness 1
ENGL 289 English Composition II 3
PSYC 155 General Psychology 3
MATH 113/110 College Algebra or 3-5
MATH 204 Mathematics for Education I College Algebra w/review or 3-5
Total 15-17

(Fall) Semester III
PHYS 171 Physical Science 3
PHYS 172 Physical Science Lab 2
ART 102 Art Appreciation or 3
ART 178 Intro to Visual Arts or 3
MUSI 120 Music Appreciation 3
SOSC 100 Intro to Sociology 3
PSYC 263 Developmental Psychology 3
Program Elective 3
Total 17

(Spring) Semester IV
HIST 207 World Geography 3
EDUC 252 Children’s Literature or 3
ENGL 113 General Literature or 3
ENGL 221 Intro to Western Literature 3
MUSI 140 Music in the Elementary Classroom 3
SOSC 101 American Government 3
Program Elective 3
Program Elective 1-3
Total 16-18

Total Program Credits
64-68

For more information contact:
Program advisor
Mindy Ayers, 620-432-0314
mayers@neosho.edu
English
Associate of Arts

The Associate of Arts with an emphasis in English is designed for students who intend to transfer to a four year institution to complete an English degree.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
REQURED: ENGL 101 English Composition I, ENGL 113 General Literature, ENGL 220 American Literature I or ENGL 230 American Literature II, ENGL 240 English Literature I or ENGL 241 English Literature II, ENGL 289 English Composition II or ENGL 299 English Composition II-Honors.

Program Elective Courses
AT LEAST 4 REQUIRED: ENGL 200 Topics in Literature: Women's Voices, ENGL 215 Introduction to Mythology, ENGL 221 Introduction to Western Literature, ENGL 220 American Literature I, ENGL 230 American Literature II, ENGL 240 English Literature I, ENGL 241 English Literature II, ENGL 250 Introduction to Fiction Writing, ENGL 260 Short Fiction, ENGL 265 Technical Writing, ENGL 298 Independent Study.

Program Outcomes
1. Demonstrate the ability to compose well-crafted essays on a variety of topics for a variety of audiences.
2. Demonstrate the ability to incorporate research effectively into one’s own writing.
3. Analyze the use of literary conventions in a variety of genres, including fiction, poetry, and drama.
4. Demonstrate the ability to compose a written analysis of a literary work within the context of its historical and cultural background.
5. Demonstrate an understanding of the literary heritage of the English language, including its British and American authors.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to his or her academic situation.

Recommended Sequence of Courses

(Fall) Semester I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 113</td>
<td>General Literature</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
<td>3</td>
</tr>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
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</table>

(Spring) Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 289</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 299</td>
<td>English Composition II-Honors</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 241</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150</td>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>MATH 113</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biological Science w/Lab*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physical Science w/Lab*</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

(Fall) Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 220</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 230</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL Elective</td>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biological Science w/out Lab*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Science w/out Lab*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social/Behavior Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
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</table>

(Spring) Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL Elective</td>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>Social/Behavior Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Free Electives</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Total Program Credits

64

*One of the science courses must be biological, and one must be physical.

For more information contact:
Program Advisors
Ruth Zollars, 620-432-0424
rzollars@neosho.edu
Dr. Reena Thomas, 620-432-0405
rthomas@neosho.edu
Jeremy Gulley, 785-248-2815
jgulley@neosho.edu
Forensic Science
Associate of Science

The Associate of Science with an emphasis in Forensic Science is a two-year degree for students who intend to transfer to a university upon graduation. Students should consult their transfer institution for specific transfer requirements. Forensic scientists apply scientific principles to examine evidence and to obtain and interpret data used to solve problems related to legal and regulatory systems.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
The major core courses are outlined in the recommended sequence of course section.

Program Elective Courses
Program electives may include CRIM 123 Criminal Investigation, CRIM 247 Criminology, MATH 143 Elementary Statistics, PHYS 100/130 Introductory College Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Outcomes
Upon completion of the program, the student will be able to:
1. Explain and apply the scientific method.
2. Explain the basic chemistry of life.
3. Gather and record qualitative and quantitative data accurately, and master basic qualitative lab techniques.
4. Use effective oral and written communication.
5. Apply problem solving techniques.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 251 Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 252 Biology I Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 215 College Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 216 College Chemistry I Lab</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 255 Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 256 Biology II Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 225 College Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 226 College Chemistry II Lab</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 289 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150 Lifetime Fitness</td>
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<table>
<thead>
<tr>
<th>(Fall) Semester III</th>
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<tbody>
<tr>
<td>BIOL 257 Human Anatomy and Physiology</td>
<td>3</td>
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<tr>
<td>BIOL 258 Human Anatomy and Physiology Lab</td>
<td>2</td>
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<tr>
<td>CRIM 121 Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 207 Fundamentals of Speech</td>
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<tr>
<td>Arts/Humanities Course</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester IV</th>
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<tbody>
<tr>
<td>CRIM 122 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Course</td>
<td>3</td>
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<tr>
<td>Arts/Humanities Course</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 66

For More Information Contact:
Program Advisors
Dr. Steve Yuza, 620-432-0423
syuza@neosho.edu
Andrew Ouellette, 620-432-0382
aouellette@neosho.edu
Luka Kapkiai, 620-432-0360
lkapkiai@neosho.edu
Michael Campbell, 785-248-2805
mcampbell@neosho.edu
Eric Row, 785-248-2828
erow@neosho.edu
Health Information Technology
Associate of Applied Science

The Health Information Technology program trains health information technicians to provide reliable and valid information that drives the healthcare industry. The program utilizes standards established by the American Health Information Management Association to train entry-level technicians to effectively work with health information systems, manage medical records, and code information for reimbursement and research. Students will leave the program with the knowledge and skills necessary to use, analyze, present, abstract, code, store, and/or retrieve healthcare data for the support of departmental operations, and clinical and business decision making in healthcare or related organizations.

Employment is available in a variety of settings including hospitals, managed care organizations, long-term care facilities, consulting and law firms, skilled nursing facilities, physician practices, insurance companies, and more. In addition, graduates of associate degree programs in HIT may transfer into HIA baccalaureate degree programs. Graduates of baccalaureate degree programs are known as health information administrators. NCCC’s HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Accreditation was obtained on November 13, 2009. All courses or their equivalent courses transferred from other institutions, listed on the recommended sequence of courses are required for the completion of the program.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the college assessment test, ACT or SAT scores, or by taking the required classes. Some of the courses in this curriculum have specific prerequisites. For specific requirements please refer to the mandatory Placement Policy in the College Catalog.

General Education (GE) Courses
The health information technology program is designed as either a terminal program or as a transfer program into a health information administration baccalaureate program. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Outcomes
1. Evaluate applications of data content structure and standards in health information technology.
2. Demonstrate ethical standards with regard to privacy and security principles and policies.
3. Integrate the principles of informatics, analytics and data use in applications of health information management.
4. Evaluate the principles of revenue management in health information technology.
5. Integrate the principles of compliance in applications of health information technology.
6. Integrate the principles of leadership in the health information field.

Course Sequence
The listing that follows is a recommended sequence of courses. The student should work with their advisor regarding their course schedule.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 100</td>
<td>First Year Seminar</td>
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<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ALHE 105</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*BIOL 257</td>
<td>Human Anatomy and Physiology</td>
<td>3</td>
<td></td>
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<tr>
<td>*BIOL 258</td>
<td>Human Anatomy and Physiology Lab</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ALHT 110</td>
<td>Intro to Health Information Technology</td>
<td>3</td>
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<tr>
<td>ALHT 210</td>
<td>Legal &amp; Ethical Issues in Healthcare</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ALHE 122</td>
<td>Intro to Pharmacology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
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<tr>
<td>*NURS 230</td>
<td>Pathophysiology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>ALHT 170</td>
<td>Electronic Health Records</td>
<td>3</td>
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<tr>
<td>*ALHT 225</td>
<td>International Classification of Disease-10</td>
<td>4</td>
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<tr>
<td>ALHT 205</td>
<td>Healthcare Statistics</td>
<td>3</td>
<td></td>
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<tr>
<td>*ALHT 230</td>
<td>Current Procedural Terminology</td>
<td>3</td>
<td></td>
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<tr>
<td>ALHT 200</td>
<td>Health Info Technology Clinical Affiliation I</td>
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<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Course Code</th>
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<tr>
<td>ALHT 250</td>
<td>Reimbursement Methodologies</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ALHT 215</td>
<td>Quality Improvement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ALHT 220</td>
<td>Management and Supervision</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ALHT 221</td>
<td>Current Events in Health Info Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ALHT 256</td>
<td>Alternative Healthcare Systems in HIT</td>
<td>3</td>
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<tr>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester V</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 255</td>
<td>Health Information Technology Clinical Affiliation II</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>67</strong></td>
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</tr>
</tbody>
</table>

*BIOL 257/ BIOL 258 are pre-requisites for NURS 230, ALHT225 and ALHT 230.

The health information technology program is designed as either a terminal program or as a transfer program into a health information administration baccalaureate program. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

For More Information Contact:
Richard Ryan, Program Director, 785-242-2067, ext. 355
ryan@neosho.edu
Health Care Coding
Certificate

The Healthcare Coding Certificate program of study prepares individuals for employment in coding positions including; physician offices, hospitals, outpatient surgery facilities, health departments and other areas where diagnosis and procedures are coded utilizing ICD and CPT for reimbursement and reporting purposes. The courses in this program are offered online with the exception of Anatomy & Physiology.

Completion of this Healthcare Coding Certificate program will prepare students to sit for the Certified Physician Coding (CPC) an examination offered through AAPC and the American Health Information Management Association’s (AHIMA) Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist Physician (CCS-P) examinations.  
http://www.ahima.org/certification/credentials.aspx

Prerequisites
The student will need to be proficient in English; reading and writing. Some of the courses in this curriculum have specific prerequisites. Students are not required to take placement exams before enrollment in this certificate program.

Program Staff Recommendation
Students planning to work as a professional coder should also consider completing the Health Information Technology Associate of Applied Science degree program.

General Education (GE) Courses
Certificate students are not required to take specific elective courses for this program. But should work with an advisor to find an appropriate track for career objectives. Students are not required to take placement exams before enrollment. Students completing this program will earn credit hours that can be applied to the Associate in Applied Science (AAS) degree in Health Information Technology.

Program Core Courses
ALHE 105 Medical Terminology, BIOL 257/258 Anatomy & Physiology Lecture/Lab, NURS 230 Pathophysiology, ALHT 210 Legal & Ethical Issues in Healthcare

Program Outcomes
1. Evaluate applications of data content structure and standards in health information technology.
2. Demonstrate ethical standards with regard to privacy and security principles and policies.
3. Integrate the principles of informatics, analytics and data use in applications of health information management.
4. Evaluate the principles of revenue management in health information technology.
5. Integrate the principles of compliance in applications of health information technology.
6. Integrate the principles of leadership in the health information field.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation and flexibility of course sequencing order

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 100</td>
<td>3</td>
</tr>
<tr>
<td>ALHE 105</td>
<td>3</td>
</tr>
<tr>
<td>*BIOL 257</td>
<td>3</td>
</tr>
<tr>
<td>*BIOL 258</td>
<td>2</td>
</tr>
<tr>
<td>ALHT 110</td>
<td>3</td>
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<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 210</td>
<td>3</td>
</tr>
<tr>
<td>NURS 230</td>
<td>3</td>
</tr>
<tr>
<td>*ALHT 230</td>
<td>3</td>
</tr>
<tr>
<td>*ALHT 225</td>
<td>4</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester III</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHE 122</td>
<td>3</td>
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<tr>
<td>ALHT 170</td>
<td>3</td>
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<td>ALHT 250</td>
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</table>

Total Certificate Credits 39

*BIO 257/ 258 are pre-requisites for NURS 230, ALHT225 and ALHT 230.

Optional Additional Study
Students completing the Healthcare Coding certificate are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact:
Richard Ryan, Program Director, 785-248-2830, ext. 355  
rryan@neosho.edu
Health Care Documentation and Medical Transcription Certificate

The Healthcare Documentation and Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Registered Medical Transcriptionist (RMT) Examination administered by the Association for Healthcare Documentation Integrity. [http://www.ahdionline.org](http://www.ahdionline.org).

Program Prerequisites
The student must demonstrate proficiency in reading, English writing and grammar, by scoring into English Composition I based on the college assessment test, ACT, SAT scores, or by successfully completing (grade “C” or better) ENGL 100 Pre-Composition.

The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.

General Education (GE) Courses
The Healthcare Documentation and Medical Transcription program is designed as a terminal certificate program and is not intended to integrate into an associate degree. Students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

Program Outcomes
1. Students will apply correct medical style as defined by authorities such as Association of Healthcare Documentation Integrity’s The Book of Style and/or the American Medical Association Manual of Style, especially rules that specifically apply to Healthcare documentation and editing
2. Define and identify classification, routes of administration, actions, uses, effects, and interactions of major drug groups including prescription and over the counter medications.
3. Demonstrate the ability to create an accurate medical transcript
4. Demonstrate the proper spelling of medical terminology.
5. Describe and discuss the epidemiology, etiology, symptomatology, and pathophysiology of specific disease processes, and relate these to clinical and laboratory manifestations of that disease.
6. Describe the use of the health records as a legal document.
7. Analyze productivity, quality, and transcription editing issues related to potential employer expectations.

Suggested Additional Courses
Students not proficient in keyboarding must take OTEC 101 Keyboarding I.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Test into English Composition I (based on test scores) or Successfully (grade “C” or better) complete ENGL 100 Pre-Composition</td>
<td>0-3</td>
</tr>
<tr>
<td>2) CSIS 100 Computer Concepts and Applications or test out</td>
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</table>

Semester I

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ALHE 105 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ALMA 110 Medical Professional Issues</td>
<td>2</td>
</tr>
<tr>
<td>ALMT 110 Medical Style and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ALHE 122 Intro to Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 210 Legal and Ethical Issues in Healthcare</td>
<td>3</td>
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<td><strong>Total</strong></td>
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Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>NURS 230 Pathophysiology</td>
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</tr>
<tr>
<td>BIOL 257 Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 258 Human Anatomy &amp; Physiology Lab</td>
<td>2</td>
</tr>
<tr>
<td>ALMT 135 Healthcare Documentation &amp; Medical Tran I</td>
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Semester III

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<td>ALMT 235 Healthcare Documentation &amp; Medical Tran II</td>
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Semester IV

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<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>ALMT 236 Healthcare Documentation &amp; Medical Transcription Practicum</td>
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<td>ALMT 237 Healthcare Documentation Technology</td>
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</table>

Total Certificate Credits: 39

Optional Additional Study
Students completing the Healthcare Documentation and Medical Transcription program are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more and/or current information contact: Richard Ryan, Program Director, 785-248-2830 rryan@neosho.edu
The HVAC program offers a certificate and/or an Associate of Applied Science degree in Heating, Ventilation, and Air Conditioning Technology. The first two semesters cover the electrical and heating side of HVAC. Later semesters cover the refrigeration and airflow side of the HVAC trade.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally-recognized credentialing and certification system. Students completing the first two semesters will cover NCCER Core and Level 1. The remaining semesters cover NCCER Levels 2, 3, & 4.

Careers include service, installation, and sales of HVAC equipment for residential and commercial applications. Students may enter the industry in facility maintenance, manufacturing and utilities industries. Job titles include service technician, installation technician, supervisors, inspectors, independent contractors and small business owners. The job outlook for HVAC technicians in the construction, manufacturing, and utilities industries is increasing. Median earnings are $18.75/hour.

**HVAC Certificate Program Outcomes**

1. Demonstrate the fundamentals of electricity.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly construct and test electrical circuits.
4. Demonstrate the ability to read HVAC blueprints.
5. Demonstrate basic employability skills.
6. Demonstrate an understanding of common hand and power tools used in the construction trades.
7. Demonstrate an understanding of heating systems used in HVAC.
8. Demonstrate an understanding of sheet metal applications.
9. Demonstrate an understanding of basic hydronic systems.
10. Demonstrate an understanding of soldering and brazing.
11. Demonstrate an understanding of the refrigeration cycle and the components.
12. Demonstrate competence in troubleshooting HVAC systems.
13. Demonstrate an understanding in piping used in HVAC.
14. Demonstrate an understanding of air flow principles.

**Degree Program Outcome**

15. Demonstrate proficiency in application of all previous outcomes.
16. Demonstrate proficiency in all general education outcomes as related to HVAC.

**Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>CMCT 105</td>
<td>OSHA 10 Safety Orientation</td>
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<td>HVAC 102</td>
<td>General Construction Skills</td>
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<td>HVAC 103</td>
<td>Electrical Fundamentals</td>
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<td>II</td>
<td>HVAC 101</td>
<td>Workplace Skills</td>
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<td>HVAC 107</td>
<td>Heating System Fundamentals</td>
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<td>HVAC 109</td>
<td>Heating Systems Lab</td>
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<td>EPA 608</td>
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<td>HVAC 122</td>
<td>HVAC Fundamentals</td>
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<td>HVAC 124</td>
<td>HVAC Lab</td>
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<tr>
<td>IV</td>
<td>HVAC 202</td>
<td>Advanced HVAC I</td>
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<td>HVAC 204</td>
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**Total HVAC Certificate Credits**

36

**Semester V Required for AAS Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>HVAC 206</td>
<td>Pipefitting</td>
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</tr>
<tr>
<td>HVAC 208</td>
<td>Commercial HVAC</td>
<td>5</td>
</tr>
<tr>
<td>ETEC 136</td>
<td>Industrial Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total HVAC Credits for AAS Degree**

47

**Associate of Applied Science Option**

Students interested in completing an Associate of Applied Science degree in Heating, Ventilation, and Air Conditioning should visit with an advisor to determine general education requirements. Degrees require completion of 64 credit hours. First-time, full-time students are required to take PSCY 100, First Year Seminar.

**Required General Education Courses include:**

- ENGL 101 English Composition I, 3 cr hrs
- COMM 213 Inter Personal Communication, 3 cr hrs
- CSIS 100 Computer Concepts and Applications, 3 cr hrs

Additional General Education Hours to bring degree total to 64.

**For more information contact:**

Program Advisor: Alex Myers, 620-432-0379
amyers@neosho.edu
**History**

**Associate of Arts**

The Associate of Arts with an emphasis in History curriculum at NCCC provides the prerequisites for most bachelor degree programs in History. Students interested in Secondary Education Certification in History should follow this degree program, with the addition of EDUC 104/105 Intro to Teaching/Lab. This is also a useful degree program for students interested in the Law and Museum studies.

**Prerequisites**
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

**General Education (GE) Courses**
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

**Program Core Courses**
US History: HIST 201 US History I (to 1877), HIST 202 U.S. History II (1877 to present) or HIST 200 Recent American History

World History: HIST 101 World Civilization I (to 1500) or HUM 204 Western Civilization I or HUM 206 Eastern Civilizations, HIST 102 World Civilization II (since 1500) or HUM 205 Western Civilization II or HUM 206 Eastern Civilizations.

**Program Elective Courses**
SOSC 200 Intro to Cultural Anthropology, ECON 200 Microeconomics, ECON 201 Macroeconomics, and SOSC 220 Social Problems are some of the elective courses for this program.

**Program Outcomes**
1. Demonstrate ability to frame an inquiry and gather and present information using basic research methodology.
2. Develop an understanding of theoretical foundations of social and behavioral sciences.
3. Analyze the role that differences in culture plays in history.
4. Demonstrate the ability to think critically and analyze information.

**Course Sequence**
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOSC 101</td>
<td>American Government</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History I (to 1877)</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 202/200</td>
<td>U.S. History II (1877 to present) or Recent American History</td>
</tr>
<tr>
<td>SOSC 102</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>ENGL 289</td>
<td>English Composition II</td>
</tr>
<tr>
<td>MATH 113/110</td>
<td>College Algebra or College Algebra w/review</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
</tr>
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<td></td>
<td>Program Elective</td>
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<table>
<thead>
<tr>
<th>(Fall) Semester III</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>World Civilization I (to 1500) or</td>
</tr>
<tr>
<td>HUM 204</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HUM 206</td>
<td>Eastern Civilizations</td>
</tr>
<tr>
<td>SOCS 100</td>
<td>Intro to Sociology</td>
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<tr>
<td></td>
<td>Biological Science w/Lab or Physical Science w/Lab*</td>
</tr>
<tr>
<td>HPER 150</td>
<td>Lifetime Fitness</td>
</tr>
<tr>
<td>ART 178</td>
<td>Intro to Visual Arts or</td>
</tr>
<tr>
<td>MUSI 120</td>
<td>Music Appreciation or</td>
</tr>
<tr>
<td>COMM 105</td>
<td>Theatre Appreciation</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 207</td>
<td>World Geography</td>
</tr>
<tr>
<td>HIST 102</td>
<td>World Civilization II (since 1500) or</td>
</tr>
<tr>
<td>HUM 205</td>
<td>Western Civilization II or</td>
</tr>
<tr>
<td>HUM 206</td>
<td>Eastern Civilizations</td>
</tr>
<tr>
<td>ENGL 113/221</td>
<td>General Literature or</td>
</tr>
<tr>
<td></td>
<td>Intro to Western Literature</td>
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<td></td>
<td>Biological Science w/out Lab or Physical Science w/out Lab*</td>
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<td></td>
<td>Program Elective</td>
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<tr>
<td></td>
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</tbody>
</table>

**Total Program Credits**

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>64-66</strong></td>
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</tr>
</tbody>
</table>

*One of the science courses must be biological and one must be physical.

For more information contact:
Program advisor
Mindy Ayers, 620-432-0314
mayers@neosho.edu
Industrial Engineering Technology – Welding
Associate of Applied Science

The Associate of Applied Science in Industrial Engineering Technology is a two-year degree for students who intend to seek employment upon graduation.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses
MFGT 112 Welding Safety/OSHA 10, MFGT 114 Welding Cutting Processes, MFGT 116 Gas Tungsten Arc Welding, MFGT 122 Welding Blueprint Reading, MFGT 118 Shielded Metal Arc Welding, MFGT 120 Gas Metal Arc Welding, MFGT 124 Advanced Gas Tungsten Arc Welding, MFGT 126 Advanced Gas Metal Arc Welding, MFGT 128 Advanced Shielded Metal Arc Welding, MFGT 130 Specialized Welding.

Program Elective Courses
MGMK 101 Intro. to Business, BUSI 114 Business Law, ACCT 108 College Accounting, MGMK 132 Principles of Salesmanship, MGMK 105 Small Business Management, MGMK 147 Intro. to Management

Program Outcomes
1. Demonstrate the fundamentals of basic safety.
2. Demonstrate competence in technical skills of the trade.
3. Demonstrate an understanding of basic employability skills.
4. Communicate effectively through developing effective oral and written communication skills.
5. Think analytically through utilizing quantitative information in problem solving.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MFGT 112</td>
<td>Welding Safety/OSHA 10</td>
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<tr>
<td>MFGT 114</td>
<td>Welding Cutting Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 116</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Plane Trigonometry or</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra with Review or higher</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
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<td><strong>Total</strong></td>
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(Spring) Semester II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MFGT 118</td>
<td>Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 120</td>
<td>Gas Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 122</td>
<td>Welding Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Approved General Education Course</td>
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(Fall) Semester III

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MFGT 124</td>
<td>Advanced Gas Tungsten Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>MFGT 126</td>
<td>Advanced Gas Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Introductory College Physics I or approved</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 130</td>
<td>Introductory College Physics I Lab or approved</td>
<td>2</td>
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<tr>
<td>HPER 150</td>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Approved Technical Course</td>
<td>3</td>
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<tr>
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<td><strong>Total</strong></td>
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</table>

(Spring) Semester IV

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 128</td>
<td>Advanced Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>MFGT 130</td>
<td>Specialized Welding</td>
<td>4</td>
</tr>
<tr>
<td>MGMK 101</td>
<td>Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 108</td>
<td>Career Life Skills</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Approved Technical Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Program Credits

64

This curriculum is not designed for students who wish to transfer.

For more information contact:
Program advisors
Will Jordan, 785-979-0108
wjordan@neosho.edu
Brenda Krumm, 620-432-0364
blkrumm@neosho.edu
Industrial Engineering Technology/Pre-Engineering Technology
Associate of Science

The Associate of Science with an emphasis in Industrial Engineering Technology/Pre-Engineering Technology is a two-year degree for students who intend to transfer upon graduation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
MATH 150 Analytic Geometry and Calculus I, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses
Industrial Engineering program electives should be chosen based on the requirements of the transfer institution. Students should consult the transfer institution of their choice to determine transfer institution requirements and transferability of courses. Electives could include ETEC 194 Intro to Technology Systems, ETEC 125 Computer Applications in Manufacturing, ETEC 121 Engineering Graphics I, ETEC 115 Blueprint Reading, ETEC 153 Computer-Aided Design I, ETEC 111 Tools and Machines – Maintenance and Safety.

Program Outcomes
1. Demonstrate technical skills and application in mathematics to support planning, analyzing, and problem solving.
2. Apply the scientific method and principles to support planning, analyzing, and problem solving.
3. Demonstrate effective oral, written, and interpersonal communication skills to support their role in industry.
4. Utilize computer application software.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses
Availability of technology courses will depend upon demand.

(Fall) Semester I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>MATH 150</td>
<td>Analytic Geometry and Calculus I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 215</td>
<td>College Chemistry I</td>
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<tr>
<td>CHEM 216</td>
<td>College Chemistry I Lab</td>
<td>2</td>
</tr>
<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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(Spring) Semester II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 289</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 143</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150</td>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications**</td>
<td>3</td>
</tr>
<tr>
<td>Approved Arts/Humanities Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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(Fall) Semester III
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>PHYS 104</td>
<td>Engineering Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 140</td>
<td>Engineering Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Financial Accounting I or Program Course</td>
<td>3</td>
</tr>
<tr>
<td>Approved Social Science Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Approved Arts/Humanities Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>17</td>
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</table>

(Spring) Semester IV
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 105</td>
<td>Engineering Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 145</td>
<td>Engineering Physics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Biological Science and Lab or Program or Transfer Course(s)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Approved Social Science Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Approved Arts/Humanities Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Total Program Credits 66

*Assuming the student has passed the equivalent of MATH 113 College Algebra, and MATH 122 Plane Trigonometry. If not, the student must enroll in these courses.

**If not required by transfer institution, student may satisfy this requirement by passing a computer proficiency exam.

For more information contact:
Jim Halstead, 620-432-0306
jhalstead@neosho.edu
Management
Level I and Level II Certificates
Associate of Applied Science

The Associate of Applied Science in Management is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts. Level II certification provides more in depth business content. Career areas may include: office manager, assistant personnel manager, wholesale and retail sales, service manager, production supervisor, assistant purchasing agent, and insurance agent.

Accreditation
The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, students are required to take certain general education courses. These include PSYC100 First Year Seminar, and ENGL101 English Composition I, COMM213 Interpersonal Communication or MGMK135 Human Relations and Supervision, CSIS100 Computer Concepts and Applications. Other general education electives may be required to meet degree requirements.

Program Core Courses
MGMK101 Intro to Business, CSIS100 Computer Concepts and Applications, ACCT108 College Accounting, MGMK147 Intro to Management, and MGMK136 Marketing are core requirements for this degree.

Program Elective Courses
Several electives are available in Marketing/Management, Accounting, Computer Science, and Office Technology.

Program Outcomes
All program outcomes are included in Level I certification. Level II certification provides more in depth content for program outcomes 2-7.
1. Evaluate several theories of management.
2. Discuss different kinds of planning as related to different levels of management.
3. Describe the importance of conducting an environmental scan and/or a SWOT analysis as related to proactive planning.
4. Evaluate elements of the organizing process.
5. Compare the informal organization to the formal organization.
6. Explain the role of managers and employees in creating an organizational culture.
7. Evaluate elements of the staffing function.
8. Contrast several theories of motivation.
9. Evaluate the benefits and costs of team-based management.
10. Analyze the main elements of a control process.

Course Sequence
The following list is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. The student should consult with an advisor for information specific to their academic situation. Many courses are offered day and evening on both campuses and online.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMK 101</td>
<td>Intro to Business</td>
</tr>
<tr>
<td>ACCT 108</td>
<td>College Accounting</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
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<td>Approved Business Program Electives</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
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<tbody>
<tr>
<td>COMM 213</td>
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<td>MGMK 135</td>
</tr>
<tr>
<td>MGMK 147</td>
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<td>ACCT 201</td>
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<td>MGMK 251</td>
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<td>ECON 201</td>
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Level I Certificate Credits 30-33

<table>
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<th>(Fall) Semester III</th>
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<tbody>
<tr>
<td>MGMK 141</td>
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<td>CSIS 117</td>
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<td>ACCT 202</td>
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<td>MGMK 105</td>
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<tr>
<td>BUSI 118</td>
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<td>Approved Business Program Electives</td>
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Level II Certificate Credits 46-49

<table>
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<th>(Spring) Semester IV</th>
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<tbody>
<tr>
<td>COMM 207</td>
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<tr>
<td>SOCS 101</td>
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<tr>
<td>MATH 113</td>
</tr>
<tr>
<td>PSYC 155</td>
</tr>
<tr>
<td>Approved Business Program Electives</td>
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<td>Total</td>
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Associate of Applied Science Degree Program Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:
Program advisor
Richard Webber, 620-432-0307
rwebber@neosho.edu
Marketing

Level I and Level II Certificates
Associate of Applied Science

The Associate of Applied Science in Marketing is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental marketing concepts. Level II certification provides more in-depth marketing content. Career areas may include: office manager, assistant personnel manager, wholesale and retail sales, service manager, warehouse manager, assistant purchasing agent, media specialist, and real estate salesperson.

Accreditation
The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include PSYC100 First Year Seminar, ENGL101 English Composition I, MGMK135 Human Relations and Supervision or COMM213 Interpersonal Communication, and CSIS100 Computer Concepts and Applications. Other general education electives may be required to meet degree requirements.

Program Core Courses
MGMK101 Intro to Business, CSIS100 Computer Concepts and Applications, ACCT108 College Accounting, MGMK132 Principle of Salesmanship, and MGMK136 Marketing are core requirements for this degree.

Program Elective Courses
Several electives are available in Marketing/Management, Accounting, Computer Science, and Office Technology.

Program Outcomes
All program outcomes are included in Level I certification. Level II certification synthesizes and applies these program outcomes.
1. Describe the importance of conducting an environmental scan and/or a SWOT analysis as related to proactive planning.
2. Contrast differences that exist between consumer and organizational buying behavior.
3. Evaluate methods for identifying market segments and targets.
4. Explain the product life-cycle concept and relate a marketing strategy to each stage.
5. Discuss several pricing strategies.
6. Explain what is meant by a marketing channel of distribution.
7. Describe factors considered by marketing executives when selecting and managing a marketing channel.
8. Evaluate the unique characteristics of each promotional mix element.
9. Discuss the main elements of the personal selling process.
10. Explain the relationship of supply to demand as related to pricing.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. The student should consult with an advisor for information specific to their academic situation. Many courses are offered day and evening on both campuses and online.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMK 101 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 108 College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100 First Year Seminar</td>
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</tr>
<tr>
<td>Approved Business Program Electives</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
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<tbody>
<tr>
<td>COMM 213 Interpersonal Communications or</td>
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<tr>
<td>MGMK 135 Human Relations and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 132 Principles of Salesmanship</td>
<td>3</td>
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<tr>
<td>ACCT 201 Financial Accounting I</td>
<td>3</td>
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<tr>
<td>MGMK 251 Marketing</td>
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<td>ECON 201 Macroeconomics</td>
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<table>
<thead>
<tr>
<th>Level I Certificate Credits</th>
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<tbody>
<tr>
<td>(Fall) Semester III</td>
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<tr>
<td>MGMK 138 Marketing Education Field Study</td>
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<tr>
<td>CSIS 117 Intro to Web Page Design</td>
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<td>ACCT 202 Managerial Accounting</td>
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<tr>
<td>MGMK 105 Small Business Management</td>
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<th>Level II Certificate Credits</th>
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<tr>
<td>(Spring) Semester IV</td>
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<tr>
<td>COMM 207 Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>SOSC 101 American Government</td>
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</tr>
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<td>MATH 113 College Algebra</td>
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<td>PSYC 155 General Psychology</td>
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</tbody>
</table>

Associate of Applied Science Degree Program Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:
Program advisor
Richard Webber, 620-432-0307
rwebber@neosho.edu
Mathematics
Associate of Science

The Associate of Science with an emphasis in Mathematics is a two-year degree for students who intend to transfer to a university to complete a mathematics or mathematics education degree. Students should consult their transfer institution for specific transfer requirements.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

Program Elective Courses
CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming.

Program Outcomes
Students will be able to:
1. Define arithmetic, algebraic, geometric, spatial, and statistical concepts.
2. Calculate arithmetic, algebraic, geometric, spatial, and statistical quantities using appropriate technology.
3. Estimate arithmetic, algebraic, geometric, spatial, and statistical solutions.
4. Solve arithmetic, algebraic, geometric, spatial, and statistical expressions, equations, functions, and problems using appropriate technology.
5. Represent mathematical information numerically, symbolically, graphically, verbally, and visually using appropriate technology.
6. Develop mathematical and statistical models such as formulas, functions, graphs, tables, and schematics using appropriate technology.
7. Interpret mathematical and statistical models such as formulas, functions, graphs, tables, and schematics, drawing conclusions and making inferences based on those models.
8. Explore mathematical systems utilizing rich experiences that encourage independent, nontrivial, constructive exploration in mathematics.
9. Communicate mathematical thoughts and ideas clearly and concisely to others in the oral and written form.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fall) Semester I</td>
<td>COMM 207 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CURR 100 First Year Seminar</td>
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<tr>
<td></td>
<td>ENGL 101 English Composition I</td>
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<tr>
<td></td>
<td>MATH 150 Analytic Geometry and Calculus I</td>
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<td></td>
<td>Arts/Humanities Elective or General Ed Elective</td>
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<tr>
<td>(Spring) Semester II</td>
<td>ENGL 289 English Composition II</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH 143 Elementary Statistics</td>
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<tr>
<td></td>
<td>MATH 155 Analytic Geometry and Calculus II</td>
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<tr>
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<td>PSYC 155 General Psychology</td>
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<td>Arts/Humanities Elective</td>
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<tr>
<td></td>
<td>Total</td>
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</tr>
<tr>
<td>(Fall) Semester III</td>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 253 Analytic Geometry and Calculus III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 255 Differential Equations</td>
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<tr>
<td></td>
<td>Arts/Humanities Elective</td>
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</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective</td>
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<td>Physical Science Elective</td>
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<td></td>
<td>Physical Science Elective Lab</td>
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<tr>
<td>(Spring) Semester IV</td>
<td>MATH 255 Differential Equations</td>
<td>3</td>
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<tr>
<td></td>
<td>HPER 150 Lifetime Fitness</td>
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<tr>
<td></td>
<td>Biological Science Elective</td>
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<tr>
<td></td>
<td>Biological Science Elective Lab</td>
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</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Program Credits 64

For more information contact:
Program Advisors
Paul Walcher, 620-432-0416
pwalcher@neosho.edu
Nathan Stanley, 785-248-2832
nstanley@neosho.edu
Medical Assistant Certificate

The Medical Assistant certificate program prepares students to be proficient in their profession and to demonstrate successful competence in the outcomes established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs.

Upon successful completion of this program the student will have the skills required to pass the RMA (Registered Medical Assistant) examination and to obtain an entry-level position in the medical assisting profession.

General Education (GE) Courses
The medical assistant program is designed as a terminal certificate program. Certificate students are not required to take specific elective courses for this program, but should work with an advisor to find an appropriate track for career objectives. Students are not required to take placement exams before enrollment, so they should work closely with their advisor to determine appropriate electives and the most efficient method of obtaining career goals, as students completing this program will earn several credit hours that can be applied to an associate degree in a related field.

Program Core Courses
ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects, ALMA 155 Emergency Preparedness, ALMA 160 Clinical Aspects of Medical Assisting, ALMA 125 Human Body in Health and Disease, and ALMA 180 Medical Assistant Externship. All courses included in the program must be passed with a “C” or better; a GPA of 2.0 or higher is required for graduation.

Program Outcomes
1. Describe and apply clerical functions.
2. Evaluate and perform bookkeeping procedures.
3. Discuss and process insurance claims.
4. Explain and apply fundamental clinical medical office procedures.
5. Compare and perform specimen collection and diagnostic testing.
6. Perform quality control and safety measures.
7. Discuss and provide medical office patient care.
8. Communicate effectively.
9. Analyze and apply legal and ethical concepts.
11. Describe and perform medical office operational functions.

For more information contact:
Program advisor
Chrisy Savage, 620-432-0398
csavage@neosho.edu

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>CSIS 100 Computer Concepts and Applications 3 cr hrs</td>
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<tr>
<td></td>
<td>ALHE 105 Medical Terminology 3 cr hrs</td>
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<td></td>
<td><strong>Total 6 cr hrs</strong></td>
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<tr>
<td>(Fall) Semester I</td>
<td>ALHE 102 Nurse Aide 6 cr hrs</td>
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<tr>
<td></td>
<td>ALMA 110 Medical Professional Issues 2 cr hrs</td>
</tr>
<tr>
<td></td>
<td>ALMA 120 Medical Administrative Aspects (Lab 1) 4 cr hrs</td>
</tr>
<tr>
<td></td>
<td>ALMA 125 Human Body in Health and Disease 3 cr hrs</td>
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<td><strong>Total 15 cr hrs</strong></td>
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<tr>
<td>(Spring) Semester II</td>
<td>ALMA 135 Coding Basics for the Medical Office 3 cr hrs</td>
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<td></td>
<td>ALMA 155 Emergency Preparedness (Lab 2) 1 cr hrs</td>
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<td></td>
<td>ALMA 160 Clinical Aspects of Medical Assisting (Lab 2) 4 cr hrs</td>
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<tr>
<td></td>
<td>ALHE 104 Medication Aide 5 cr hrs</td>
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<tr>
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<td><strong>Total 13 cr hrs</strong></td>
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<tr>
<td>(Summer) Semester III</td>
<td>#ALMA 180 Medical Assistant Externship 4 cr hrs</td>
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<tr>
<td></td>
<td><strong>Total Certificate Credits 41 cr hrs</strong></td>
</tr>
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</table>

*Recommended course electives must also be taken and passed with a “C” or better.

List of recommended electives (need only meet minimum credits):
ALMA 126 Fundamentals of Phlebotomy I (4)
ALMA 161 Fundamentals of Phlebotomy II (4)
ALHT 110 Introduction to Health Information Technology (3)
ALHT 170 Electronic Health Records (3)
BUSI 118 Business Communications (3)
OTEC 107 Office Systems and Procedures (3)
OTEC 108 Career Life Skills (1)
BIOL 111 General Biology (3)
BIOL 257 Human Anatomy and Physiology (3)
ALHE 118 Home Health Aide (2)
CURR 101 Study Skills/Test Taking Strategies (2)

#Must show proof of CPR certification prior to beginning.
Music
Associate of Arts

The Associate of Arts with an emphasis in Music is designed to prepare students for a transfer to a four-year institution. The courses required are a basic foundation on which one can build.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
MUSI 109 Applied Music, MUSI 120 Music Appreciation or MUSI 123 Music in America, MUSI 187 Concert Choir. These courses are the fundamental building blocks to work toward a four-year degree.

Program Elective Courses
MUSI 104 Theory Block I, MUSI 114 Vocal Ensemble, MUSI 206 Theatre Workshop (Music).

Program Outcomes
Students will develop an understanding of the following:
1. Basic elements of music, including sound, pitch, dynamics, and tone color.
2. Combining basic elements of music to construct melodies, harmonies, rhythm, and meter.
3. Using melody, harmony, rhythm, and meter to determine form and texture.
4. How form and texture, along with societal mores, determine historical style.
5. The multiple function of music for individuals and societies.
6. The notation system of Western music in composing and performing music.
7. Role and nature of various performing ensembles.
8. Role and nature of solo performance.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MUSI 187</td>
<td>Concert Choir</td>
</tr>
<tr>
<td>MUSI 109</td>
<td>Applied Music (Voice/Instrument)</td>
</tr>
<tr>
<td>MUSI 109</td>
<td>Applied Music (Piano)</td>
</tr>
<tr>
<td>MUSI 120</td>
<td>Music Appreciation or</td>
</tr>
<tr>
<td>MUSI 123</td>
<td>Music in America</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
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<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech</td>
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<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
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<th>(Spring) Semester II</th>
<th>Cr Hrs</th>
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<td>MUSI 109</td>
<td>Applied Music (Voice/Instrument)</td>
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<tr>
<td>MUSI 109</td>
<td>Applied Music (Piano)</td>
</tr>
<tr>
<td>MUSI 120</td>
<td>Music Appreciation or</td>
</tr>
<tr>
<td>MUSI 123</td>
<td>Music in America or</td>
</tr>
<tr>
<td>MUSI 140</td>
<td>Music in the Elementary Classroom</td>
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<tr>
<td>ENGL 289</td>
<td>English Composition II</td>
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<td>HP 150</td>
<td>Lifetime Fitness</td>
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<td>PSYC 155</td>
<td>General Psychology</td>
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<tr>
<td>MATH 113</td>
<td>College Algebra</td>
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<thead>
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<th>Cr Hrs</th>
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<tbody>
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<td>MUSI 187</td>
<td>Concert Choir</td>
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<td>MUSI 109</td>
<td>Applied Music (Voice/Instrument)</td>
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<td>MUSI 109</td>
<td>Applied Music (Piano)</td>
</tr>
<tr>
<td>MUSI 120</td>
<td>Music Appreciation or</td>
</tr>
<tr>
<td>MUSI 123</td>
<td>Music in America or</td>
</tr>
<tr>
<td>MUSI 140</td>
<td>Music in the Elementary Classroom</td>
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<tr>
<td>Social Science Electives</td>
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<tr>
<td>Biological Science w/out Lab or</td>
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<tr>
<td>Physical Science w/out Lab*</td>
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<table>
<thead>
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<th>(Spring) Semester IV</th>
<th>Cr Hrs</th>
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<td>MUSI 187</td>
<td>Concert Choir</td>
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<tr>
<td>MUSI 109</td>
<td>Applied Music (Voice/Instrument)</td>
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<tr>
<td>MUSI 109</td>
<td>Applied Music (Piano)</td>
</tr>
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<td>MUSI 120</td>
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</tr>
<tr>
<td>MUSI 123</td>
<td>Music in America or</td>
</tr>
<tr>
<td>MUSI 140</td>
<td>Music in the Elementary Classroom</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science w/out Lab or</td>
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</tr>
<tr>
<td>Physical Science w/out Lab*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

**Total Program Credits** 64

*One of the science courses must be biological and one must be physical.

For more information contact:
Program advisor
Alan Murray, 620-432-0377
amurray@neosho.edu
The nursing degree prepares the student to sit for the NCLEX-PN and RN exams. Following successful completion of the appropriate NCLEX exam the graduate is able to practice as a Licensed Practical Nurse (following the first three semesters of the nursing program) and as a Registered Nurse (AAS degree) after completing the second year of the nursing program. See the Nursing Admission section of the College Catalog for nursing admission requirements. Students must achieve a "C" or better on all courses to count toward a nursing degree.

**Prerequisites**
General education courses required prior to admission are: BIOL 257/258 Human Anatomy and Physiology with lab (must be taken within seven years of entry into the nursing program), PSYC 155 General Psychology, and ENGL 101 English Composition I.

**General Education (GE) Courses**
Additional general education courses required are: PSYC 263 Developmental Psychology, BIOL 271/272 Microbiology with lab (must be taken within seven years of entry into the nursing program), ENGL 289 English Composition II, and computer literacy test out or completion of CSIS 105 Computer Literacy or CSIS 100 Computer Concepts and Applications. These courses must be taken prior to or during the semester listed.

**Program Core Courses**
The nursing courses begin with fundamentals and progress to first level med/surg, obstetrics, pediatrics and pharmacology to complete the first level practical nursing requirements. The second level begins with OB and mental health in the first semester and advanced med/surg the final semester to complete the AAS or associate degree in nursing.

The clinical component of nursing courses at NCCC must be passed to successfully complete the course and fulfill the requirements of the program. Nursing students admitted to the program must be able to perform activities that are comparable to those required for employment in the clinical setting. A list of these activities is available upon request.

**Program Elective Courses**
NURS 100 Problem Solving and Test-Taking Skills for Nursing Students, NURS 010 Pre-Nursing Math, ALHE 105 Medical Terminology, ALHE 122 Intro to Pharmacology, NURS 220 Intravenous Therapy, NURS 123 Controversial Issues in Women’s Health, NURS 230 Pathophysiology, NURS 150 Nursing Roles in the Hospital, NURS 151 Nursing Roles in the Community, NURS 152 Nursing Care of the Dying Patient, and NURS 210 Introduction to Wound Care.

**Student learning Outcomes**
We believe the purpose of associate degree nursing education is to prepare graduates to practice as a Professional Nurse. The graduate with the Associate Degree in Nursing will:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.
4. Adapt through the use of the nursing process the ability to think critically and make safe and effective clinical judgments incorporating evidenced-based practice.
5. Manage Care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

**Course Sequence**
The listing that follows is the sequence of courses for full-time students. All courses must be taken in sequence and a student's success ("C" or better) in each course is required to continue in the program. Students are encouraged to take the required general education courses prior to entrance into the nursing program. Evidence of completion of general education courses with a "C" or better or proof of enrollment in the required general education course is required at the beginning of each semester.

NOTE: Students admitted to the nursing program that are requesting special accommodations in nursing courses must follow the “Guidelines for Accommodations for NCLEX Testing” as outlined by the Kansas State Board of Nursing (http://www.ksbn.org/licensing/nclextestingguidelines.htm).
### Nursing (continued)

#### CHANUTE & INDEPENDENCE CAMPUSES

**Practical Nursing – Level I – Certificate Sequence of Courses**

<table>
<thead>
<tr>
<th>Prerequisite Courses (Semester I)</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>BIOL 257 Human Anatomy and Physiology</td>
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<tr>
<td>BIOL 258 Human Anatomy and Physiology Lab</td>
<td>2</td>
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<tr>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
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**Sequence of Courses**

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<thead>
<tr>
<th>(Fall) Semester II</th>
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<tbody>
<tr>
<td>NURS 111 Foundations of Nursing</td>
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<tr>
<td>NURS 121 Nursing Care of the Adult I</td>
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<tr>
<td>PSYC 263 Developmental Psychology</td>
</tr>
<tr>
<td>NURS 122 Pharmacology for Nursing</td>
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**Sequence of Courses**

<table>
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<th>(Spring) Semester III</th>
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<tbody>
<tr>
<td>NURS 131 Nursing Care of the Adult II</td>
</tr>
<tr>
<td>NURS 141 Family Nursing I</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Total PN Level I Credits (includes prerequisites)** | **40**

*LPNs from another institution bridging into RN Level II must complete:*

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>NURS 201 Intro to Professional Nursing</td>
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**Associated Degree Nursing – Level II – AAS Sequence of Courses**

<table>
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<tbody>
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<td>All courses listed for Level I</td>
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<table>
<thead>
<tr>
<th>(Fall) Semester IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 251 Family Nursing II</td>
</tr>
<tr>
<td>NURS 261 Mental Health Nursing</td>
</tr>
<tr>
<td>BIOL 271 Microbiology</td>
</tr>
<tr>
<td>BIOL 272 Microbiology Lab</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester V</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 273 Nursing Care of the Complex Adult</td>
</tr>
<tr>
<td>NURS 274 Clinical Care of the Complex Adult</td>
</tr>
<tr>
<td>ENGL 289 English Composition II</td>
</tr>
<tr>
<td>CSIS 105 Computer Literacy test-out</td>
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**Total ADN Level II Credits** | **24**

**Total Program Credits for AAS Degree** | **64**

*For more information contact:*
Chanute Campus
Administration Assistant: Kelly Hamm
620-432-0350
khamm@neosho.edu

---

#### OTTAWA CAMPUS

**Practical Nursing – Level I – Certificate Sequence of Courses**

<table>
<thead>
<tr>
<th>Prerequisite Courses (Semester II)</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 257 Human Anatomy and Physiology</td>
<td>3</td>
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<tr>
<td>BIOL 258 Human Anatomy and Physiology Lab</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
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</table>

**Sequence of Courses**

<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
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</thead>
<tbody>
<tr>
<td>NURS 111 Foundations of Nursing</td>
</tr>
<tr>
<td>NURS 121 Nursing Care of the Adult I</td>
</tr>
<tr>
<td>PSYC 263 Developmental Psychology</td>
</tr>
<tr>
<td>NURS 122 Pharmacology for Nursing</td>
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**Sequence of Courses**

<table>
<thead>
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<tbody>
<tr>
<td>NURS 131 Nursing Care of the Adult II</td>
</tr>
<tr>
<td>NURS 141 Family Nursing I</td>
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**Total PN Level I Credits (includes prerequisites)** | **40**

*LPNs from another institution bridging into RN Level II must complete:*

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**Associated Degree Nursing – Level II – AAS Sequence of Courses**

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**Total ADN Level II Credits** | **24**

**Total Program Credits for AAS Degree** | **64**

*For more information contact:*
Ottawa Site Coordinator: Susan Rhodes, 785-248-2826
srhodes@neosho.edu

Administrative Assistant: Wendy Rossman, 785-248-2827
wrossman@neosho.edu
Nursing
Practical Nursing
Certificate
Associate Degree Nursing (ADN)
Associate of Applied Science

The nursing degree prepares the student to sit for the NCLEX-PN and RN exams. Following successful completion of the appropriate NCLEX exam the graduate is able to practice as a Licensed Practical Nurse (following the first three semesters of the nursing program) and as a Registered Nurse (AAS degree) after completing the second year of the nursing program. See the Nursing Admission section of the College Catalog for nursing admission requirements. Students must achieve a “C” or better on all courses to count toward a nursing degree.

Prerequisites
General education courses required prior to admission are: BIOL 257/258 Human Anatomy and Physiology with lab (must be taken within seven years of entry into the nursing program), PSYC 155 General Psychology, and ENGL 101 English Composition I.

General Education (GE) Courses
Additional general education courses required are: PSYC 263 Developmental Psychology, BIOL 271/272 Microbiology with lab (must be taken within seven years of entry into the nursing program), ENGL 289 English Composition II, and computer literacy test out or completion of CSIS 105 Computer Literacy or CSIS 100 Computer Concepts and Applications. These courses must be taken prior to or during the semester listed.

Program Core Courses
Following completion of the pre-requisite semester, each semester of the nursing program contains a course on patient-centered care concepts, professional nursing concepts and a practicum course. Additional nursing courses are spaced throughout the curriculum and include: Nursing Assessment, Pharmacology for Nursing, and Pathophysiology.

Nursing students admitted to the program must be able to perform activities that are comparable to those required for employment in the clinical setting. A list of these activities is available upon request.

Program Elective Courses
NURS 100 Problem Solving and Test-Taking Skills for Nursing Students, NURS 010 Pre-Nursing Math, ALHE 105 Medical Terminology, ALHE 122 Intro to Pharmacology, NURS 220 Intravenous Therapy, NURS 123 Controversial Issues in Women’s Health, NURS 150 Nursing Roles in the Hospital, NURS 151 Nursing Roles in the Community, NURS 152 Nursing Care of the Dying Patient, and NURS 210 Introduction to Wound Care.

Student learning Outcomes
We believe the purpose of associate degree nursing education is to prepare graduates to practice as a Professional Nurse. The graduate with the Associate Degree in Nursing will:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the interprofessional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning and evidence-based practice.
5. Manage Care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and to reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

Course Sequence
The listing that follows is the sequence of courses for full-time students. Nursing courses must be taken in sequence and a student’s success (“C” or better) in each course is required to continue in the program. Students may enroll in Nursing Assessment, Pharmacology for Nursing and Pathophysiology prior to the designated semester if they desire to do so. Students are encouraged to take the required general education courses prior to entrance into the nursing program. Evidence of completion of general education courses with a “C” or better or proof of enrollment in the required general education course is required at the beginning of each semester.

NOTE: Students admitted to the nursing program that are requesting special accommodations in nursing courses must follow the “Guidelines for Accommodations for NCLEX Testing” as outlined by the Kansas State Board of Nursing (http://www.ksbn.org/licensing/nclextestingguidelines.htm).
Nursing (continued)

<table>
<thead>
<tr>
<th>Prerequisite Courses (Semester I)</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 257  Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 258  Human Anatomy and Physiology Lab</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 155  General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
</tr>
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</table>

**Fall** Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 113  Nursing Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 114  Patient-Centered Care I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 115  Professional Nursing Concepts I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 116  Practicum I</td>
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</tr>
<tr>
<td>PSYC 263  Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</table>

**Spring** Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 122  Pharmacology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 124  Patient-Centered Care II</td>
<td>5</td>
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<tr>
<td>NURS 125  Professional Nursing Concepts II</td>
<td>2</td>
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<tr>
<td>NURS 126  Practicum II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</tbody>
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**Total PN Level I Credits (includes prerequisites)** 39

LPNs from another institution bridging into RN Level II must complete:

**Summer**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NURS 201  Intro to Professional Nursing</td>
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Associated Degree Nursing – Level II - AAS

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<tr>
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**Fall** Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 230  Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 234  Patient-Centered Care III</td>
<td>3</td>
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<tr>
<td>NURS 235  Professional Nursing Concepts III</td>
<td>1</td>
</tr>
<tr>
<td>NURS 236  Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 271  Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 272  Microbiology Lab</td>
<td>2</td>
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**Spring** Semester V

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NURS 244  Patient-Centered Care IV</td>
<td>3</td>
</tr>
<tr>
<td>NURS 245  Professional Nursing Concepts IV</td>
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</tr>
<tr>
<td>NURS 246  Practicum IV</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 289  English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 105  Computer Literacy test-out</td>
<td>0</td>
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**Total ADN Level II Credits** 25

**Total Program Credits for AAS Degree** 64

For more information contact:

Chanute Campus
Administration Assistant: Kelly Hamm
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khamm@neosho.edu

OTTAWA CAMPUS

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Associated Degree Nursing – Level II - AAS

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**Total ADN Level II Credits** 25

**Total Program Credits for AAS Degree** 64

For more information contact:

Ottawa Site Coordinator: Susan Rhodes, 785-248-2826 srhodes@neosho.edu or
Administrative Assistant: Wendy Rossman, 785-248-2827 wrrossman@neosho.edu
Occupational Therapy Assistant
Associate of Applied Science

The Occupational Therapy Assistant program is a two-year program. The OTA coursework consists of face-to-face classes, 3 courses with Hybrid format or partially online, Lab classes, and Fieldwork Level I and Level II.

The Occupational Therapy Assistant (OTA) works under the direction of an Occupational Therapist to provide rehabilitative services to persons with mental, physical, emotional or developmental impairments with the ultimate goal to improve the client’s quality of life and ability to perform daily activities.

In 2014 occupational therapy assistants held approximately 41,900 jobs. The mean hourly compensation at the national level was $26.21 per hour or a mean average salary of $54,520. Source: US Department of Labor 2015.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the ACCUPLACER assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Pre and co-requisites are offered online with exception of A & P Lab. Students must complete BIOL 257/258 Anatomy and Physiology/Lab prior to taking OTA 110/111 Kinesiology for the OTA/Lab.

Program Outcomes
1. Demonstrate an understanding of the history and philosophical base of the profession of occupational therapy.
2. Demonstrate an understanding of the dynamics of occupation and activity, including the interaction of areas of occupation, performance skills and patterns, activity demands, context, and client factors.
3. Describe models of practice and frames of reference that are used in occupational therapy.
4. Demonstrate a thorough knowledge of occupational therapy interventions and procedures to enhance safety, wellness, and performance in activities of daily living (ADL).
5. Demonstrate an understanding of the role of the occupational therapy assistant in care coordination, case management, and transition services in traditional and emerging practice environments.
6. Demonstrate the ability to effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.
7. Describe the contexts of health care, education, community, and social models or systems as they relate to the practice of occupational therapy.
8. Identify the varied roles of the occupational therapy assistant as a practitioner, educator, and research assistant.

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and the website link is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

Course Sequence
The listing that follows is a required sequence of courses. The student should work with their advisor regarding their course schedule.

Prerequisite
Developmental Reading/English, if test scores indicate need.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>PSYC 100</td>
<td>First Year Seminar</td>
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<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<td>COMM 213</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
</tr>
<tr>
<td>ALHE 105</td>
<td>Medical Terminology</td>
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APPLY FOR OTA PROGRAM ACCEPTANCE

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 263</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>BIOL 257</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>BIOL 258</td>
<td>Human Anatomy and Physiology Lab</td>
</tr>
<tr>
<td>OTA 100</td>
<td>Introduction to Occupational Therapy</td>
</tr>
<tr>
<td>OTA 102</td>
<td>Occupational Therapy Skills Through the Lifespan</td>
</tr>
<tr>
<td>OTA 104</td>
<td>Occupational Disruption &amp; Activity Analysis</td>
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<tr>
<td>OTA 103</td>
<td>Fieldwork and Practice – Level I-A</td>
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<table>
<thead>
<tr>
<th>Summer</th>
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<tbody>
<tr>
<td>OTA 212</td>
<td>Management and Legal Issues in Occupational Therapy</td>
</tr>
<tr>
<td>SOSC 100</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>OTA 213</td>
<td>Pediatric Practice for OTA</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 106</td>
<td>Core Skills &amp; Modalities in Occupational Therapy</td>
</tr>
<tr>
<td>OTA 108</td>
<td>Fieldwork and Practice – Level I-B</td>
</tr>
<tr>
<td>OTA 110</td>
<td>Kinesiology for the OTA</td>
</tr>
<tr>
<td>OTA 111</td>
<td>Kinesiology for the OTA Lab</td>
</tr>
<tr>
<td>OTA 200</td>
<td>Mental Health and Psychosocial Practice</td>
</tr>
<tr>
<td>OTA 210</td>
<td>Theory and Practice in Physical and Occupational Disabilities</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 214</td>
<td>Fieldwork – Level II-A</td>
</tr>
<tr>
<td>OTA 216</td>
<td>Fieldwork – Level II-B</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 64

For more information contact:
Program Director: Barbara Flett, MS, OTR/L
785-248-2813
bflett@neosho.edu

100
# Office Assistant Certificate

The office assistant plays a supportive role in the function of any successful business. Often this position involves key responsibilities in the daily success of the enterprise. A student has the capability of studying for a certificate in Medical Office Support, Legal Support, and Administrative Support. This 16-hour certificate is considered an entry level position and will afford the opportunity for the student to gain experience while continuing to pursue further educational opportunities.

**Prerequisites**
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

**General Education (GE) Courses**
In order to obtain a certificate in an office assistant area, a student’s program of study may include certain general education courses. The student’s program advisor will recommend appropriate general education courses based upon the student’s background and career objectives.

**Program Elective Courses**
Requirements for an Office Assistant certificate include the completion of 10 hours of credit from selected courses and electives for a minimum of 16 hours. The elective hours are selected from the courses given below. Should a student test out of any required course or transfer in coursework towards the OAC, they are required to complete 16 hours at NCCC. The student, in consultation with an advisor, will select course work from the Recommended Electives List.

**Program Outcomes**
1. Demonstrate the use of basic office machines.
2. Demonstrate effective oral and written communication skill.
3. Utilize computer application software.

**Course Sequence**
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

## Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Required Courses for all Office Assistant Students</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 108 Career Life Skills</td>
<td>1</td>
</tr>
<tr>
<td>OTEC 101/102 Keyboarding I or Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 106 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required for Medical Office Support Option</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMA 110 Medical Professional Issues</td>
<td>2</td>
</tr>
<tr>
<td>ALMA 120 Medical Administrative Aspects</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required for Legal Support Option</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 118 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 122 Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required for Administrative Support Option</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 102 Keyboarding II or OTEC 107 Office Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 118 Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Credits**
16

Should a student have transferable college credit that includes any of the above classes the student may substitute any of the following for the specific certificate option.

**Recommended Electives List**

### Medical Office Support

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHE 105</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ALMT 135</td>
<td>Healthcare Documentation and Medical Transcription I</td>
<td>6</td>
</tr>
<tr>
<td>ALHT 110</td>
<td>Intro to Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ALHT 210</td>
<td>Legal and Ethical Issues in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 107</td>
<td>Office Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 135</td>
<td>Human Relations and Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

### Legal Support

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHT 210</td>
<td>Legal and Ethical Issues in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 107</td>
<td>Office Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 114</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 126</td>
<td>Interviewing and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 123</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 135</td>
<td>Human Relations and Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

### Administrative Support

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 102</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 135</td>
<td>Human Relations and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 101</td>
<td>Microcomputer Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note**: 16-hour certificates in specific options may require additional courses.

For more information contact:
Program Advisors
Administrative or Legal Support Option: Jim Halstead
620-432-0306
jhalstead@neosho.edu
Medical Office Support: Chrisy Savage
620-432-0398
csavage@neosho.edu
Office Technology
Level I and Level II Certificates
Associate of Applied Science

The Associate of Applied Science in Office Technology is a two-year degree for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts. Level II certification provides more in depth business content. Career areas may include: administrative assistant, office manager, office clerk, executive assistant, and office professional.

Accreditation
The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include ENCL 101 English Composition I, COMM 213 Interpersonal Communication, CURR 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

Program Elective Courses
ACCT 108 College Accounting, ALHT 135 Intro to Medical Transcription, ALMT 135 Healthcare Documentation and Medical Transcription I BUSI 106 Business Math or other approved math course, BUSI 114 Business Law, BUSI 118 Business Communications, ECON 201 Macroeconomics, MGMK 101 Intro to Business, and MGMK 135 Human Relations and Supervision.

Program Outcomes
1. List and perform the steps in the accounting cycle.
2. Use basic office machines.
3. Demonstrate effective oral and written communication skills.
4. Utilize computer application software.
5. Collaborate with others in a team project setting.
6. Explain the role of managers and employees in creating an organizational culture.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 101/102</td>
<td>Keyboarding I or II</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 108</td>
<td>College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 106</td>
<td>Business Math or</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

(Fall) Semester II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 123</td>
<td>Office Machines</td>
<td>2</td>
</tr>
<tr>
<td>BUSI 118</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 101</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 135</td>
<td>Human Relations and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 205</td>
<td>QuickBooks Accounting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

Level I Certificate 30-33

(Fall) Semester III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 107</td>
<td>Office Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 102</td>
<td>Keyboarding II or</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 107</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 117</td>
<td>Intro to Web Page Design</td>
<td>1</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

Level II Certificate 46-49

(Spring) Semester IV

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 229</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 114</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMK 147</td>
<td>Intro to Management</td>
<td>3</td>
</tr>
<tr>
<td>HPEN 150</td>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Associate of Applied Science Degree Program Credits 64

For more information contact:
Program Advisor
Jim Halstead, 620-432-0306
jhalstead@neosho.edu
Philosophy and Humanities
Associate of Arts

The Associate of Arts with an emphasis in Philosophy and Humanities is designed for students who intend to transfer to a four year institution to complete a Philosophy or other Humanities degree. Students will be exposed to the great ideas of world civilizations, hone their ability to think critically, and gain an in-depth appreciation of humanities' achievements in art, literature, music, philosophy and religious thought.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
REQUIRED: HUM 102 Introduction to Logic and Critical Thinking, HUM 103 Introduction to Philosophy, HUM 104 Ethics, HUM 133 World Religions or HUM 206 Eastern Civilizations; HUM 110 Humanities I or HIST 101 World Civilization I to 1500 or HUM 204 Western Civilization I; HUM 120 Humanities II or HIST 102 World Civilizations since 1500 or HUM 205 Western Civilization II.

Program Elective Courses
AT LEAST 4 REQUIRED: ART 102 Art Appreciation, COMM 105 Theatre Appreciation, ENGL 113, General Literature, ENGL 215 Introduction to Mythology, ENGL 221 Introduction to Western Literature, ENGL 225 American Literature I, ENGL 230 American Literature II, HIST 207 World Geography, MUSI 120 Music Appreciation, SOSC 200 Introduction to Cultural Anthropology.

Program Outcomes
1. Demonstrate the ability to think critically and apply logical analysis.
2. Demonstrate an understanding of the world’s great philosophical thinkers and traditions.
3. Demonstrate an understanding of the intellectual history of world cultures.
4. Demonstrate an understanding of the artistic, literary and musical achievements of world cultures.
5. Demonstrate an understanding of the world’s great faith and ethical traditions and their relationship with each other.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to his or her academic situation.

Recommended Sequence of Courses

(Fall) Semester I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 103</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
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</table>

(Spring) Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 289</td>
<td>English Composition II or</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 299</td>
<td>English Composition II-Honors</td>
<td>3</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150</td>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>MATH 113</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>15</strong></td>
</tr>
</tbody>
</table>

(Fall) Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 104</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HUM 133</td>
<td>World Religions or</td>
<td>3</td>
</tr>
<tr>
<td>HUM 206</td>
<td>Eastern Civilizations</td>
<td>3</td>
</tr>
<tr>
<td>HUM 110</td>
<td>Humanities I or</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World Civilization I or</td>
<td>3</td>
</tr>
<tr>
<td>HUM 204</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 200</td>
<td>Introduction to Cultural Anthropology or</td>
<td>3</td>
</tr>
<tr>
<td>HIST 207</td>
<td>World Geography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

(Spring) Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 120</td>
<td>Humanities II or</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>World Civilization II or</td>
<td>3</td>
</tr>
<tr>
<td>HUM 205</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 64

*One of the science courses must be biological, and one must be physical.

For more information contact:
Program Advisors
Ruth Zollars, 620-432-0424
rzollars@neosho.edu
Kevin Blackwell, 785-248-2801
kblackwell@neosho.edu
The Phlebotomy certificate program prepares students to be proficient in their profession and to demonstrate successful competence in the outcomes as established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs that mandate phlebotomy training.

Upon successful completion of this program the student will have the skills to pass the RPT (Registered Phlebotomy Technician) examination administered by American Medical Technologists (AMT) and to obtain an entry-level position in the laboratory technician profession.

General Education (GE) Courses
The phlebotomy program is designed as a terminal certificate program. Certificate students are not required to take specific elective courses for this program. If students choose to pursue continued education, the certificate will assist with skills needed in the medical assisting and nursing occupations. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

Program Outcomes
1. Demonstrate fundamental safety procedures.
2. Explain and perform specimen collections.
3. Process requisitions for tests performed in the laboratory.
4. Identify the circulatory system.
5. Explain and perform capillary punctures.
6. Communicate effectively when instructing patients on procedures.
7. Analyze legal and ethical concepts in healthcare and patient rights.
8. Demonstrate patient preparation for procedure(s).

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Upon completion, the student will be awarded a 16-credit hour Certificate of Phlebotomy issued by the college.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHE 105</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ALMA 126</td>
<td>Fundamentals of Phlebotomy I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMA 161</td>
<td>Fundamentals of Phlebotomy II</td>
<td>4</td>
</tr>
<tr>
<td>ALMA 182</td>
<td>Phlebotomy Clinical Lab</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMA 181</td>
<td>Phlebotomy Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ALMA 185</td>
<td>Phlebotomy National Exam Review</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

**Total Certificate Credits** 16

For more information contact:
Program advisor
Christina Savage, 620-432-0398
csavage@neosho.edu
Physics and Pre-Engineering
Associate of Science

The Associate of Science with an emphasis in Physics and Pre-Engineering is a two-year degree for students who intend to transfer to a four-year university and major in engineering and physics.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, MATH 253 Analytic Geometry and Calculus III, MATH 255 Differential Equations, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses
Students interested in biochemistry should take BIOL 251/252 Biology I Lecture/Lab, BIOL 255/256 Biology II Lecture/Lab.

Program Outcomes
Students will develop an understanding of the following:
1. Show concept knowledge in measuring, mechanics of motion, the mechanical and thermal properties of matter, by application in problem solving.
2. Show concept knowledge in waves, simple harmonic motion, Electricity, magnetism, and optics, by application in problem solving.
3. Formulate problems in physics using the tools of mathematics.
4. Incorporation of graphing calculators in math and physics lab analysis.
5. Calculation in three-dimensional coordinate systems.
6. Apply the scientific method in lab work settings.
7. Analyze experimental error in lab work, and relate it to lab measurement.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 207</td>
<td>3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>5</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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(Spring) Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
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<tbody>
<tr>
<td>ENGL 289</td>
<td>3</td>
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<tr>
<td>MATH 155</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 155</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

(Fall) Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 104</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 140</td>
<td>1</td>
</tr>
<tr>
<td>MATH 253</td>
<td>3</td>
</tr>
<tr>
<td>HPER 150</td>
<td>1</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science and Lab</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

(Spring) Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 105</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 145</td>
<td>1</td>
</tr>
<tr>
<td>MATH 255</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective (s)</td>
<td>3-5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17-19</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 66-68

*Assuming the student has passed the equivalent of College Algebra and Trigonometry. If not, enroll first in MATH 125 College Algebra and Trigonometry (5 cr hrs).

For more information contact:
Program advisor
Luka Kapkiai, 620-432-0360
lkapkiai@neosho.edu
The Associate of Science program at NCCC with an emphasis in Psychology is designed to meet the basic requirements of students intending to transfer to a four-year college or university. This program may also benefit those individuals pursuing degrees in areas such as allied health, nursing, social services, criminal justice, and education, among others.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Check with your advisor or the online Course Catalogue for details.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
PSYC 155 General Psychology, PSYC 263 Developmental Psychology. These courses should provide a foundation in the field of psychology upon which the student might build toward a baccalaureate or higher degree. Core courses should transfer readily to universities within the Kansas Regent's system.

Program Elective Courses
PSYC 200 Independent Study, PSYC 219 Child Development, PSYC 110 Chemical Dependency, PSYC 250 Death and Dying, PSYC 253 Human Sexuality, PSYC 274 Psychology of Adjustment, MATH 143 Elementary Statistics, SOSC 236 Marriage and the Family. These courses will supplement the core offerings in psychology but may not transfer to a four-year college or university except as elective credit. Consult the degree requirements of the transfer institution for clarification.

Program Outcomes
1. Identify and describe the major schools of psychological thought within an historical perspective.
2. Identify and demonstrate an understanding of the major methods of scientific inquiry utilized in psychological research.
3. Demonstrate an understanding of the biological basis of behavior, and the significance of developmental milestones.
4. Identify and describe the basic factors and processes that influence cognitive development.
5. Demonstrate an understanding of human life span developmental and distinguish among the biological, cognitive, and socio-emotional domains.
6. Identify and describe the major classifications of psychological disorders and their treatment, including the major theories of personality development.
7. Demonstrate an understanding of how human behavior is influenced by interaction at the individual, group, and environment/societal levels.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. All students should generally complete the courses listed under Semester I before moving on to Semester II. Be sure to consult the course descriptions. It is very important to select the four-year college or university to which transfer is intended as soon as possible, preferably before completion of 30 credit hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

(Fall) Semester I
Cr Hrs
CURR 100 First Year Seminar 1
PSYC 155 General Psychology 3
ENGL 101 English Composition I 3
MATH 113 College Algebra 3
CSIS 100 Computer Concepts and Applications 3
Arts/Humanities Elective 3
Total 16

(Spring) Semester II
ENGL 289 English Composition II 3
COMM 207 Fundamentals of Speech 3
HPER 150 Lifetime Fitness 1
Science Elective & Lab 5
Program elective 3
Total 15

(Fall) Semester III
PSYC 263 Developmental Psychology 3
SOSC 100 Intro to Sociology 3
Program Elective 3
Program Elective 3
Arts/Humanities Elective 3
Social/Behavioral Science Elective 3
Total 18

(Spring) Semester IV
Program Elective 3
Arts/Humanities Elective 3
Science Elective & Lab 5
Elective 3
Program Elective 3
Total 17

Total Program Credits 66

For more information contact:
Program advisors
Chanute Campus: Mindy Covey
620-432-0313
mcovey@neosho.edu

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Social Science
Associate of Science

The Associate of Science with an emphasis in Social Science at NCCC prepares students for transfer programs in various fields of social science, including human services, public administration, and pre-law.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
HIST 201 U.S. History I or HIST 202 U.S. History II or HIST 200 Recent American History, SOSC 101 American Government, SOSC 100 Intro to Sociology.

Program Elective Courses
For human services: SOSC 220 Social Problems, SOSC 236 Marriage and the Family, PSYC 253 Human Sexuality, HUM 103 Intro to Philosophy, ECON 201 Macroeconomics, HIST 201/202 U.S. History I or II or HIST 207 World Geography, HUM 204/205 Western Civilization I or II, MATH 143 Statistics.

For public administration and pre-law: SOSC 102 State and Local Government, ECON 201 Macroeconomics, ECON 200 Microeconomics, HIST 207 World Geography, ACCT 108 College Accounting, SOSC 236 Marriage and the Family, SOSC 220 Social Problems, MATH 143 Elementary Statistics, CRIM 111 Principles of Criminal Justice, MGMK 101 Intro to Business.

Program Outcomes
1. Identify different are/disciplines of the social sciences.
2. Explain the use of various research methods used in social scientific research.
3. Provide examples of the influence of social institutions such as family, education, religion, government and economy on social structure and social relations as outlined in history, political science, anthropology, sociology, and other social sciences.
4. Explain the differences and similarities of concepts related to living in a global society including but not limited to ethnocentrism, cultural relativity, cultural and political pluralism, multiculturalism, and globalization.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I
Cr Hrs
CURR 100 First Year Seminar 1
ENGL 101 English Composition I 3
MATH 113/110 College Algebra or
College Algebra w/review 3-5
CSIS 100 Computer Concepts and Applications 3
HIST 201/202 U.S. History I or II or
HIST 200 Recent American History 3
Program Elective 3
Total 16-18

(Spring) Semester II
BIOL 111/115 General Biology or
Environmental Life Sciences 3
BIOL 112/116 General Biology Lab or
Environmental Life Sciences Lab 2
HPER 150 Lifetime Fitness 1
ENGL 289 English Composition II 3
SOSC 101 American Government 3
PSYC 155 General Psychology 3
Program Elective 3
Total 18

(Fall) Semester III
SOSC 100 Intro to Sociology 3
Physical Science Course w/Lab 5
Arts/Humanities Elective 3
Program Elective 3
Program Elective 3
Total 17

(Spring) Semester IV
COMM 207 Fundamentals of Speech 3
Arts/Humanities Elective 3
Program Elective 3
Program Elective 3
Program Elective 3
Total 15

Total Program Credits 66-68

For More Information Contact:
Program Advisor
Dr. Mark Eldridge, 785-248-2810
meldridge@neosho.edu
Sociology
Associate of Science

The Associate of Science with an emphasis in Sociology at NCCC is designed to prepare students for a transfer to a four-year institution. General sociology provides a desirable background, as either a sole or combined major, for further professional training in law, city planning, public administration, and medicine, as well as for advanced graduate work in sociology or other social sciences. It also prepares students for a wide variety of careers that involve problem-solving and gathering, organizing and analyzing information (i.e., data). Such careers may involve jobs ranging from sales and management to community services and government work.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
SOSC 100 Intro to Sociology, SOSC 220 Social Problems, SOSC 236 Marriage and the Family.

Program Elective Courses
HIST 201 U.S. History I, HUM 204 Western Civilization I, SOSC 101 American Government, HUM 110 Humanities I, MATH 143 Elementary Statistics, HUM 103 Intro to Philosophy, and SOSC 200 Intro to Cultural Anthropology.

Program Outcomes
1. Identify major theoretical perspectives or paradigms that make up sociology and distinguish among them.
2. Identify major research steps used by social scientists.
3. Identify major elements of culture.
4. The student will become acquainted with deviance and society’s efforts to control deviant behavior.
5. Explain prejudice and discrimination.
6. Analyze major social institutions and their significance.
7. Define the importance of collective behavior.
8. Analyze the importance and dimensions of social change.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fall) Semester I</td>
<td>SOSC 100 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>(Fall) Semester I</td>
<td>CURR 100 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>(Fall) Semester I</td>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>(Fall) Semester I</td>
<td>COMM 207 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>(Fall) Semester I</td>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>(Fall) Semester I</td>
<td>MATH 113 College Algebra</td>
<td>3</td>
</tr>
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<td>(Fall) Semester I</td>
<td>Total</td>
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</tr>
<tr>
<td>(Spring) Semester II</td>
<td>SOSC 220 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>(Spring) Semester II</td>
<td>PSYC 155 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>(Spring) Semester II</td>
<td>ENGL 289 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>(Spring) Semester II</td>
<td>SOSC 101 American Government or</td>
<td></td>
</tr>
<tr>
<td>(Spring) Semester II</td>
<td>SOSC 102 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>(Spring) Semester II</td>
<td>Physical Science and Lab</td>
<td>5</td>
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<tr>
<td>(Spring) Semester II</td>
<td>Total</td>
<td>17</td>
</tr>
<tr>
<td>(Fall) Semester III</td>
<td>HPER 150 Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>(Fall) Semester III</td>
<td>SOSC 236 Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>(Fall) Semester III</td>
<td>ECON 201 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>(Fall) Semester III</td>
<td>Biological Science and Lab</td>
<td>5</td>
</tr>
<tr>
<td>(Fall) Semester III</td>
<td>Program Elective</td>
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<td>(Fall) Semester III</td>
<td>Total</td>
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</tr>
<tr>
<td>(Spring) Semester IV</td>
<td>ENGL 113/221 General Literature or</td>
<td></td>
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<tr>
<td>(Spring) Semester IV</td>
<td>Intro to Western Literature</td>
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<tr>
<td>(Spring) Semester IV</td>
<td>HUM 110/120 Humanities I or II</td>
<td>3</td>
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<td>(Spring) Semester IV</td>
<td>Arts and Humanities Elective</td>
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<td>(Spring) Semester IV</td>
<td>Program Elective</td>
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</tr>
</tbody>
</table>

Total Program Credits 64-66

For more information contact:
Program advisor
Dr. Mark Eldridge, 785-248-2810
meldridge@neosho.edu
Surgical Technology
Certificate with Associate of Applied Science Option

The Surgical Technology program trains individuals to become entry level surgical technologists. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesia care providers, registered nurses and other surgical personnel delivering patient care before, during and after surgery. This program prepares the student for national certification testing.

Employment in surgical technology is expected to grow as the volume of surgeries increase and technological advancements require expert assistance during those surgical procedures. Hospitals continue to be the primary employer of surgical technologists, although other career options include physicians’ office assistant, obstetrical unit technician, and outpatient care centers, including ambulatory surgical centers, sterile supply management and/or technician, surgical supply representatives, and surgical technology education.

Median annual earnings of surgical technologists were $44,330 in 2015. Source: Bureau of Labor Statistics

**Prerequisites:** The student will need to demonstrate proficiencies in reading, English, and mathematics based on the ACCUPLACER assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites as indicated.

**Program Outcomes:** The goal of the surgical technology program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as a surgical technologist and become contributing members of the health care team and leaders in surgical technology. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains; Cognitive Domain: The Graduate will:
1. Correlate the knowledge of surgical procedures, anatomy and physiology, microbiology to their role as a surgical technologist and recognize their relationship to safe patient care.
2. Understand the principles of safe patient care in the preoperative, intraoperative and postoperative settings.

Psychomotor Domain: The Graduate will:
3. Develop and apply fundamental surgical assisting skills through practice and evaluation in the laboratory and clinical settings.
4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.

Affective Domain: The Graduate will:
5. Recognize the variety of patients’ needs and the impact of their personal, physical, emotional, and cultural experiences on the rendering of patient care.
6. Demonstrate professional responsibility in performance, attitude and personal conduct.
7. Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

The program is offered as either a 52 credit hour certificate program, or a 66 credit hour associate’s degree program in the field of surgical technology. Courses listed without the (+) symbol are additional courses required for the AAS degree.

**Course Sequence:** The listing that follows reflects courses required for the certificate or AAS degree. This particular sequence is recommended. Individualized schedules can be developed with the help of an advisor. The core surgical courses must be taken in the order presented, and concurrently when applicable.

**Prerequisites**

<table>
<thead>
<tr>
<th>Sequence of Required Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>+SURG 100</td>
<td>Introduction to Surgical Technology</td>
</tr>
<tr>
<td>+BIOL 257</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>+BIOL 258</td>
<td>Human Anatomy and Physiology Lab</td>
</tr>
<tr>
<td>+ALHE 105</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar (only if &lt; 15 cr completed)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

**Apply for Surgical Technology Program Admittance during Semester I**

| Semester II | |
| +SURG 102 | Principles and Practices of Surgical Technology | 5 |
| +SURG 101 | Introduction to Surgical Technology Lab | 2 |
| +BIOL 271 | Microbiology | 3 |
| +BIOL 272 | Microbiology Lab | 2 |
| PSYC 155 | General Psychology | 3 |
| CSIS 105 | Computer Literacy (test-out accepted) | 1 |
| **Total** | **16** |

| Semester III | |
| +SURG 103 | Principles and Practices of ST Lab | 3 |
| +SURG 202 | Surgical Procedures I | 4 |
| +SURG 106 | Surgical Clinical I | 3 |
| +ALHE 122 | Introduction to Pharmacology | 3 |
| **Total** | **13** |

| Semester IV | |
| +SURG 204 | Surgical Procedures II | 5 |
| +SURG 206 | Surgical Clinical II | 8 |
| +SURG 208 | ST Certification Review | 1 |
| **Total** | **14** |

**Total Program Credits** | **35**
**+Total Certificate Program Credits** | **52**
**Total AAS Degree Program Credits** | **65**

*Indicates American Heart Association Basic Life Support for Healthcare Providers may be acquired elsewhere.
*Indicates prerequisite/s required.

For More Information Contact:
Program Director, Jennifer Cain, CST jcain@neosho.edu
Theatre
Associate of Arts

The Associate of Arts with an emphasis in Theatre at NCCC is designed to prepare students for a transfer to a four-year institution. The courses required are a basic foundation on which one can build in order to pursue a career in theatre.

Prerequisites
The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses
In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses
COMM 105 Theatre Appreciation, COMM 107 Stagecraft, and COMM 120 Fundamentals of Acting are the fundamental building blocks to work towards a four-year degree. COMM 206 Theatre Workshop (Drama) and COMM 108 Applied Theatre are intended to give students hands on experience in play production.

Program Elective Courses
Program elective courses are taken from the communication section of the college catalog.

Program Outcomes
Students will develop an understanding of the following:
1. The basic duties and history of the primary and secondary artist involved with producing a theatrical production and the etiquette of the audience while attending a theatrical production.
2. The basic use of the actor’s instrument in movement and sound.
3. The acting process from auditioning to performing in front of an audience.
4. The design and technical process from conceptualizing to building and opening a production.
5. A diverse repertoire of plays form a variety of eras and styles.

Course Sequence
The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>(Fall) Semester I</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 105</td>
<td>Theatre Appreciation 3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I 3</td>
</tr>
<tr>
<td>CURR 100</td>
<td>First Year Seminar 1</td>
</tr>
<tr>
<td>COMM 120</td>
<td>Fundamentals of Acting or</td>
</tr>
<tr>
<td>COMM 107</td>
<td>Stagecraft 3</td>
</tr>
<tr>
<td>CSIS 100</td>
<td>Computer Concepts and Applications 3</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester II</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 289</td>
<td>English Composition II 3</td>
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<tr>
<td>MATH 113</td>
<td>College Algebra 3</td>
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<td>PSYC 155</td>
<td>General Psychology 3</td>
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<td>HPER 150</td>
<td>Lifetime Fitness 1</td>
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<tr>
<td>COMM 104</td>
<td>Theatre Design or</td>
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<tr>
<td>COMM 216</td>
<td>Advanced Acting 3</td>
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<td>Arts/Humanities Elective 3</td>
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<table>
<thead>
<tr>
<th>(Fall) Semester III</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 207</td>
<td>Fundamentals of Speech 3</td>
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<tr>
<td></td>
<td>Program Elective 3</td>
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<tr>
<td></td>
<td>Biological Science w/Lab or</td>
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<td>Physical Science w/Lab* 5</td>
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<td></td>
<td>Social and Behavioral Science Elective 3</td>
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<tr>
<td></td>
<td>Arts/Humanities Elective 3</td>
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<td>Total 17</td>
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<table>
<thead>
<tr>
<th>(Spring) Semester IV</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 206</td>
<td>Theatre Workshop (Drama) 1</td>
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<tr>
<td></td>
<td>Biological Science w/out Lab or</td>
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<tr>
<td></td>
<td>Physical Science w/out Lab* 3</td>
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<tr>
<td></td>
<td>Arts/Humanities Elective 3</td>
</tr>
<tr>
<td></td>
<td>Program Elective 3</td>
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<tr>
<td></td>
<td>Program Elective 3</td>
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<td></td>
<td>Program Elective 2</td>
</tr>
<tr>
<td></td>
<td>Total 15</td>
</tr>
</tbody>
</table>

Total Program Credits 64

*One of the science courses must be biological and one must be physical.

For more information contact:
Program advisor
Theatre Instructor: Dustin Shaffer
620-432-0361 dshaffer@neosho.edu
The Welding program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Industrial Engineering Technology. The Level I Welding certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I.

The curriculum utilizes the American Welding Society’s “Schools Excelling through National Skills Standards” (SENSE) which is a nationally-recognized credentialing and certification system. Students will learn MIG, TIG, Stick and Flux core welding processes. First year students will take the 1G, 2G, 1F, and 2F certification tests. Second year students will take the 3G, 4G, 3F, and 4F certification tests.

Career areas in welding include welding, cutting, soldering, and brazing in the construction, manufacturing and utilities industries. Specific job titles include welding technician, supervisors, inspectors, instructors, and shop owners. The job outlook for welders in the construction, manufacturing, and utilities industries is increasing. Median earnings are $15.10/hour.

**Level I Program Outcomes**
1. Demonstrate the fundamentals of basic welding shop safety.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly use welding tools.
4. Demonstrate the ability to read weld blueprints.
5. Demonstrate basic employability skills.
6. Demonstrate an understanding of metallurgy.
7. Demonstrate an understanding of gas metal arc welding – short circuit. (overlay/pad and fillet)
8. Demonstrate an understanding of oxy-fuel cutting.
9. Demonstrate an understanding of shield metal arc welding. (overlay/pad and fillet)
10. Demonstrate an understanding of plasma arc cutting.
11. Demonstrate an understanding of flux cored arc welding – dual shield. (overlay/pad and fillet)
12. Demonstrate an understanding of gas tungsten arc welding. (overlay/pad and fillet)

**Level II Program Outcomes**
1. Demonstrate competence in gas metal arc welding – short circuit.
2. Demonstrate competence in flux cored arc welding – dual shield.
3. Demonstrate competence in gas tungsten arc welding.
4. Demonstrate competence in shielded metal arc welding.
5. Demonstrate competence in welder qualification for certification.

**Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Level I Certificate</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 112</td>
<td>Welding Safety/OSHA 10</td>
<td>1</td>
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<tr>
<td>MFGT 114</td>
<td>Welding Cutting Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 116</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Level I Certificate</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>MFGT 118</td>
<td>Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 120</td>
<td>Gas Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 122</td>
<td>Welding Blueprint Reading</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>9</strong></td>
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**Total Level I Certificate Credits** 16

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Level II Certificate</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MFGT 124</td>
<td>Advanced Gas Tungsten Arc Welding</td>
<td>4</td>
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<tr>
<td>MFGT 126</td>
<td>Advanced Gas Metal Arc Welding</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Level II Certificate</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MFGT 128</td>
<td>Advanced Shielded Metal Arc Welding</td>
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<tr>
<td>MFGT 130</td>
<td>Specialized Welding</td>
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<td><strong>Total</strong></td>
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</table>

**Total Level II Certificate Credits** 32

**Associate of Applied Science Option**
Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology with an emphasis in welding should visit with an advisor to determine general education and additional technical education requirements. Degrees require completion of 64 credit hours.

**For more information contact:**
Program Advisor
Will Jordan, 785-979-0560
wjordan@neosho.edu
Curtis Hughes, 620-432-0355
chughes@neosho.edu
The articulation agreement allows 100% of your NCCC AAS degree in Industrial Engineering Technology to transfer toward the PSU Bachelor of Applied Science in Technology degree.

**Articulation Eligibility Requirements**
1. Students must graduate from NCCC with an AAS degree in Industrial Engineering Technology.
2. Students must have graduated from NCCC with a minimum 2.5 GPA.

**BAS Graduation Requirements**
1. 45 hours of upper division courses (minimum 30 from PSU).
2. 124 hours required for BAS degree (60 required from a four year institution).
3. Minimum 2.0 GPA in courses at four year institution level.

**Welding: Technical Education Course from NCCC**

**Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td><strong>Level I Certificate</strong></td>
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<tr>
<td>MFGT 112</td>
<td>12</td>
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<tr>
<td>MFGT 114</td>
<td>14</td>
</tr>
<tr>
<td>MFGT 116</td>
<td>14</td>
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</table>

**Total Level I Certificate Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>MFGT 118</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 120</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 122</td>
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**Total Level I Certificate Credits: 16**

**Level II Certificate**

**Cr Hrs**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tr>
<td>MFGT 124</td>
<td>12</td>
</tr>
<tr>
<td>MFGT 126</td>
<td>12</td>
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</tbody>
</table>

**Total Level II Certificate Credits: 32**

**Technical Education from NCCC must total a minimum of 42 credit hours**

**Other NCCC Technical Education Recommendations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201 Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ETEC 160 Special Skills in Welding</td>
<td>3</td>
</tr>
<tr>
<td>ETEC 192 Selected Topics in Technical/Industrial Education or</td>
<td>1-3</td>
</tr>
<tr>
<td>ETEC 136 Industrial Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>ETEC 194 Introduction to Technology Systems</td>
<td>3</td>
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</table>

**NCCC General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>CURR 100 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>**COMM 207 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
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</table>

**Other NCCC General Education Recommendations**

(Select from the following to bring total credit hours to 64)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>MATH 113 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 100 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ART 178 Introduction to Visual Art</td>
<td>3</td>
</tr>
<tr>
<td>MATH 143 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 115 Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 116 Environmental Science Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 171 Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 172 Physical Science Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

**General Education from NCCC must total a minimum of 12 credit hours**

**The Associate of Applied Science Degree requires a minimum of 64 credit hours**

For more information contact:

Program Advisor
Will Jordan, 785-979-0560
wjordan@neosho.edu

SU Professor, Chairman
John Iley, Ph.D., 620-235-4373
jiley@pittstate.edu

Curtis Hughes, 620-432-0355
chughes@neosho.edu

*Required for all first-time, full-time freshmen

**Students NOT transferring to PSU should take COMM 213
<table>
<thead>
<tr>
<th>COURSE PREFIXES</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Accounting</td>
</tr>
<tr>
<td>AERO</td>
<td>Aerostructures</td>
</tr>
<tr>
<td>ALHE</td>
<td>Allied Health</td>
</tr>
<tr>
<td>ALHT</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>ALMA</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>ALMT</td>
<td>Medical Transcription</td>
</tr>
<tr>
<td>ART</td>
<td>Art</td>
</tr>
<tr>
<td>BIOL</td>
<td>Biological Science</td>
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<td>BUSI</td>
<td>Business</td>
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<td>CHEM</td>
<td>Chemistry</td>
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<td>CMCT</td>
<td>Construction Technology</td>
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<td>COMM</td>
<td>Communication</td>
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<tr>
<td>CRIM</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>CSIS</td>
<td>Computer Science Information Systems</td>
</tr>
<tr>
<td>CURR</td>
<td>Curriculum</td>
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<td>ECON</td>
<td>Economics</td>
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<td>EDUC</td>
<td>Education</td>
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<tr>
<td>ENGL</td>
<td>English</td>
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<tr>
<td>ENRG</td>
<td>Energy Management</td>
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<tr>
<td>ENTR</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>ETEC</td>
<td>Industrial Engineering Technology</td>
</tr>
<tr>
<td>FCS</td>
<td>Family and Consumer Science</td>
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<tr>
<td>FLAN</td>
<td>Foreign Language</td>
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<tr>
<td>HVAC</td>
<td>Heating, Ventilation, and Air Conditioning</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>HPER</td>
<td>Health, Physical Education, and Recreation</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MFGT</td>
<td>Manufacturing Technology</td>
</tr>
<tr>
<td>MG MK</td>
<td>Management/Marketing</td>
</tr>
<tr>
<td>MIL</td>
<td>Military Science and Advance</td>
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<tr>
<td>MUSI</td>
<td>Music</td>
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<tr>
<td>NURS</td>
<td>Nursing</td>
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<tr>
<td>OTA</td>
<td>Occupational Therapy Assistant</td>
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<tr>
<td>OTEC</td>
<td>Office Technology</td>
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<td>PHYS</td>
<td>Physics</td>
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<td>PSYC</td>
<td>Psychology</td>
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<tr>
<td>RCR</td>
<td>Court Reporting</td>
</tr>
<tr>
<td>SURG</td>
<td>Surgical Technology</td>
</tr>
<tr>
<td>TST</td>
<td>Technology Studies</td>
</tr>
</tbody>
</table>
ACCT 107  PAYROLL ACCOUNTING  
3 credit hours  
This course is designed to provide comprehensive, yet practical instruction in payroll. Payroll systems, the preparation of payroll tax returns and reports, as well as payroll laws and regulations will be studied. Computer applications will be included.

ACCT 108  COLLEGE ACCOUNTING  
3 credit hours  
Basic accounting principles and procedures, the accounting cycle, and the records necessary in maintaining an accounting system for a small business organized as a sole proprietorship are surveyed in this course. The course is an introductory course with no prerequisite. The course is not equivalent to ACCT 201 Financial Accounting and does not prepare the student for ACCT 202 Managerial Accounting.

ACCT 111  INDIVIDUAL INCOME TAX  
3 credit hours  
An introduction to the basic concepts of the Internal Revenue Code as applied to individual and sole proprietorship small business tax problems. Includes the concepts of gross income, adjustments to gross income, deductions, credits, depreciation, and capital gains and losses. The course includes the basics for filing a Kansas income tax return. Provides experience in completing common reporting forms manually. Prerequisites: None

ACCT 201  FINANCIAL ACCOUNTING I  
3 credit hours  
This course provides an introduction to financial accounting concepts and theory, with emphasis on the use of external financial statements. Accounting for corporations and financial statement analysis are introduced. Prerequisite: ACCT 108 College Accounting or high school accounting recommended, but may be waived by the instructor. This course is recommended for transfer students, as well as other students interested in accounting.

ACCT 202  MANAGERIAL ACCOUNTING  
3 credit hours  
This course studies the basic concepts of accounting for a firm’s internal information needs used in planning, controlling, and managing the organization. This course is recommended for students transferring in business as well as other students interested in accounting. Prerequisite: ACCT 201 Financial Accounting I or the equivalent.

ACCT 205  QUICKBOOKS ACCOUNTING  
3 credit hours  
Training in using the QuickBooks® accounting program is presented in this course, including accounting concepts and their relationship to QuickBooks®. Prerequisite: ACCT 108 College Accounting or the equivalent.

AERO 112  BASIC COMPUTER FOR AEROSTRUCTURE TECHNOLOGY  
1 credit hour  
This course is offered as part of the aerostructures program and teaches the minimum computer skills required for work in aerostructure technology. It includes the following topics: mouse functions, Windows operating system, Windows icons and shortcuts, moving throughout the window, menus, textboxes, drop down lists, options buttons, dialog boxes, starting and exiting a program.

AERO 113  AEROSPACE SAFETY  
1 credit hour  
This course is worth 1 hour of college credit. It provides an overview of OSHA regulations, information on safety tools, equipment, and safe procedures, hazardous waste, first aid and cardiopulmonary resuscitation, and blood borne pathogens.
AERO 114  PRECISION INSTRUMENTS
1 credit hour
This course is worth 1 hour of college credit. It includes basic concepts and terminology that is related to precision instruments. Students will learn to utilize a precision rule, dial caliper, vernier micrometer, small hole gauge, counter sink gauge, grip gauges, and rivet height gauges.

AERO 115  AEROSPACE BLUEPRINT READING
2 credit hours
This course is worth 2 hours of college credit. It teaches basic concepts associated with blueprints including using a production line, understanding terminology, comparing blueprint elements, interpreting lines, identify dimension and tolerance, interpret common GD&T symbols, interpret fastener symbols and common aircraft symbols.

AERO 116  BASIC DRILLING AND RIVETING
1 credit hour
This course provides specific technical skills necessary to safely drill and countersink quality holes for work as an assembly mechanic in the aerospace industry.

AERO 120  AEROSTRUCTURES ASSEMBLY
3 credit hours
This course includes instruction and hands-on application of skills such as drilling holes, riveting, countersinking, and final product assessment.

AERO 122  INTRODUCTION TO SEALING
1 credit hour
This course provides 1 hour of college credit. It covers the basic concepts associated with the aerospace sealant process including understanding the hazards and PPE associated with sealants, selecting the appropriate sealant, preparing the surface for sealing, and the process for using a sealing gun.

AERO 130  AEROSTRUCTURE MACHINING
5 credit hours
This course provides technical skills necessary to understand the principles of computer numeric control including work holding, tooling, measurement, inspection, and testing.

ALHE 100  EMERGENCY MEDICAL TECHNICIAN
12 credit hours
This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. It will provide the participant with opportunities to gain information, skills and attitudes necessary for certification and practice as an Emergency Medical Technician (EMT) in the State of Kansas. Students must be 18 years old before testing for certification. Note: This class is not eligible for Federal Student Aid.

ALHE 102  NURSE AIDE
6 credit hours
This course includes a study of the aging process and its related conditions and the nursing skills required in assisting geriatric residents to reach and maintain their highest level of wellness consistent with the limitations imposed by the aging process. This 90 clock hour course includes 45 hours of theory, 20 hours of lab, and 25 hours of supervised clinical experience in a long-term care facility. This course prepares students for the Certified Nurse Aide Exam. Note: This class may not be eligible for Federal Student Aid.

ALHE 104  MEDICATION AIDE
5 credit hours
This course includes the study of medications and their physiological effect on the body. Emphasis will be placed on the identification and abbreviations of drugs, weights and measures, and procedures used in dispensing medication. The curriculum is approved by the Kansas Department of Health and Environment. Prerequisite: Must be a Kansas State Certified Nurse Aide and pass the CASAS reading exam. The student must be 18 years of age by the end date of the course and to be certified as a medication aide. Note: This class may not be eligible for Federal Student Aid.
ALHE 105  MEDICAL TERMINOLOGY
3 credit hours
This course provides the student with the basic tools for building a medical vocabulary. It emphasizes the building of medical terms from prefixes, suffixes, word roots and combining forms. Emphasis is also placed on correct pronunciation, spelling, and analysis of medical terms as they pertain to anatomy, physiology, and diseases. The course provides an organized method for unlocking the mysteries of medical terms and building a working vocabulary. The various study methods used will enable the student to analyze medical terms and identify their relationship to specific medical categories.

ALHE 106  PAID NUTRITION ASSISTANT
1 credit hour
This course is designed for any individual who will be feeding residents in a long term care facility. This training program is designed to meet the federal and state regulations for the paid nutrition assistant. This course covers all of the information about all of the topics required by the federal/state rule as well as additional information and a practical experience with a competency skills check off.

ALHE 108  SEMINAR IN HEALTH CARE
.5,1,2,3 credit hours
This seminar will provide a structured program of study which emphasizes the acquisition of knowledge and/or skills in a specific area of healthcare. A specific title for the area to be covered will be announced. This course may be repeated for additional credit.

ALHE 114  MEDICATION AIDE UPDATE
1 credit hour
This course provides the student with a review of the basic principles and skills of medication administration for oral and external application. Information from these medication topics will be reviewed: elderly biological considerations; over medication/drug abuse; drug and food interactions; legal and ethical issues. The review of classifications will provide updated information for the major classifications such as action, side effects, and nursing implications. Prerequisite: must be a Kansas State Certified Medication Aide and have a Certified Nurse Aide Certificate. This course may be repeated for credit. Note: This class may not be eligible for Federal Student Aid.

ALHE 118  HOME HEALTH AIDE
2 credit hours
This course focuses on the role and responsibilities of a Home Health Aide within the home setting, with emphasis on maintaining a safe, healthy home environment. Providing a personal care regimen which meets the needs of the client is also discussed. Prerequisite: must be a Kansas Certified Nurse Aide and pass the CASAS reading exam. Note: This class may not be eligible for Federal Student Aid.

ALHE 122  INTRODUCTION TO PHARMACOLOGY
3 credit hours
The course will discuss basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems.

ALHE 130  CONCEPTS AND APPLICATIONS OF EMERGENCY RESPONSE (FIRST RESPONDER)
3 credit hours
This course addresses information and techniques currently considered to be the responsibilities of the Emergency First Responder according to the National Standard DOT Curriculum, as well as some additional responsibilities required by the Kansas Board of Emergency Medical Services for certification as First Responder in Kansas. Note: This class is not eligible for Federal Student Aid.

ALHE 140  COMMUNITY CPR
.5,1,3 credit hours
The CPR course prepares the student to administer first aid for choking as well as cardiopulmonary resuscitation (CPR) for adults, infants and children. Certificates in CPR may be earned. This course is designed for the general public.
ALHE 141  BASIC LIFE SUPPORT FOR THE PROFESSIONAL RESCUER
0.5 credit hour
This course instructs the student in two-rescuer CPR, modified airway management skills, and the use of a resuscitation mask. This course is designed for the health care provider.

ALHE 200  EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE
5 credit hours
This course is designed for individuals interested in providing care to patients in the pre-hospital setting. The course will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an Emergency Medical Technician-Intermediate (EMT-I) in the State of Kansas. This course addresses information and techniques currently considered to be the responsibilities of the EMT-I according to the United States Department of Transportation, National Standard Curriculum, and the Kansas authorized activities for the Emergency Medical Technician-Intermediate. Student must be a Kansas EMT-B. Note: This class is not eligible for Federal Student Aid.

ALHT 110  INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY
3 credit hours
This course is designed to give the student a working knowledge of healthcare delivery systems; the health information profession; the definition and the purpose of the medical record; the systems and processes for collecting, maintaining and disseminating health information; numbering, retention and storage of medical information; forms control and design; indexes and registers; release of patient information, security, privacy, confidentiality, and ethical issues; documentation requirements; regulatory requirements of healthcare organization, accrediting and licensing agencies, and computerized information management systems utilized by health information management departments and systems.

ALHT 145  HEALTHCARE CODING NATIONAL EXAM REVIEW
1 credit hour
This seminar course will provide a structured program of study which emphasizes the acquisition of knowledge or skills in a specific area of healthcare. This program has been designed to prepare the student for the Certified Professional coder Physician (CPC) administered by AAPC and/or Certified Coding Associate (CCA) by the American Health Information Management Association. Topics for review include Anatomy, Terminology, CPT Coding Guidelines, ICD-10-CM, ICD-10-PCS, and Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

ALHT 170  ELECTRONIC HEALTH RECORDS
3 credit hours
This is an internet-based course designed to give the student a working knowledge of computerized information management systems utilized by health information management departments.

ALHT 180  HEALTHCARE CODING PRACTICUM
2 credit hours
This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in the application of ICD, CPT, and HCPCS coding. The purpose of this course is to provide the student with hands-on supervised practice of coding medical records. Prerequisite: ALHT 225-International Classification of Disease and ALHT 230-Current Procedural Terminology Coding.

ALHT 200  HEALTH INFORMATION TECHNOLOGY CLINICAL AFFILIATION I
3 credit hours
The purpose of this course is to provide the student with hands-on supervised practice of specific health record activities in the clinical setting. This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in analysis, scanning of medical records, electronic health records, master patient index, record storage and retrieval, birth certification, tracking systems, cancer registry, ambulatory, long term care, mental health records, legal aspects and medical staff/hospital committee functions and RHIT examination simulation. Prerequisite: ALHE 105, 122, NURS 230, ALHT 110, 210, 170, 205, 225, or with permission of the program director.
ALHT 205  HEALTHCARE STATISTICS  
3 credit hours  
This course provides students with basic hospital and health statistics including the sources, definitions and calculation of common rates and percentages; computerized and manual methods of collection, computation, and presentation of statistical data. Review of regulatory, accreditation, and vital statistics reporting. This course will also have a heavy focus on Data Analytics.

ALHT 210  LEGAL AND ETHICAL ISSUES IN HEALTHCARE  
3 credit hours  
This course focuses study on medico-legal principles that govern health information management, sources of law and the legal system, the judicial process, liability, patient record requirements, access to health information, consent, confidentiality, privacy and security issues, special protections for patient records, fraud and abuse, Health Insurance Portability and Accountability Act (HIPAA) and electronic health information issues which allow for widespread access and integration of health data and data breaches.

ALHT 215  QUALITY IMPROVEMENT  
3 credit hours  
This course provides a study of the history and development of quality improvement efforts in health care; quality assessment techniques, critical pathways, medical staff organization, credentialing, and peer review, utilization review, and risk management; roles and responsibilities of individuals involved in quality improvement; software tools for quality improvement, databases, and spreadsheets. This course also has an emphasis on data Analytics, learning to make data intelligible, and information Governance.

ALHT 220  MANAGEMENT AND SUPERVISION  
3 credit hours  
This course integrates basic health information science with fundamental management theory to develop management skills applicable to the health information environment. The course covers the functions of planning, organizing, staffing, influencing and controlling as related to the health information management profession and work setting will be studied through readings, case studies, management assignments, and problem solving applications. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred.

ALHT 221  CURRENT EVENTS IN HEALTH INFORMATION TECHNOLOGY  
3 credit hours  
Internet-based course that consists of review and discussion of current trends, regulations and best practices occurring that effect health information in today’s healthcare. Such as: RAC’s, MAC’s, Red Flag Rule, PHR, Medical Identity Theft, ICD-10, Hi-Tech Act and Transcription and Speech Recognition in Today’s Patient Record to name a few. These topics will change as new areas of interest develop.

ALHT 225  INTERNATIONAL CLASSIFICATION OF DISEASES  
4 credit hours  
An Internet-based course that provides the student the purpose and use of the ICD classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines. Students will be required to assign ICD-CM Diagnosis, ICD-PCS Procedural Coding System codes to diagnosis/procedure statements, case abstracts, and patient records. This course is repeatable for students to acquire both coding protocols if necessary, and the appropriate ICD-CM or ICD-PCS notation will be made in the subtitle for the sections that are provided to students and listed on transcripts. Prerequisites and/or co-requisites: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab,

ALHT 230  CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING  
3 credit hours  
The focus of this class is learning the coding rules for the Current Procedural Terminology (CPT), and Level I (HCPCS) coding systems and then applying the rules to code patient services. Students will need CPT and HCPCS Level II manuals for the course.
ALHT 250 REIMBURSEMENT METHODOLOGIES
3 credit hours
This course involves the study of the principles and practice of insurance and reimbursement processing. It includes the assignment and reporting of codes for diagnoses and procedures/services; completion of claims for inpatient, outpatient, emergency department, and physician office encounters; and the review of inpatient and outpatient cases to identify issues of fraud and abuse. Textbook cases and simulation patient records will be used to code diagnoses/services/procedures and complete claims. Inpatient and outpatient reimbursement will be determined and source documents interpreted (e.g., explanation of benefits, Medicare Summary Notices, and etc.). Prerequisite/Co-requisite: ALHT 230 Current Procedural Terminology (CPT) Coding, ALHT 225 International Classification of Diseases or by Program Director permission.

ALHT 255 HEALTH INFORMATION TECHNOLOGY CLINICAL AFFILIATION II
3 credit hours
This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in quality and risk management, utilization review, management and supervision, alternative healthcare systems, ICD-CM & CPT coding and DRG assignment, data entry and abstracting, cancer registry, healthcare statistics, electronic health records, billing and insurance, and RHIT examination simulation. The purpose of this course is to provide the student with hands-on supervised practice of specific health record activities in the clinical setting, and RHIT examination preparation. Prerequisites: ALHT 200 HIT Clinical Affiliation I and ALHT 230 Current Procedural Terminology (CPT) Coding.

ALHT 256 ALTERNATIVE HEALTHCARE SYSTEMS
3 credit hours
This is an Internet-based course that provides the student an introduction to the historical perspective with analysis of current trends, and the evolution of modern American healthcare, providing a complete examination of its history, organization, delivery and policy. This course will offer critical insight into the issues that the U.S. healthcare system faces now and in the future. This course will cover the transformation underway to include the professional, political, social, technological and economic forces that will guide healthcare now and in the future.

ALMA 110 MEDICAL PROFESSIONAL ISSUES
2 credit hours
This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting; reviews the role and function of the Medical Assistant. Prerequisite: admission to the medical assistant program or program coordinator permission.

ALMA 120 MEDICAL ADMINISTRATIVE ASPECTS
4 credit hours
Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures. Prerequisite: admission to the medical assistant program or program coordinator approval.

ALMA 125 HUMAN BODY IN HEALTH AND DISEASE
3 credit hours
This course utilizes a body systems approach to focus on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well.

ALMA 126 FUNDAMENTALS OF PHLEBOTOMY I
4 credit hours
This course introduces students to the clinical procedures, in Phlebotomy focusing on safety and body review. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position.
ALMA 135  CODING BASICS FOR THE MEDICAL OFFICE
3 credit hours
This course is designed to study the basic concepts of Current Procedural Terminology (CPT), International Classification of Diseases (ICD-10-CM) and Level II Health Care Common Procedural Coding System (HCPCS) Coding. The student will gain an understanding of how these coding methods serve the medical office for reimbursement and management of healthcare services. The course is designed for medical assistant students or those wanting a basic understanding of the medical coding process and may also assist students in the requirement to sit for the national Certified Professional Coder (CPC) exam through the American Association of Professional Coders (AAPC). **Prerequisite:** ALHE 105 Medical Terminology and ALMA 125 Human Body in Health and Disease; or permission of program coordinator.

ALMA 155  EMERGENCY PREPAREDNESS
1 credit hour
This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders. **Admission to the Medical Assistant program is not necessary to enroll in this course. Co-requisite:** ALMA 160 Clinical Aspects of Medical Assisting or program coordinator permission.

ALMA 160  CLINICAL ASPECTS OF MEDICAL ASSISTING
4 credit hours
This course requires the student in the controlled environment of the skills laboratory to demonstrate clinical competencies. This medical assisting laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. **Prerequisite:** Admission to the medical assistant program or program coordinator approval.

ALMA 161  FUNDAMENTALS OF PHLEBOTOMY II
4 credit hours
This course introduces students to the clinical procedures in focusing on blood collection equipment and procedures. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. **Prerequisite:** ALMA 126 Fundamentals of Phlebotomy I or permission of instructor.

ALMA 180  MEDICAL ASSISTANT EXTERNSHIP
4 credit hours
This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of administrative, clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. This course requires the student to complete a minimum of 160 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference presentation sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. **Prerequisite:** successful completion of ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects and ALMA 160 Clinical Aspects of Medical Assisting with a course grade of “C” or above.

ALMA 181  PHLEBOTOMY PRACTICUM
2 credit hours
This course requires the student in the controlled environment of the healthcare facility to demonstrate the clinical competencies learned in phlebotomy lecture and lab. This phlebotomy practicum course is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course requires proof of 120 hours of approved phlebotomy experience credited towards certification that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all the required courses to meet the Phlebotomy Certificate requirements will be given a Certificate in Phlebotomy issued by the college. This
will allow students to sit for a national exam. **Prerequisite:** ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 182 Phlebotomy Clinical Lab.

**ALMA 182 PHLEBOTOMY CLINICAL LAB**

**2 credit hours**

This course requires the student in the controlled environment of the skills laboratory to demonstrate the clinical competencies learned in Fundamentals of Phlebotomy and Fundamentals of Phlebotomy. This phlebotomy laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course provides students with readiness for 120 hours of approved phlebotomy experience in the practicum that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. **Prerequisite:** admission to the college and proof of GED or high school diploma, ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II.

**ALMA 185 PHLEBOTOMY NATIONAL EXAM REVIEW**

**1 credit hour**

This course has been designed to prepare the student for national certification as a phlebotomy technician. Topics for review include Anatomy, Terminology, Order of Draw, Safety Guidelines, Patient Care and Venipuncture/Capillary puncture techniques. **Prerequisite and/or co-requisites:** The student must have successfully completed or be currently enrolled in ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 181 Phlebotomy Practicum, and ALMA 182 Phlebotomy Clinical Lab.

**ALMT 110 MEDICAL STYLE AND GRAMMAR**

**3 credit hours**

The study, synthesis, and application of the rules of English language and medical style as reflected by Association of Healthcare Documentation Integrity’s The Book of Style or other medical style manuals such as the American Medical Association Manual of Style. **Prerequisites:** The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the college assessment test, ACT or SAT scores, or by successfully completing (grade “C” or better) ENGL 100 Pre-Composition. The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.

**ALMT 135 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION I**

**6 credit hours**

Healthcare Documentation and Medical Transcription I will be taught in three different sections. It will take a system by system approach encompassing units of study related to anatomy and physiology, medical terminology, various medical reports, laboratory tests and diagnostic procedures, pharmacology, human diseases, beginning medical transcription practice and professional issues, referencing techniques, and English grammar as related to the American Healthcare Documentation Integrity’s Book of Style. This course will also include authentic physician dictation for transcription practice using The SUM Program Medical Transcription Unit. Healthcare Documentation and Medical Transcription I will include an introduction to the field of medical transcription with focused study in dermatology/plastics, gastrointestinal, and cardiopulmonary information. **Prerequisites:** The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the college assessment test, ACT or SAT scores, or by successfully completing (grade “C” or better) ENGL 100 Pre-Composition.

**ALMT 235 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION II**

**6 credit hours**

Healthcare Documentation and Medical Transcription will be taught in three different sections. It will take a system by system approach encompassing units of study related to anatomy and physiology, medical terminology, various medical reports, laboratory tests and diagnostic procedures, pharmacology, human diseases, beginning medical transcription practice and professional issues, referencing techniques, and English grammar as related to the Association Healthcare Documentation Integrity's Book of Style. This course will also include authentic physician dictation for transcription practice using The SUM Program Medical Transcription Unit. Healthcare Documentation and Medical Transcription II will include focused study in
ENT/ophthalmology, pediatrics, genitourinary and the male reproductive system, obstetrics/gynecology and the female reproductive system, and beginning orthopedics. **Prerequisites:** The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade “C” or better) ENGL 100 Pre-Composition. The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.

**ALMT 236 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION PRACTICUM**  
2 credit hours  
A minimum of 100 transcription/editing hours in an externship or simulated professional practice setting using clinician-generated documents, including a balanced variety of specialties, report types, and account specifics. **Prerequisites:** ALHE 105, ALMA 110, ALMT 110, ALHE 122, ALHT 210, NURS 230, BIOL 257, BIOL 258, ALMT 135, ALMT 235 or instructor permission.

**ALMT 237 HEALTHCARE DOCUMENTATION TECHNOLOGY (SPEECH RECOGNITION EDITING)**  
3 credit hours  
This course is intended to provide students with insight into the implications of speech recognition technology in the future of the medical transcription/healthcare documentation technology industry. The history of speech recognition technology (SRT) will be investigated, as well as the differentiation between front-end and back-end users, and the aspects of productivity and quality issues from the employer perspective. **Prerequisites:** ALHE 105, ALMA 110, ALMT 110, ALHE 122, ALHT 210, NURS 230, BIOL 257, BIOL 258, ALMT 135, ALMT 235 or instructor permission.

**ART 100 DESIGN**  
3 credit hours  
This course is an introductory study of the basic art elements and principles of design and their creative application in two-dimensional form.

**ART 102 ART APPRECIATION (ART)**  
3 credit hours  
This course is an investigation of works of art via description, analysis, interpretation and expressed value judgments in order to gain an appreciation of said works.

**ART 113 DRAWING I**  
3 credit hours  
This course is an introduction to the basic principles of drawing in various media. Emphasis will be placed on the development of fundamental drawing skills, increased power of observation, and hand-eye coordination.

**ART 114 DRAWING II**  
3 credit hours  
This course is a continuation and extension of Drawing I with emphasis on the development of skills and personal creative expression.

**ART 121 COMPUTER GRAPHICS**  
3 credit hours  
This course is an introduction to the process of computer assisted graphic design as it applies to the visual arts. It offers an exploration of procedures and techniques to create and print computer graphic designs and/or illustrations. **Prerequisite:** ART 100 Design and prior computer experience or permission of instructor.

**ART 123 INTRODUCTION TO GRAPHIC DESIGN**  
3 credit hours  
This course is an introduction to graphic design concepts, methods, and processes. The production of visually effective graphic design layouts using the elements of design will be utilized. **Prerequisite:** ART 121 Computer Graphics and prior computer experience or permission of instructor.
ART 133  LIFE DRAWING
3 credit hours
As an introductory course in perceiving and drawing the human figure, a variety of media, techniques, and processes will be employed in order to increase the student’s ability to see and accurately portray the human figure. Prerequisite: ART 113 Drawing I or permission of instructor.

ART 155  BASIC PRINTMAKING
3 credit hours
This course is a basic introduction to printmaking by exploring the history and techniques of relief, intaglio, lithography and serigraphy.

ART 178  INTRODUCTION TO THE VISUAL ARTS
3 credit hours
This course is an investigation of the formal language of drawing, painting, printmaking, sculpture and architecture and their relationship to the philosophies and events of history.

ART 209  CREATIVE ART, SPECIAL PROJECT
1,2,3 credit hours
This course is a continuation of study by students whose major interest is in a career in studio art or art education. Since the course is offered with a variety of topics, it may be taken for additional credit under different topics.

ART 220  DIGITAL PHOTOGRAPHY I
3 credit hours
This course is an introduction to color digital photography including digital camera operations, basic composition as applied to photographic imagery, workflow processes and techniques, and photo presentation methods.

ART 222  DIGITAL PHOTOGRAPHY II
3 credit hours
This course provides additional study in black and white and color digital photography with emphasis on image selection and manipulation, visual composition considerations, workflow process and techniques, exposure, image sharpness and color. Students are encouraged to develop individualized creative possibilities as applied to digital photography.

ART 244  CERAMICS
3 credit hours
This course is an introduction to basic clay manipulation techniques including hand building and beginning wheel throwing techniques. Discussion and demonstration of clay additives, decoration, kiln loading and firing processes will be presented. Emphasis will be placed on 3-dimensional design of clay works.

ART 266  SCULPTURE
3 credit hours
As a basic course in sculpture, a variety of processes including carving, modeling, simple casting, welding and assemblages in materials such as wood, clay, plaster, metals, paper mache, and found objects will be presented. Students will create projects in each of the aforementioned process areas.

ART 277  PAINTING I
3 credit hours
This course serves as an introduction to painting: primarily utilizing acrylic paint medium with demonstrations in watercolors, acrylic, or pastel with emphasis on learned techniques.

ART 278  PAINTING II
3 credit hours
This course is a continuation of Painting I with emphasis on the development of skills and personal creative expression. Prerequisite: ART 277 Painting I or permission of instructor.
ART 288    ART HISTORY I: PREHISTORIC TO MEDIEVAL
3 credit hours
This course is a survey of art history from the prehistoric beginning of art until the end of the medieval period.

ART 289    ART HISTORY II: RENAISSANCE TO CONTEMPORARY
3 credit hours
This course is a survey of art history from the Renaissance to the contemporary period.

ART 299    INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course comprised of a specific area of study with assignments and workload established on contract basis and regularly scheduled progress reporting sessions. Prerequisite: consent of the instructor.

BIOL 102    INTRODUCTION TO HUMAN BIOLOGY
3 credit hours
This introductory course is a study of the function, structure, and interrelationships of the organs and organ systems of the human body. Coursework is designed to meet the diversified needs of those interested in a prerequisite course for Human Anatomy and Physiology or the allied health sciences.

BIOL 111    GENERAL BIOLOGY
3 credit hours
This is an introductory biology class designed for non-majors to fulfill an introductory biology requirement. Course work includes the study of basic biological principles, plants, animals, microorganisms, and the environment in which organisms live. By studying these areas, the student is exposed to the major fields of biological study. Co-requisite: BIOL 112 General Biology Lab.

BIOL 112    GENERAL BIOLOGY LAB
2 credit hours
Laboratory exercises which reinforce the fundamental principles and processes of life taught in the lecture portion of the course will be examined. Co-requisite: BIOL 111 General Biology.

BIOL 115    ENVIRONMENTAL LIFE SCIENCE
3 credit hours
This course is designed for non-science majors to meet AA and AS degree requirements. A basic ecological approach to the principles and processes of life with emphasis placed on human pressures and technology, and the effect of these on the organism-environment complex will be covered. Not applicable toward a biology major. Not recommended for students with credit in BIOL 111/112. Co-requisite: BIOL 116 Environmental Life Science Lab.

BIOL 116    ENVIRONMENTAL LIFE SCIENCE LAB
2 credit hours
Laboratory exercises to build on BIOL 115 Environmental Life Science and focus on hands-on learning activities that support concepts from the lecture course. Co-requisite: BIOL 115 Environmental Life Science.

BIOL 205    PREHISTORIC LIFE
3 credit hours
This course introduces the student to geologic time, dating of rocks, the formation and preservation of fossils, and the importance of fossils in biological systematics. Various evolutionary mechanisms are explored with emphasis on the fossil record. The course focuses on biodiversity through time and investigates the origins of major groups of organisms in earth history. The course is global in scope, but some emphasis will be placed
on North American communities. The course is designed for biology majors, students of natural history, or science education majors. Prerequisite: BIOL 111 General Biology or permission of instructor.

**BIOL 217  SEMINAR IN APPLIED BIOLOGICAL SCIENCE**
**1, 3 credit hours**
This course will provide a structured program of study in a specific area of applied biological science. The course format will be announced prior to its scheduled meeting dates and times of the seminar.

**BIOL 251  BIOLOGY I**
**3 credit hours**
This is the first in a series of two introductory biology courses designed for majors to fulfill an introductory biology requirement. Coursework includes the study of basic biological principles, basic chemistry, cell structures and functions, metabolism, photosynthesis, cellular reproduction, genetics, and biotechnology. By studying these areas, the student is exposed to the major fields of biological study. Co-requisite: BIOL 252 Biology I Lab.

**BIOL 252  BIOLOGY I LAB**
**2 credit hours**
Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of biology I, will be examined. Co-requisite: BIOL 251 Biology I.

**BIOL 255  BIOLOGY II**
**3 credit hours**
This is the second in a series of introductory biology courses designed for majors to fulfill their introductory biology requirement. Coursework includes the study evolution, behavior, and ecology, the diversity of life, and plant structure and function. By studying these areas, the student is exposed to the major fields of biological study. Prerequisite: BIOL 251 Biology I/252 Biology I Lab. Co-requisite: BIOL 256 Biology II Lab.

**BIOL 256  BIOLOGY II LAB**
**2 credit hours**
Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of Biology II, will be examined. Co-requisite: Concurrent enrollment with BIOL 255 Biology II.

**BIOL 257  HUMAN ANATOMY AND PHYSIOLOGY**
**3 credit hours**
This introductory course is a study of the function, structure and interrelationships of the organs and systems of the human body. Coursework is designed to meet the diversified needs of those interested in the allied health sciences as well as physical education and biological science. Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and Lab prior to enrolling in this course. Co-requisite: Concurrent enrollment in BIOL 258 Human Anatomy and Physiology Lab.

**BIOL 258  HUMAN ANATOMY AND PHYSIOLOGY LAB**
**2 credit hours**
The course is an integrated study of the function, structure and interrelationships of the various organs and systems of the human body. Considerable emphasis is placed on dissection. Coursework is designed to meet the diversified needs of those interested in health sciences as well as physical education and biological science majors. Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and Lab prior to enrolling in this course. Co-requisite: BIOL 257 Human Anatomy and Physiology.

**BIOL 271  MICROBIOLOGY**
**3 credit hours**
Microbiology investigates the morphology, physiology, cultivation, ecology, and relationships of microorganisms to man and the environment. The medical, industrial, and environmental aspects of microbiology are also studied. The course is designed to address the core themes established by the American Society For Microbiology. Prerequisites: It is strongly recommended that all learners complete either


**BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and Lab prior to enrolling in this course. Co-requisite: BIOL 272 Microbiology Lab.**

**BIOL 272 MICROBIOLOGY LAB**  
2 credit hours  
Microbiology laboratory focuses on studying the cultivation, physiology, and applied aspects of bacteria and selected eukaryotes. Both qualitative and quantitative methods are employed. **Prerequisites: It is strongly recommended that all learners complete either BIOL 111/112 General Biology and Lab or BIOL 251/252 Biology I and lab prior to enrolling in this course. Co-requisite: BIOL 271 Microbiology.**

**BIOL 280 HUMAN DISSECTION**  
1,2 credit hours  
This course is designed to provide advanced study of the human species through the dissection of a cadaver. Students will learn and utilize effective dissection techniques, review and enhance prior knowledge of human anatomy and physiology, and gain a real and experimental appreciation for human anatomy. The dissection activity will prepare specimens for demonstration purposes in Human Anatomy and Physiology, BIOL 257/258. **Prerequisites: BIOL 257/258 with a “B” or better, or permission of instructor.**

**BIOL 299 INDEPENDENT STUDY**  
1,2,3 credit hours  
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and workload will be established on a contract basis. Students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions.

**BUSI 106 BUSINESS MATHEMATICS**  
3 credit hours  
This course is a review of individual skills and knowledge in fundamental mathematical processes and the application of these processes to business procedures. Emphasis will be placed upon topics necessary for an understanding of various business practices.

**BUSI 112 BUSINESS FIELD STUDY**  
2 credit hours  
Business Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. **The course may be repeated for a total of eight hours credit. Co-requisite: Concurrent enrollment in a related program of study.**

**BUSI 114 BUSINESS LAW**  
3 credit hours  
This course is concerned with basic principles of business law as applied to contracts, commercial paper, agency, and employment.

**BUSI 118 BUSINESS COMMUNICATIONS**  
3 credit hours  
This course emphasizes those basic principles in communication which are particularly applicable in business and industry. Effective business letters and reports are constructed with stress on mechanics, organized thinking, and practical psychology. **Prerequisite: Keyboarding proficiency.**

**BUSI 122 SEMINAR IN BUSINESS**  
2,3 credit hours  
This seminar will provide a structured program of study which emphasizes the acquisition of knowledge in a specific area of business.

**BUSI 130 PERSONAL AND FAMILY FINANCE**  
3 credit hours  
This course covers practical aspects of individual and family money management including consumer problems, purchases, credit, savings, and budgeting. **Prerequisite: None**
BUSI 299    INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and workload will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: permission of instructor.

CHEM 105    INTRODUCTION TO CHEMISTRY
3 credit hours
This course is designed for those students needing a beginning course in general chemistry, or for science majors who have no high school chemistry. It is a study of the basic principles, laws, and theories of chemistry, and will aid the student in developing an understanding of the role of chemistry in the world today. In addition, it will provide a strong foundation for those continuing in chemistry. Co-requisite: CHEM 106 Introduction to Chemistry Lab.

CHEM 106    INTRODUCTION TO CHEMISTRY LAB
2 credit hours
This course is designed for those students needing a beginning course in general chemistry or for science majors who have no high school chemistry. It is a study of the basic principles, laws, and theories of chemistry, and will aid the student in developing an understanding of the role of chemistry in the world today. In addition, it will provide a strong foundation for those continuing in chemistry. The lab is a series of laboratory activities to assist in learning the lecture of chemistry. Co-requisite: CHEM 105 Introduction to Chemistry.

CHEM 215    COLLEGE CHEMISTRY I
3 credit hours
This course is designed for those students needing a strong chemistry background for more advanced courses in chemistry. Course work consists of lectures, discussion, and laboratory work on the fundamental principles in general inorganic chemistry. Topics covered include atomic structure, bonding, solutions, acid-base theory, gas laws, electrolytes, equilibrium, oxidation-reduction, and some descriptive chemistry. Problem solving is stressed in this course. A series of laboratory activities will be conducted to assist the learning of inorganic chemistry. Prerequisite: One year of high school algebra, and one year of high school chemistry (or CHEM 105 Introduction to Chemistry) and/or Physical Science. Co-requisite: CHEM 216 College Chemistry I Lab.

CHEM 216    COLLEGE CHEMISTRY I LAB
2 credit hours
This course is designed for those students needing a strong chemistry background for more advanced courses in chemistry. Course work consists of lectures, discussion, and laboratory work on the fundamental principles in general inorganic chemistry. Topics covered include atomic structure, bonding, solutions, acid-base theory, gas laws, electrolytes, equilibrium, oxidation-reduction, and some descriptive chemistry. Problem solving is stressed in this course. A series of laboratory activities will be conducted to assist the learning of inorganic chemistry. Prerequisite: One year of high school algebra, and one year of high school chemistry (or CHEM 105 Introduction to Chemistry) and/or Physical Science. Co-requisite: CHEM 225 College Chemistry II Lecture.

CHEM 225    COLLEGE CHEMISTRY II
3 credit hours
This course is a continuation of CHEM 215 College Chemistry I with more advanced theoretical and mathematical concepts. A series of laboratory activities to assist in learning the lecture of inorganic chemistry, and semi-micro qualitative analysis will be done. Prerequisite: CHEM 215 College Chemistry I, CHEM 216 College Chemistry I Lab. Co-requisite: CHEM 226 College Chemistry II Lab.

CHEM 226    COLLEGE CHEMISTRY II LAB
2 credit hours
This course is a continuation of CHEM 216 College Chemistry I Lab, with more advanced theoretical, mathematical and lab concepts. A series of laboratory activities to assist in learning inorganic chemistry and semi-micro qualitative analysis will be done. Prerequisite: CHEM 215 College Chemistry I, CHEM 216 College Chemistry I Lab. Co-requisite: CHEM 225 College Chemistry II Lecture.
CMCT 105  OSHA 10 SAFETY ORIENTATION
1 credit hour
This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site.

CMCT 106  INTRODUCTION TO CRAFT SKILLS
3 credit hours
This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

CMCT 107  CARPENTRY BASICS
4 credit hours
This course reviews the history of the trade. Provides an overview of the building materials used in construction work, including lumber, sheet materials engineered wood products, structural concrete, and structural steel. It also describes the various fasteners and adhesives used in construction work. The course provides detailed descriptions of the hand tools and portable power tools used by carpenters. Emphasis is on safe and proper operation of tools, as well as care and maintenance. Trainees will learn the techniques for reading and using blueprints.

CMCT 110  FLOORS, WALLS AND CEILING FRAMING
4 credit hours
This course covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building material. It describes the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, constructing corners and partition Ts, bracing walls and ceilings, applying sheathing, and constructing concrete forms.

CMCT 111  ROOF FRAMING
3 credit hours
This course describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs, and valley intersections. Coverage includes both stick-built and truss-built roofs.

CMCT 112  WINDOWS, DOORS AND STAIRS
3 credit hours
This course describes the various types of windows, skylights, and exterior doors, and provides instructions for installing them. It also includes instructions for installing weather-stripping and locksets. The course introduces the trainee to the various types of stairs and the common building code requirements related to stairs. The course focuses on the techniques for measuring and calculating rise, run and stairwell openings, laying out stringers, and fabricating basic stairways.

CMCT 205  SITE LAYOUT AND HANDLING AND PLACING CONCRETE
4 credit hours
The course covers tools, equipment, and procedures for handling, placing, and finishing concrete. It also covers joints made in concrete structures, the use of joint sealants, and form removal procedures. Emphasizes on safety procedures for handling, placing, and finishing concrete are also discussed. The course covers the principles, equipment, and methods used to perform site layout tasks that require making angular measurements. The task includes laying out building foundation lines and determining elevations by trigonometric leveling. The use of laser instruments, transits, theodolites, electronic distance measurement, and total stations are covered. Reviews of the trade mathematics, including geometry and right-angle trigonometry, needed to perform the calculations related to angular measurements.

CMCT 206  DRYWALL, WINDOW, DOOR AND CEILING INSTALLATION
2 credit hours
This course describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. It contains detailed instructions for installing drywall on walls and ceilings using nails, drywall screws, and adhesives. It also covers fire and sound-rated walls. It also covers the different types of
trim used in finish work and focuses on the proper methods for selecting, cutting and fastening trim to provide a professional finished appearance.

**CMCT 210  ROOFING AND EXTERIOR FINISHES**  
4 credit hours  
The course covers the common materials used in residential and light commercial roofing, along with the safety practices and application methods for these materials. The course also includes shingles, roll roofing, shakes, tiles, metal, and membrane roofs, as well as the selection and installation of roof vents. It also covers the various types of exterior siding used in residential construction and their installation procedures, including wood, metal, vinyl, and cement board siding.

**CMCT 211  ELECTRICAL, HVAC, DRAIN, WASTE AND VENT**  
4 credit hours  
This course covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and describes the components and accessories used in air condition systems, and air conditioning, career opportunities in HVAC. It also covers heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces. This course teaches you about power generation and distribution, electrical components, DC circuits, and electrical safety. It also covers the selection, preparation, joining, and support of copper and plastic piping and fittings.

**COMM 100  BEGINNING SIGN LANGUAGE**  
3 credit hours  
This is an introductory course designed for beginning signers to be able to communicate with the hearing impaired at a limited social level. Upon completion, students should be able to interpret up to the second and third grade level.

**COMM 103  SCRIPT ANALYSIS**  
3 credit hours  
This course will teach students how to analyze a play script. Using a variety of plays, the student will learn to spot clues in a script and this will assist them when acting, designing, and directing. Required for students wanting to take COMM 270, COMM 254, and COMM 216.

**COMM 104  THEATRE DESIGN**  
3 credit hours  
In this course students will gain fundamental knowledge and obtain practical experience in the areas of theatrical design: set, lighting, costumes, properties, and special effects.

**COMM 105  THEATRE APPRECIATION**  
3 credit hours  
This course focuses on the study of the history and development of theatre from the ancient Greeks to the present. The course includes a survey of the literature, plays, and social customs and conventions, as they apply to theatre development. Emphasis is placed on an educated theatre audience. Representative plays will be studied and related to their place in theatre history.

**COMM 106  IMPROVISATION**  
3 credit hours  
This course is designed to provide student training in body movement, voice techniques, stage presence, spontaneity, and acting techniques. Practical application of presented theatre principles is required.

**COMM 107  STAGECRAFT**  
3 credit hours  
In this course, fundamental knowledge and practice in the planning, construction, painting, assembly and shifting of stage scenery and properties is provided. Emphasis is placed on the technical organization of stage production.
COMM 109   READER'S THEATER
1 credit hour
This course is a study of voice production, phonetics and interpretation. Students will have the opportunity to
present both on and off campus. This course may be repeated for credit.

COMM 110   THEATRE HISTORY
3 credit hours
To study and evaluate the theatre history, plays, audiences, performance space, performers, visual element and
social impacts of theatre from the Golden Age of Greece through French Neoclassical Theatre.

COMM 120   FUNDAMENTALS OF ACTING
3 credit hours
This course is designed to assist students in becoming proficient in the principles of acting. Theory and
performance are stressed.

COMM 206   THEATRE WORKSHOP
1 credit hour (Drama) 3 credit hours (Theatre)
This course emphasizes the principles and techniques of theatre production as they are applied to the rehearsal
and performance of a selected play. Students are required to audition for the class. This course may be repeated
for credit.

COMM 207   FUNDAMENTALS OF SPEECH
3 credit hours
This is a basic course designed to prepare students to communicate effectively in both private and public
speaking situations. Emphasis is given to fundamentals of communication as well as composition, organization,
and delivery of speech presentations.

COMM 213   INTERPERSONAL COMMUNICATION
3 credit hours
Includes the study of communication theory and its application to interpersonal relationships. The course will
assist the student in developing meaningful interpersonal relationships, both professional and personal. Emphasis will be on dyadic and small group learning activities and situations.

COMM 216   ADVANCED ACTING
3 credit hours
This course will assist students in becoming proficient actors. Audition skills and performances are stressed. 
Prerequisite: COMM 120 Fundamentals of Acting.

COMM 267   ORAL INTERPRETATION
1,3 credit hours
The study of the methods of reading the printed word and translating it into a living, vital thought is covered in
this course. Opportunity is provided for practical application of theory and technique both in and out of the
classroom. The course includes the reading of drama, prose, and poetry.

COMM 299   INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area
of study will determine applicable credit hours (1-3). Class assignments and work load will be established on
a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of
appointments with the instructor, consultation with project personnel, class work, and report and progress
sessions. Prerequisite: permission of instructor.

CRIM 121   INTRODUCTION TO CRIMINAL JUSTICE
3 credit hours
This course will introduce the student to crime and the criminal justice system by discussing the nature of crime
and by identifying multiple facets of the justice system, including the police, the courts and correctional
agencies. We will study the role of the criminal justice system as it relates to the individual and to society.
Students will become acquainted with criminal justice careers.
CRIM 122  CRIMINAL LAW  
3 credit hours  
This course will introduce the student to the principles and fundamentals of criminal law and the criminal justice system. Our focus will be on criminal liability, elements of a crime, possible defenses to that crime and the sanctions imposed under the criminal law.

CRIM 123  CRIMINAL INVESTIGATION  
3 credit hours  
This course provides an examination of the fundamentals of criminal investigation from the crime site to the courtroom preparation experience. An analysis of techniques of crime site recording and search, case preparation and organization, and operational modes of particular kinds of offenses will also be included.

CRIM 126  INTERVIEWING AND REPORT WRITING  
3 credit hours  
This course in police science is designed to assist the student in developing proficiency in the principles and psychology of questioning, interrogation of suspects, interviewing witnesses and informants, preparation of statements, declarations, and confessions.

CRIM 128  CRIMINAL PROCEDURE  
3 credit hours  
This course will introduce students to a study of the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments of the U.S. Constitution as they impact the criminal justice system. The course will emphasize procedural law in contrast to the substantive law taught in the Criminal Law course (CRIM 122). Students will develop a working knowledge of search and seizure issues, due process issues, rules of evidence and the exclusionary rule.

CRIM 129  CRIMINAL JUSTICE ADMINISTRATION  
3 credit hours  
This course will introduce students to management issues in the context of criminal justice agencies. Students will gain familiarity with the personal and management skills necessary to effectively administer a law enforcement agency, the major management issues facing criminal justice administrators and issues surrounding the management of resources in the criminal justice context.

CRIM 130  JUVENILE JUSTICE  
3 credit hours  
This course will introduce students to the juvenile justice system with an emphasis on the causes of juvenile delinquency and the special legal arrangements that have developed to deal with youth crime and corrections.

CRIM 134  LAW ENFORCEMENT SEMINAR  
3 credit hours  
This seminar is the study and practice of law enforcement procedures and tactics used by law enforcement personnel when performing patrol duty. The course will describe and demonstrate the control tactics used by the officer in normal/stressful situations while on patrol. The class will stress the proper attitude required by an officer in performing his/her duties.

CRIM 247  CRIMINOLOGY  
3 credit hours  
This course considers the nature and extent of crime and criminality, society's efforts to repress crime, and theories of causation. Emphasis is placed on social process systems and the philosophy and methods of correction. Prerequisites and/or co-requisites: CRIM 121 Introduction to Criminal Justice, SOSC 100 Introduction to Sociology.

CSIS 100  COMPUTER CONCEPTS AND APPLICATIONS  
3 credit hours  
This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a
microcomputer-based executive work station will be reviewed. Included are descriptions of and “hands-on” work with operating systems, multimedia development tools, and local area networks.

**CSIS 105  COMPUTER LITERACY**
1 credit hour
This course provides the individual with an opportunity to learn about the uses of a microcomputer and the basic skills needed to operate a computer. Emphasis will be placed on the use of the following types of software: word processing, e-mail, the Internet, spreadsheet, file management and presentation. *Prerequisite: keyboarding skills.*

**CSIS 110  WORD PROCESSING APPLICATIONS**
1 credit hour
This course presents the basic operations for creating, editing, formatting, and printing documents, as well as setting tabs, adding headers and footers, and working with graphics. *Prerequisite: keyboarding skills.*

**CSIS 111  SPREADSHEET APPLICATIONS**
1 credit hour
This course presents introductory techniques for creating, formatting, and printing worksheets, using functions, and creating charts. Additional topics will be covered as time allows. *Prerequisite: keyboarding and basic math skills.*

**CSIS 112  PRESENTATION SOFTWARE APPLICATIONS**
1 credit hour
This course teaches the basic features of creating and producing presentations, overheads and slide shows using Microsoft PowerPoint. *Prerequisite: keyboarding skills.*

**CSIS 113  DATABASE APPLICATIONS**
1 credit hour
This course teaches database management using Microsoft® Access. Some of the topics covered include database objects, queries, SQL, forms, reports, Web and intranets, validation, repair and integrity. *Prerequisite: keyboarding skills.*

**CSIS 114  E-MAIL APPLICATIONS**
1 credit hour
This course is a hands-on introduction to the tools and utilities available within Outlook and designed to increase productivity. It will provide the student with the skills needed to start sending and responding to e-mail in Microsoft® Outlook®, as well as maintaining Calendar, scheduling meetings, and working with tasks. This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Outlook® to compose and send e-mail, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is appropriate for persons interested in pursuing the Microsoft® Office Specialist certification for Outlook. *Prerequisite: keyboarding skills, knowledge of Windows.*
CSIS 115  PERSONAL USE OF THE COMPUTER  
1 credit hour  
A short course in learning Windows, Microsoft WordPad, Paint, MS Word and MS Excel. Students will have actual hands-on instruction using the above mentioned programs.

CSIS 117  INTRO TO WEB DESIGN  
1 credit hour  
The purpose of Web Page Design is to provide instructions on creating and maintaining a web page for publishing on the Internet. Students will use an HTML editor (FrontPage) to author pages that include text and graphics. An introduction into editing graphics for Web Pages will also be covered. Students will have hands-on experience through a laboratory approach in creating and maintaining a web page. This course is designed for students interested in Web design that may become responsible for designing a Web in his/her career field. Students will learn such Web preparation steps as defining the purpose; creating a Web structure; layout design with text, hyperlinks, images and tables; publishing a FrontPage Web; and researching and gathering information. Microsoft FrontPage will be the primary HTML editor used to create Web pages. Other areas of focus will include design considerations as well as hyperlink and multimedia analysis. Additional applications such as Macromedia Flash and Fireworks may be utilized time permitting.

CSIS 120  PRINCIPLES OF WORD PROCESSING  
3 credit hours  
Word Processing concepts and applications are studied using state-of-the-art equipment. Topics will include word processors and components, formatting, editing, advanced techniques, file management, and career opportunities. A wide range of applications will provide the student with extensive exposure to final document preparation. Prerequisite: keyboarding skills.

CSIS 121  PRINCIPLES OF SPREADSHEETS  
1,3 credit hours  
This course teaches spreadsheets using Microsoft Excel. Topics covered include, but are not limited to: creating, formatting, and printing worksheets, using functions, creating charts and tables, analyzing workbooks; and integrating Excel with other Office applications. Prerequisite: keyboarding skills.

CSIS 122  PRINCIPLES OF PRESENTATION SOFTWARE  
3 credit hours  
This course teaches presentation software using Microsoft PowerPoint. Topics covered include, but are not limited to, creating and editing presentations, printing slides, notes, handouts, animations, transitions, builds, advanced presentation features, delivery of presentations, and publishing presentations. Prerequisite: keyboarding skills.

CSIS 123  PRINCIPLES OF DATABASE APPLICATIONS  
3 credit hours  
This course teaches database management using Microsoft® Access. Topics covered include, but are not limited to, creating databases, database objects (tables, queries, forms, and reports), integrating Access with other Office applications and the Web, and validation, repair and integrity of databases. Prerequisite: keyboarding skills.

CSIS 229  ADVANCED WEB PAGE DESIGN  
3 credit hours  
This course is designed to serve the needs of individuals who are interested in learning advanced concepts and techniques in the analysis, design, development, implementation and evaluation of Web pages and applications. Students will learn advanced concepts and techniques of tables, graphics, animation, audio/video, forms, and scripting. The latest in Web, graphic, and animation design software programs will be utilized. Prerequisite: CSIS 117 Intro to Web Design or permission of instructor.

CSIS 230  VISUAL BASIC PROGRAMMING  
3 credit hours  
This course will be taught using the ACM CS1 Model. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the Visual Basic programming language. It will introduce the student to fundamentals of the Visual Basic language,
simple data structures, algorithmic analysis, basic aspects of object oriented processing, and programming methods.

**CSIS 237 JAVA PROGRAMMING**
3 credit hours
This course will be taught using the ACM CS1 Model. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the Java programming language. It will introduce the student to fundamentals of the Java language, simple data structures, algorithmic analysis, basic aspects of object oriented processing, and programming methods.

**CSIS 240 C++ PROGRAMMING**
3 credit hours
This course will be taught using the ACM CS1 Model. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the C++ programming language. It will introduce the student to fundamentals of the C++ language, simple C++ data structures, algorithmic analysis, basic aspects of string processing, recursion, and internal search/sort methods.

**CSIS 250 ADVANCED PROGRAMMING METHODS**
3 credit hours
This course continues the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs. It will introduce the student to algorithmic analysis, basic aspects of string processing, recursion, internal search/sort methods and simple data structures. Prerequisites and/or co-requisites: CSIS 100 Computer Concepts and Applications, CSIS 240 C++ Programming.

**CURR 100 FIRST YEAR SEMINAR**
1 credit hour
The First Year Seminar is a course designed to assist students in developing the basic skills necessary to be successful in college. It is important to discuss the transition to college. The student experience will be examined through self-reflection. Topics covered will include effective study habits, time management, note taking, memory development, and career and academic planning. Information on utilizing available college and community resources will also be presented.

**CURR 011 ACADEMIC INTEGRITY**
1 credit hour
This course is designed to introduce students to major ethical perspectives on academic integrity. Students will use case studies to apply the ethical perspectives to specific situations involving integrity in the academic realm and in the business and professional realm. Students will also develop strategies for academic success within the framework of academic integrity.

**CURR 101 STUDY SKILLS/TEST TAKING STRATEGIES**
2 credit hours
This course is designed for students to learn study skills and test taking strategies that will provide them with the necessary skills to be successful in college. Topics for the course will include but are not limited to: note taking strategies, learning styles/personality indicators, study strategies, resource usage/research skills, stress management/test anxiety, test taking strategies and textbook usage.

**CURR 102 GOAL SETTING**
1 credit hour
This course is designed to teach students how to manage their lives through life planning, job search techniques and professional development. Students will establish goals and learn specific techniques to achieve those goals and personal growth. This course serves an elective for degree-seeking students and those in certificate programs.
CURR 144  SEMINAR IN LIFETIME LEARNING
1,2,3 credit hours
This repeatable seminar offers courses based on surveyed educational needs of lifetime learners. Course topics vary. Possible topics include: Summer Theatre, American Presidency, Book Review and Discussion, Stained Glass, Woodworking, Social Dance.

CURR 299  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: permission of instructor.

ECON 200  MICROECONOMICS
3 credit hours
This course is a study of the behavior of individual households and business firms. Attention is given to the price system in resource input and product output determination. This course and ECON 201 Macroeconomics cannot be taken concurrently.

ECON 201  MACROECONOMICS
3 credit hours
This course is a study of the aggregate sectors of the economy and to their respective roles in economic activity. This course and ECON 200 Microeconomics cannot be taken concurrently.

EDUC 104  INTRODUCTION TO TEACHING
2 credit hours
This course is a study of the rules and responsibilities of teachers, administrators, and others involved in offering educational experiences in the elementary and secondary schools in the United States of America. Co-requisite: EDUC 105 Introduction to Teaching Lab.

EDUC 105  INTRODUCTION TO TEACHING LAB
1 credit hour
This course arranges for students to be assigned to area schools in order that they may observe the integration of teaching and learning. Co-requisite: This course is to be taken concurrently with EDUC 104, Introduction to Teaching and requires Instructor permission.

EDUC 252  CHILDREN'S LITERATURE
3 credit hours
This course emphasizes library usage in the selection, evaluation, and presentation of stories suitable for preschool age children through junior high youth. Students receive an overview of literature for children as they read a variety of materials and prepare problems, projects, and activities to use in presentations to the class. Developmentally appropriate literature is evaluated based on its usefulness in advancing children’s intellectual, social, and emotional development.

EDUC 260  INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 credit hours
This course examines the full spectrum of early childhood education from birth through age eight. History, curriculum, program application, and current trends and issues are examined. Course content is applicable to infant and toddler programs, preschool programs, kindergartens, and primary education.

NOTE: ALL STUDENTS ENROLLING IN ENGLISH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE SECTION ON PLACEMENT TESTING.

ENGL 012  ENGLISH AS A SECOND LANGUAGE – LISTENING
3 credit hours
This course is designed for non-native students who need to improve their English listening skills in an academic environment. This course is non-transferable and will not count toward graduation.
ENGL 013    FUNDAMENTALS OF WRITTEN COMMUNICATION
5 credit hours
This course will present an organized method for understanding and using correct grammar in sentences and paragraphs. The course will also present an organized method of paragraph development that emphasizes unity, support, and coherence. Major areas of instruction include pre-writing, topic sentences, transitions, support of main idea, and paragraph logic. This course is non-transferable and will not count toward graduation.

ENGL 014    ENGLISH AS A SECOND LANGUAGE – SPEAKING
3 credit hours
This course is designed for non-native students who need to improve their English speaking skills, especially in an academic environment. This course is non-transferable and will not count toward graduation.

ENGL 015    ENGLISH FOR NON-NATIVE STUDENTS
3 credit hours
This course is designed for non-native students who need to improve their skills in standard written English. This course aims at preparing these students to enter college courses that are writing intensive. Emphasis will be on grammar and writing. This course is non-transferable and will not count toward graduation.

ENGL 016    ENGLISH AS A SECOND LANGUAGE – READING
3 credit hours
This course is designed for non-native students who need to improve their English reading skills and be prepared for college courses that are reading intensive. This course is non-transferable and will not count toward graduation.

ENGL 018    READING PROFICIENCY II
4 credit hours
This course emphasizes improving basic reading skills, spelling, comprehension, vocabulary building, study skills, and reference skills. This course may be repeated to improve proficiency. This course is non-transferable and will not count toward graduation.

ENGL 100    PRE-COMPOSITION
3 credit hours
This course will present an organized method for writing essays that contain sufficient support for a solid thesis, clear organization of ideas, effective sentence structure, appropriate word choice, and a strong command of the conventions of writing, including standard grammar, correct punctuation, and appropriate paragraphing. Prerequisite: For specific placement requirements for this class, please refer to the Mandatory Placement Policy in the College Catalog.

ENGL 101    ENGLISH COMPOSITION I
3 credit hours
English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests. Prerequisite: For specific placement requirements for this class, please refer to the Mandatory Placement Policy in the College Catalog. In lieu of placement requirements, students may also complete INGL 100 Pre-composition, passing with a grade of “C” or better.

ENGL 113    GENERAL LITERATURE
3 credit hours
This course consists of a study of representative fiction, drama, and poetry. Selections are read, discussed and analyzed, with consideration of formal literary elements, including plot, characterization, theme, setting, point of view, tone and symbolism.
ENGL 121  READING IN THE DISCIPLINES
3 credit hours
This course is designed to enhance reading in textbooks across the curriculum. It is designed to improve course textbooks reading skills. This course carries institutional credit (will count toward graduation from NCCC). The course may not carry transfer credit to another institution, dependent upon graduation requirements for particular programs and institutions as described in their respective catalog. Prerequisite: COMPASS score of 65 to 75, ACT score of 14 -16, or successfully pass ENGL 018 Reading Proficiency II.

ENGL 125  ENGLISH COMPOSITION I – HONORS
3 credit hours
Honors English composition consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests. Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.

ENGL 200  TOPICS IN LITERATURE: WOMEN'S VOICES
3 credit hours
A study of representative women’s literature in the English tradition. Selections are read, discussed, and analyzed, with consideration for the formal elements of plot, characters, theme, setting, point of view, tone, and symbolism.

ENGL 215  INTRODUCTION TO MYTHOLOGY
3 credit hours
This course examines major Greek and Roman myths of classical times, their historical and cultural backgrounds, and their influence on later literature and art.

ENGL 220  AMERICAN LITERATURE I
3 credit hours
American Literature I is a survey of American literature from the earliest colonial period through the Civil War. The course traces the development of American literature through literary movements and the works of major authors. Specific literary works will be considered within their cultural and historical contexts.

ENGL 221  INTRODUCTION TO WESTERN LITERATURE
3 credit hours
This course examines major Western literary works from the Renaissance through the Modern Age. Prose, poetry, and drama are studied in chronological sequence with consideration of activities in other artistic fields and some attention to historical and philosophical backgrounds.

ENGL 230  AMERICAN LITERATURE II
3 credit hours
This course is a study of the literature and literary movements from Civil War to the present. The course closely follows the history and development of America through its religious, social, and political struggles. Materials are selected to represent the major authors and their works during this time.

ENGL 240  ENGLISH LITERATURE I
3 credit hours
This course examines major literary works of Great Britain from the Middle Ages through the Eighteenth Century. Poetry, prose, and drama are studied in chronological sequence with consideration of activities in other artistic fields and some attention to historical and philosophical backgrounds.

ENGL 250  INTRODUCTION TO FICTION WRITING
3 credit hours
This course provides a forum for the presentation of student work in fiction and for the discussion of literary process and product. Prerequisites and/or Co-requisites: ENGL 101 English Composition I, ENGL 289 English Composition II or permission of instructor.
ENGL 260  SHORT FICTION
3 credit hours
This course is a thematic study of representative international fiction treating the formal elements of plot, characters, themes, setting, point of view, tone, and symbolism.

ENGL 265  TECHNICAL WRITING
3 credit hours
This course offers practice in organizing, structuring, and presenting ideas in a professional style. Emphasis is placed on developing skills for writing technical reports, instruction manuals, and business documents. Practice in designing and incorporating figures, graphs, tables, and charts into reports will also be offered. Prerequisite and/or Co-requisite: The student must have earned a grade of C or higher in ENGL 101 English Composition I.

ENGL 289  ENGLISH COMPOSITION II
3 credit hours
Constructive writing is continued from Composition I with a focus on the incorporation of research into one's prose by utilizing discipline appropriate citation guidelines. Readings from various disciplines are used to acquaint students with diverse opinions and to encourage them to organize their own ideas on a variety of topics. Practice in effective writing and development of an adequate vocabulary are emphasized. Prerequisite: ENGL 101 English Composition I.

ENGL 298  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: ENGL 101 English Composition I and either membership in the Honors Program or permission of instructor.

ENGL 299  ENGLISH COMPOSITION II – HONORS
3 credit hours
English Composition II-H is a continuation of English Composition ENGL 101 and substitutes for English Composition ENGL 289. It emphasizes individual study in which the honor student writes three documented papers in three different fields. An instructor in the respective field evaluates the content of each paper. The student also reads significant literary works and prepares writings on each. The student also learns to write a persuasive letter. Prerequisite: ENGL 101 English Composition I, membership in the Honors Program, or have approval from an English instructor.

ENRG 100  INTRODUCTION TO ENERGY MANAGEMENT
3 credit hours
This course defines the need for energy management as an integral part of society at all levels. This course will present the various vocational opportunities available to energy management students through lectures, video, and guest speakers. Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out.

ENRG 101  BUILDING ANALYST/AUDITOR
3 credit hours
This course defines the need for energy management as an integral part of society at all levels. This course teaches energy auditing techniques for the residential setting. Hands-on applications of energy auditing techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Building Analyst Standards and Certification. Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor.
ENRG 102  ENERGY PHYSICS
3 credit hours
This course is a one-semester conceptual physics intended for both science and non-science majors. The course enables the learner to appreciate and explore the nature of physics and explanations of the physical phenomena that surrounds us. Course work includes studying mechanics, properties of matter, thermodynamics, waves, electricity, magnetism and optics. A conceptual approach rather than a mathematical point of view is emphasized.

ENRG 104  RESIDENTIAL/LIGHT COMMERCIAL ENERGY ANALYSIS
3 credit hours
This course teaches concepts in residential/light commercial heating systems, heat transfer through the building envelope, degree days, sources of internal heat gains, heat loss calculations, indoor air pollution, and codes and regulations. In addition, students will be introduced to energy auditing software.

ENRG 106  RESIDENTIAL HVAC SYSTEMS ANALYSIS
3 credit hours
Students will investigate the physical principles of heating, ventilation, and air conditioning commonly found in the residential setting. Topics will include: the energy equation, change of state, and refrigeration. The course will also cover heat equation, psychometrics, heating and cooling load equations, piping system design, duct system design, solar effects, effects of thermal mass, and central forced air furnaces. Students will learn Seasonal Energy Efficiency Ratios (SEERs), Energy Efficient Resource Standards (EERSs), Annual Fuel Utilization Efficiency (AFUEs,) fuels, and unitary single zone and multi-zone secondary systems. This course requires field work where students will identify and perform calculations. Prerequisite: ENRG 102 Energy Physics.

ENRG 108  LIGHT COMMERCIAL HVAC SYSTEMS ANALYSIS
3 credit hours
This course is the second of a two-course sequence. This course teaches students to identify commercial HVAC system types and the general energy impact of each type. Calculations of system equipment efficiencies will be used to determine Energy Efficient Resource Standards (EERS), Seasonal Energy Efficiency Ratios (SEERs), Annual Fuel Utilization Efficiencies (AFUEs), combustion and seasonal efficiency in boilers, balance point partial load efficiency, and Bin analysis. Students will investigate HVAC delivery systems that include fans, pumps, dampers, control valves, and ducting. This course requires fieldwork where students will identify and perform calculations. Prerequisites: ENRG 102 Energy Physics, ENRG 106 Residential HVAC Systems Analysis.

ENRG 110  LIGHTING ANALYSIS
3 credit hours
This course includes assessment of quantity and quality of light, light sources, luminaries, lighting controls, manufacturer lamp and ballast specifications, lighting power density, lighting-HVAC interactions, retrofit opportunities, cost savings analysis, and lighting codes regulations. The course includes a supervised lighting audit project.

ENRG 112  INTRO TO CONSTRUCTION TECHNOLOGY
3 credit hours
This course teaches general understanding of residential construction. It is designed to provide students with an understanding of all techniques used in current and past construction practices. These practices are essential in order to understand how to diagnose and repair structures for maximum energy efficiency. Once a student completes and passes this course they will be prepared to continue in the Energy Management Program and also will receive a NCCER certification. Topics Include: Orientation to the trade, types of building materials and fasteners, operation of hand and power tools, reading plans and elevations, types of floor systems, wall and ceiling framing, roof framing, introduction to concrete materials, windows and exterior doors, and measurements. Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor.
ENRG 200  MANUFACTURED HOUSING AUDITS
1 credit hour
This course defines the need for energy management as an integral part of society at all levels. This course continues to teach energy auditing techniques for the Manufactured Housing Training. Hands-on applications of energy auditing techniques and use of required equipment will be taught. Students will leave with a thorough understanding of methods, processes, and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Manufactured Housing Analyst Standards and Certification. Topics include: Health and Safety, Duct Systems, Blower Door operation, air quality, Pressure Balance Procedures, Belly Inspection and Repair, Belly Insulation Procedures, Wall Insulation, Roof Insulation, Infiltration and Ventilation, Mechanical Systems, Windows, Doors, Moisture control, plus many other topics associated with manufactured housing. Prerequisite and/or co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor. Each student will be required to have passed ENRG 100 Introduction to Energy Management and be BPI certified.

ENRG 201  BUILDING ENVELOPE
1 credit hour
This course builds on the energy auditing techniques taught in the Building Analyst/Auditor course. This course teaches building envelope auditing techniques for the residential setting. Hands-on applications of building envelope auditing techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of envelope auditing and will be assessed to BPI (Building Performance Institute) Envelope Professional Standard and Certification. Prerequisite and/or Co-requisite: ENRG 101 Building Analyst/Auditor or permission of the instructor.

ENRG 205  HVAC SYSTEMS CERTIFICATION
1 credit hour
This course builds on the energy auditing techniques taught in the Building Analyst/Auditor course. This course teaches heat auditing techniques for the residential setting. Hands-on applications of heat techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of heat auditing and will be assessed to BPI (Building Performance Institute) Heating Professional Technical Standards and Certification. Prerequisite and/or Co-Req: ENRG 101 Building Analyst/Auditor or permission of the instructor.

ENRG 212  METHODS OF ENERGY CALCULATIONS
3 credit hours
This course will emphasize energy management calculation methods focusing on conversion factors and specific fuel types. Fundamental equipment efficiency calculations will be practiced for combustion, motors, and refrigeration. Field data collection and safety procedures will be reviewed. Prerequisites: ENRG 100 Introduction to Energy Management, ENRG 102 Energy Physics.

ENRG 214  ENERGY MANAGEMENT PROJECT
1 credit hour
This course is open to students in the Energy Management certificate program. Students will identify a project, subject to instructor’s approval, to demonstrate competence in a specific area of energy management. Prerequisite: ENRG 100 Introduction to Energy Management.

ENRG 216  ENERGY INVESTMENT ANALYSIS
3 credit hours
This course teaches energy investment analysis. Topics include interest, simple payback, and life-cycle cost analysis, time value of money, cash flow equivalence, cost-benefit analysis, effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments, and cost estimating procedures. The emphasis will be on analysis of energy investments using spreadsheets to consider total cost-benefits over the life of the investment. Prerequisites: ENRG 104 Residential/Light Commercial Energy Analysis or permission of instructor, CSIS 121 Principles of Spreadsheets.

ENRG 218  ENERGY CONTROL STRATEGIES
3 credit hours
This course includes building system control theory and devices, including electric, pneumatic, and digital controls. An emphasis is placed on identifying and understanding control strategies related to energy using

**ENRG 220  ENERGY PRESENTATION**  
1,3 credit hours  
This course will guide students through the technical presentation process – both written and oral. Electronic communication skills are included. Prerequisite: CSIS 110 Word Processing Applications.

**ENRG 222  ENERGY INTERNSHIP**  
3 credit hours  
This course provides relevant field experience that integrates theory and practice while providing opportunities to develop skills, explore career options and network with professionals and employers in the energy management field. This course is a required course in the Energy Management Certificate and Degree programs. Prerequisite: student must be enrolled in the Energy Management program and have a minimum of 21 hours of coursework completed before taking this Energy Internship course or have permission of instructor.

**ENTR 130  Entrepreneurial Mindset**  
3 credit hours  
The student will be introduced to the entrepreneurial mindset in its true economic and social context by learning to recognize potential opportunities and how to develop plans using innovation to pursue the opportunities. The student will study the skills, attitudes and behaviors that successful entrepreneurs have historically possessed, as well as the issues, circumstances and obstacles that shaped their time. Additionally, the student will analyze contemporary entrepreneurs who overcome hardship and adversity by embracing an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to the student’s own potential for innovation and opportunity recognition.

**ENTR 160  INTRODUCTION TO ENTREPRENEURSHIP**  
2 credit hours  
The student will demonstrate an understanding of the role of entrepreneurial businesses in the United States and the impact on our national and global economy. The student will evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, the student will explore the challenges of entrepreneurship including feasibility analysis, business plan development, and growing the business. This course is not designed for transfer.

**ENTR 161  OPPORTUNITY ANALYSIS**  
2 credit hours  
Upon successful completion of this course, the student should be able to assess the current economic, social, and political climate for small businesses. In addition, the student should be able to explain how demographic, technological and social changes create business opportunities. Students will assess the personal appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their concept through basic market research. This course is not designed for transfer.

**ENTR 162  BUSINESS PLAN**  
2,3 credit hours  
Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept; collect and organize market research data into a marketing plan; and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses. This course is not designed for transfer.

**ENTR 201  EXPLORING INNOVATION AND BUSINESS TRANSFORMATION**  
3 credit hours  
Students will explore several aspects of business transformation via innovation such as value or “blue ocean” strategies, evolutionary vs. revolutionary innovation, disruptive innovation, the innovation process, legal protection, and articulating and pitching new innovation. This course is appropriate for all students interested in innovation as a necessary component of businesses and economic growth today. ENTR 160 Intro to Entrepreneurship highly recommended
ENTR 299  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Permission of instructor.

ETEC 102  INTRODUCTION TO INDUSTRIAL TRADES
3 credit hours
This course introduces students to the latest techniques and technology used in light industry. Instruction will allow the students to explore the plastics, concrete, steel and building industries. This course is an introductory course which touches on safety, measurement, and blueprint reading in relationship to the industries explored.

ETEC 105  INTRODUCTION TO NETWORKING (CISCO I)
3 credit hours
This is the first of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. CISCO I-IV must be taken in sequence.

ETEC 106  CISCO NETWORKING II
3 credit hours
This is the second of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. Prerequisite: ETEC 105 Introduction to Networking (CISCO I). CISCO I-IV must be taken in sequence.

ETEC 109  PLUMBING I
3 credit hours
This course involves an orientation of the requirements and other information needed for job entry in the plumbing field.

ETEC 110  RESIDENTIAL WIRING
3 credit hours
This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring, and the National Electrical Code.

ETEC 111  TOOLS AND MACHINES – MAINTENANCE AND SAFETY
3 credit hours
This course deals with the general industrial safety and maintenance and safety of hand tools and power tools used in manufacturing. The course involves the proper use, maintenance, selection, and care of both hand tools and machines used with a variety of material.

ETEC 112  CABINET CONSTRUCTION I
3 credit hours
This course deals with tool and machine safety in the step-by-step methods and procedures used in the construction of cabinets. The class will study many types of cabinet construction and joints, fasteners and adhesives used.

ETEC 115  BLUEPRINT READING
3 credit hours
This course begins with a thorough explanation of how blueprints are structured and the conventions that are used in making them and reading them. These principles are then applied to detail drawings and assembly drawings of mechanical equipment. Special features of blueprints in applications ranging from sheet metal work through electrical and air conditioning work are addressed. The course concludes with information on how to sketch in the style of a blueprint to convey information simply and completely.
ETEC 121  ENGINEERING GRAPHICS I
3 credit hours
This course provides the foundation for drafting and design fundamentals. The course involves a study of basic drafting equipment, techniques, and computers in the design process. Content includes engineering lettering, line conventions, orthographic projection, sections, auxiliary views, dimensioning practices and pictorial drawings. **This course is offered upon sufficient request.**

ETEC 122  ENGINEERING GRAPHICS II
3 credit hours
This course presents a further development of planes, angles between lines and planes, orthographic projections to include descriptive geometry principles, auxiliary views, oblique views, developments, and transitions. **Prerequisite: ETEC 121 Engineering Graphics I. This course is offered upon sufficient request.**

ETEC 125  COMPUTER APPLICATIONS IN MANUFACTURING
3 credit hours
This course deals with the study and application of computer-aided design systems. The course involves the use of AutoCAD and related programs that can be used in manufacturing methods and processes. **This course is offered upon sufficient request.**

ETEC 136  INDUSTRIAL INTERNSHIP
1, 2, 3 credit hours
The Industrial Internship course provides credit for work-related experience. The main goal of the industrial internship course is for students to become aware of workplace skills needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied. Students will be asked to document workplace interactions and record reflections and observations in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required per credit hour. This is a repeatable course. Unless otherwise approved, a maximum of 20 hours of credit is allowed for this course. **Co-requisite: Concurrent or previous enrollment in a related program of study.**

ETEC 146  COMPTIA A+ ESSENTIALS
3 credit hours
This course is designed to satisfy the needs of the electronics student who requires an in-depth knowledge of troubleshooting, expanding, and interfacing microcomputer hardware. It is a modern, systems-oriented introduction into the field of microcomputer repair.

ETEC 147  COMPTIA A+ PRACTICAL APPLICATIONS
3 credit hours
This course will introduce the student to an in-depth knowledge of troubleshooting, expanding, and interfacing microcomputer hardware. It is a modern, systems-oriented introduction into the field of microcomputer repair. The student will receive a working knowledge of the operating system. This course will prepare the student for an entry level position maintaining, upgrading, and doing basic troubleshooting and repairing of personal computers.

ETEC 153  COMPUTER-AIDED DESIGN I
3 credit hours
This course deals with the study and application of working drawings using the Computer-Aided Design System. This course involves the use of AutoCAD and programs that can be used with CAD programs. **This course is offered upon sufficient request.**

ETEC 160  SPECIAL SKILLS IN WELDING
1, 3 credit hours
This course is designed to improve and upgrade welding skills. Each student and instructor will work together to determine individualized goals. **Prerequisite and/or Co-requisite: ETEC 163 Welding Procedures and Applications or permission of instructor. This course may be repeated for additional credit. This course is offered upon sufficient request.**
ETEC 163  WELDING PROCEDURES AND APPLICATIONS
7 credit hours
This course is designed to provide training for students who want to acquire entry welding skills. Safety procedures, care and use of equipment, knowledge of welding symbols, and the study and application of welding theories and procedures are emphasized. Instruction will be provided in the fundamentals of shielded metal arc welding and the fundamentals of oxyacetylene cutting.

ETEC 170  COMPUTER APPLICATIONS IN MANUFACTURING II
3 credit hours
This course deals with the study and application of computer-aided design system. The course involves the use of Mastercam and related programs that can be used in manufacturing methods and processes. Prerequisite: ETEC 125 Computer Applications in Manufacturing.

ETEC 192  SELECTED TOPICS IN TECHNICAL/INDUSTRIAL EDUCATION
3 credit hours
This course is offered on a range of selected topics in Industrial/Technical Education. It may be repeated for credit with different topic. This course is offered upon sufficient request.

ETEC 194  INTRODUCTION TO TECHNOLOGY SYSTEMS
3 credit hours
This is an introductory study of the systems of technology as applied in communication, manufacturing, construction, and power/energy/transportation; including their organizations, techniques, resources, products, evolution and impact on society.

ETEC 205  CISCO NETWORKING III
3 credit hours
This is the third of four semester courses designed to provide students with the skills they will need to design, build, and maintain small to medium size networks. Prerequisite: ETEC 105 Introduction to Networking (CISCO I), ETEC 106 CISCO Networking II. CISCO I-IV must be taken in sequence.

ETEC 206  CISCO NETWORKING IV
3 credit hours
This is the fourth of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. Prerequisite: ETEC 105 Introduction to Networking (CISCO I), ETEC 106 CISCO Networking II, ETEC 205 CISCO Networking III. CISCO I-IV must be taken in sequence.

ETEC 228  COMPUTER-AIDED DESIGN II
3 credit hours
This course deals with the study and application of working drawings using a Computer-Aided Design System. The course involves the use of AutoCAD and programs which can be used with CAD programs. Prerequisite: ETEC 121 Engineering Graphics I, ETEC 153 Computer-aided Design I, or permission of instructor. This course is offered upon sufficient request.

ETEC 275  COMPUTER AND NETWORK SECURITY
3 credit hours
This course will provide an introduction to the many aspects of computer and data network security, and information assistance. The course will examine the rationale and necessity for securing computer systems and data networks, as well as methodologies for implementing security, security policies, best current practices, testing security, and incident response. Course concepts are reinforced by demonstrations and research assignments. Prerequisites and/or co-requisites: CSIS 100 Computer Concepts and Applications.

FLAN 154  ELEMENTARY SPANISH I
5 credit hours
Students will develop listening, speaking, reading, and writing skills in this course. This course will enable the student to communicate with a native speaker using every day language. Students will demonstrate a greater ability to create and express their own thoughts in speaking and writing. The classes will include an introduction to literature and art in which students will actively participate in a small group, with partners
and/or on an individual basis. Cultural awareness activities will be included. *Kansas Regents Shared Number – SPA1010.*

**FLAN 155 ELEMENTARY SPANISH II**  
5 credit hours  
This course will encompass the study of the Spanish language and the culture of Spanish speaking countries. This course will be a continuation of Elementary Spanish I. In this course skills will be developed in speaking, reading, writing, and listening. Culture will be studied in order to gain an appreciation of the Hispanic culture and for students to become cognizant of the diverse world in which we live. *Prerequisite: FLAN 154 Elementary Spanish I or two years of high school Spanish and permission of instructor. Kansas Regents Shared Number – SPA1020.*

**HIST 101 WORLD CIVILIZATION I**  
3 credit hours  
This course studies the origin and historical development of peoples and cultures from antiquity through the Renaissance into the early modern world (5000 B.C. – 1500 A.D.). Societies in Europe, Asia, and Africa are surveyed. Written materials from each period are used whenever possible. *Kansas Regents Shared Number – HIS1030.*

**HIST 102 WORLD CIVILIZATION II**  
3 credit hours  
This course begins with the new nations developing in Europe in the 1500s and traces the emergence of a modern world in India, China, Japan, Africa, and in the Americas as each country struggles to maintain its identity in an international society of nationalism, industrialization, imperialism, and totalitarianism of the 1900’s, and beyond. Written materials from each period are used whenever possible. *Kansas Regents Shared Number – HIS1040.*

**HIST 200 RECENT AMERICAN HISTORY**  
3 credit hours  
This course examines the economic, social, and political development of the United States during the Twentieth Century. *Kansas Regents Shared Number – HIS1020.*

**HIST 201 UNITED STATES HISTORY I**  
3 credit hours  
This course studies the economic, social, and political developments of the United States from pre-history to 1877. *Kansas Regents Shared Number – HIS1010.*

**HIST 202 UNITED STATES HISTORY II**  
3 credit hours  
The purpose of this course is to survey the economic, social, and political development of the United States from the end of Reconstruction to the present. *Kansas Regents Shared Number – HIS1020.*

**HIST 207 WORLD GEOGRAPHY**  
3 credit hours  
This course examines the major geographical regions of the world by surveying the political units, environments, and cultures.

**HPER 100 PHYSICAL EDUCATION**  
1 credit hour  
This course is designed to cover all of the physical activities within the scope of athletic practices. *Prerequisite: permission of instructor.*

**HPER 103 VARSITY BASKETBALL**  
1 credit hour  
Varsity basketball is a course designed to enable the student to study the theory of basketball and to put the fundamentals of the game to use during intercollegiate competition. *Prerequisite: permission of instructor.*
HPER 104 VARSITY TRACK  
1 credit hour  
This course consists of intensive work on theory and fundamentals of track and field athletics. Prerequisite: permission of instructor.

HPER 105 VARSITY VOLLEYBALL  
1 credit hour  
Varsity volleyball includes instruction in the theory, fundamentals, and rules for playing the game of volleyball. Prerequisite: permission of instructor.

HPER 108 VARSITY BASEBALL  
1 credit hour  
Varsity baseball is the theory and practice of fundamentals of competitive baseball. Prerequisite: permission of instructor.

HPER 112 CONDITIONING WEIGHTS  
1 credit hour  
Conditioning Weights involves the systematic exercising of various muscle groups in order to enhance their development and improve body conditioning. Prerequisite: permission of instructor.

HPER 113 WEIGHT TRAINING  
1 credit hour  
This course further develops the systematic exercising of the various muscle groups by repeatedly subjecting the body to progressively increased exercise loads and a series of flexibility drills designed for athletes participating in a particular sport. Prerequisite: permission of instructor.

HPER 114 VARSITY SOFTBALL  
1 credit hour  
Varsity Softball is the theory and practice of fundamentals of competitive softball. Prerequisite: must be on the varsity softball team.

HPER 115 SELF DEFENSE  
1 credit hour  
This course is designed to expose the student to the fundamentals of unarmed self-defense.

HPER 116 PERSONAL AND COMMUNITY HYGIENE  
3 credit hours  
This course deals with everyday health, hygiene, and an awareness of drugs and diseases.

HPER 119 VARSITY SOCCER  
1 credit hour  
Varsity Soccer is the theory and practice of fundamentals of competitive soccer. Prerequisite: permission of instructor.

HPER 120 VARSITY WRESTLING  
1 credit hour  
Varsity Wrestling is the theory and practice of fundamentals of competitive wrestling. Prerequisite: permission of instructor.

HPER 123 JOGGING  
1 credit hour  
This course offers individualized jogging programs for improved cardio-respiratory endurance.

HPER 124 VARSITY DANCE  
1 credit hour  
Varsity Dance is the theory and practice of dance in the styles of Jazz, Hip-Hop and Pom. Co-requisite: must be on the dance team or permission of instructor.
HPER 125  VARSITY CHEER
1 credit hour
Varsity Cheer is the theory and practice of cheerleading including yelling, jumping and stunting.  Co-Requisite: must be on the cheerleading team or permission of instructor.

HPER 126  AEROBIC FITNESS
1 credit hour
This course focuses on various aerobic activities. The students will learn exercise techniques from programs such as pilates, yoga, and aerobic dance. The course will emphasize a different exercise program each semester. This course will provide students with a weekly physical fitness activity. Students will be allowed to take this class multiple times. However, students will need to consult with their advisor to see how this course will meet graduation and eligibility requirements.

HPER 130  PRINCIPLES OF STRENGTH TRAINING
3 credit hours
This course examines the principles and techniques of strength training including safety, CPR training, strength physiology, spotting, training recommendations, lifting techniques, and program design and management.

HPER 136  DIET AND WEIGHT CONTROL
1 credit hour
Diet and Weight Control teaches students aspects of dietary control necessary for weight loss, gain, or maintenance.

HPER 150  LIFETIME FITNESS
1 credit hour
This course is designed to expose students to facts about weight control, stress, weight lifting and aerobic and anaerobic activities and their effects on total fitness for life.

HPER 160  WELLNESS CONCEPTS
2 credit hours
This course is designed to help students develop an understanding of the principles necessary for promoting lifetime wellness. The benefits of cardiovascular fitness, and living effectively and improving the quality of life are examined. The course may include a study of self-concept, interpersonal relationships, stress, nutrition, weight control, physical fitness, infectious diseases, substance misuse and abuse, human sexuality, non-infectious diseases and consumer health.

HPER 170  EXERCISE SCIENCE FOR FITNESS PROFESSIONALS
3 credit hours
Principles of exercise science applied to teaching fitness/aerobics including major factors related to the movement and function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisite and/or Co-requisite: HPER 150 Lifetime Fitness.

HPER 195  INTRODUCTION TO PHYSICAL EDUCATION
2 credit hours
This is a basic course that includes objectives, methods, and subject matter encompassing physical education, its history, and its philosophy. The course addresses the personal and professional qualifications for teaching values of physical education in the development of children and youth and the general purpose of a physical education program.

HPER 203  INTRODUCTION TO COACHING
2 credit hours
This course will introduce the general philosophy and methods of coaching. Various topics to prepare the individual for the task of coaching, such as sport science, sport psychology, and sport management will be included.

HPER 204  INTRODUCTION TO ATHLETIC TRAINING
2 credit hours
The student will be presented with: the definition of what an athletic trainer is and does, the “sports medicine
team”, legal concerns, environmental considerations, protective equipment selection, fit and proper use, mechanism and types of injury incurred by the physically active, emergency procedures and on-and-off the fields acute care of injury with discussion specific.

**HPER 207  CARE AND PREVENTION OF ATHLETIC INJURIES & LAB**  
*3 credit hour*

The student will be introduced to the mechanism and types of injuries that occur by the physically active with information specific to the foot, ankle, lower leg, knee, thigh, hip, pelvis, shoulder, elbow, wrist, hand, fingers, head, and spine. Wrapping and taping techniques will also be presented and practiced.  
*Prerequisite: HPER 204 Introduction to Athletic Training.*

**HPER 208  ADVANCED CARE AND PREVENTION OF ATHLETIC INJURIES & LAB**  
*3 credit hour*

This course is designed for individuals pursuing a career in the athletic training profession. Emphasis is on the characteristics of trauma to the physically active and tissue response to injury, psychosocial intervention, fitting and manufacturing of protective equipment, therapeutic modalities, therapeutic rehabilitation and general medical health conditions. Specific hands-on experience (lab) will demonstrate, practice, and evaluate specific athletic training skills.

**HPER 219  RULES AND OFFICIATING**  
*1 credit hour*

This course will cover the rules of the respective sport with an aim toward preparing persons to enter into officiating.

**HPER 222  PERSONAL TRAINING**  
*3 credit hours*

This course examines basic principles of fitness for the prospective fitness professional. Topics include exercise risks and safety, weight control, components of fitness, fitness assessment and exercise programming.

**HPER 280  FUNDAMENTALS OF COACHING BASKETBALL**  
*2 credit hours*

This course is a study of the development of basketball and the various techniques used with emphasis on fundamentals, rules, and coaching methods. The coach’s duties and responsibilities as well as the principles of conditioning and strategy are an integral part of the course.

**HPER 281  BASEBALL THEORY**  
*1 credit hour*

This is a foundation course, presented from the coaching aspect, to provide players/fans with a better understanding of the game. Concepts will include necessary physical abilities for each position, practice drills used to develop and improve skills, offensive and defensive play situations and their desired outcomes, scoring the game book and statistics.

**HPER 290  THEORY OF COACHING VOLLEYBALL**  
*2 credit hours*

This is a majors course intended to provide a comprehensive understanding of volleyball theory and coaching methods. Rules, history, techniques, and strategy will be included.

**HPER 299  INDEPENDENT STUDY**  
*1,2,3 credit hours*

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions.  
*Prerequisite: permission of instructor.*

**HUM 102  INTRODUCTION TO LOGIC AND CRITICAL THINKING**  
*3 credit hours*

This course will introduce students to the basic principles of critical thinking, including deductive and inductive
reasoning, common fallacies, and standards for argument construction. Students will become familiar with categorical and symbolic syllogisms and the various methods for evaluating validity of arguments. Emphasis will include the ability to analyze, evaluate and construct arguments.

**HUM 103  INTRODUCTION TO PHILOSOPHY**  
3 credit hours  
This course will use the writings of major philosophers to introduce the student to philosophical issues and major schools of thought on philosophical topics. Major topics will include epistemology, metaphysics, ethical philosophy, political philosophy, religious philosophy and existentialism. *Kansas Regents Shared Number – PHL1010.*

**HUM 104  ETHICS**  
3 credit hours  
This course will introduce students to the basic concepts, methods and history of moral philosophy and their application to specific moral problems. Basic ethical theories and terminology will be linked to practical real world situations in order to foster the application of ethical reasoning to moral problems.

**HUM 110  HUMANITIES I**  
3 credit hours  
This course is a survey of philosophy, music, art, theatre, and literature. It is an interpretative rather than a technical study of these areas approached in a chronological manner through cultural epochs from the Greco-Roman period through the Middle Ages. The focus of the course is upon man/woman – his/her thoughts and emotions – rather than upon an external world.

**HUM 120  HUMANITIES II**  
3 credit hours  
This course is a survey of philosophy, music, art, and literature. It is an interpretive rather than a technical study of these areas approached in a chronological manner through cultural epochs from the Renaissance through the Modern World. The focus of the course is upon man/woman – his/her thoughts and emotions – rather than upon an external world.

**HUM 127  FOREIGN STUDY TOUR**  
1,2,3 credit hours  
With prior approval, a student may earn one hour of credit per week of organized travel outside of the United States up to a total of three credits. Proof of travel must be presented within 30 days of return along with a written travel report of adequate length prepared by the student giving the itinerary and the various expenses in detail, telling about both the pleasant and the unpleasant features of the trip, and describing the learning experiences that were involved. Evaluation and determination of appropriate credit is made by both the Vice President for Student Learning and the instructor.

**HUM 133  WORLD RELIGIONS**  
3 credit hours  
This course examines the origins, development, history and importance of some of the major religions of the world today. It includes their sacred writings and a glance at the social and geographical environments from which they emerged.

**HUM 204  WESTERN CIVILIZATION I**  
3 credit hours  
This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from ancient beginnings in Africa, the Near East, Mesopotamia, Israel, Greece, and Rome through the Middle Ages, Reformation, Renaissance and to the beginning of the Early Modern period. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the Western world. The presentation of the material is both historical and thematic. It is a study of the past organized to help us better understand the present and to direct attention to the enduring questions about how to lead a satisfying and worthwhile life. Themes are selected to focus thought and discussion upon such issues as: 1) the good life; 2) work and economic life; 3) the citizen and the state; 4) knowledge and education; 5) intimacy and social life; 6) nature and the supernatural; and, 7) morality and self-realization.
HUM 205  WESTERN CIVILIZATION II
3 credit hours
This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from the beginnings of the Early Modern period to the twentieth century. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the Western world during the Modern era. The presentation of the material is both historical and thematic. It is a study of the past organized to help us better understand worthwhile life. Themes are selected to focus thought and discussion upon such issues as: 1) the good life; 2) work and economic life; 3) the citizen and the state; 4) knowledge and education; 5) intimacy and social life; 6) nature and the supernatural; and, 7) morality and self-realization.

HUM 206  EASTERN CIVILIZATIONS
3 credit hours
This course is a broad interdisciplinary survey of the major civilizations of Asia with particular emphasis on the history, culture, literature and art of India, China and Japan from prehistory to the Modern period. Through an examination of translated source material, lecture, and discussion, students will gain an appreciation of the great works of Asian religion, thought and literature and an understanding of the broad sweep of Asian history from its origins in the river valleys to its collision with the West.

HUM 250  LEADERSHIP
3 credit hours
This course is designed to introduce students to the concepts and skills of leadership from a humanities perspective. By studying case studies in leadership, the students will be encouraged to identify the skills of effective leaders and develop their own philosophy of leadership.

HUM 260  HUMANITIES SEMINAR
1,2,3 credit hours
This course is designed to provide an opportunity for the instructor and student to pursue specific topics or units of study within the humanities field. Prerequisite: permission of instructor.

HUM 299  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: permission of instructor.

HVAC 101  WORKPLACE SKILLS
1 credit hour
This course provides students with the skills necessary to succeed in the work environment. Students will learn how to listen attentively, communicate in written and verbal formats, solve problems, think critically, and participate in team project coordination. Additionally, students will learn time management, ethics, and interview skills.

HVAC 102  GENERAL CONSTRUCTION SKILLS
4 credit hours
This course, serving as a pre-requisite to the subsequent trade courses, explains the safety obligations of workers to ensure a safe workplace and discusses the causes and results of accidents and the dangers of rationalizing risks. It also reviews basic mathematical functions used in the construction industry; identifies hand and power tools widely used and familiarizes trainees with basic blueprint terms and symbols, and material handling techniques.

HVAC 103  ELECTRICAL FUNDAMENTALS
4 credit hours
This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, Ohm’s Law, wiring diagrams, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution,
capacitors, the theory and operation of induction motors. Students will construct and test both series and parallel circuits. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

**HVAC 107  HEATING SYSTEM FUNDAMENTALS**
3 credit hours
This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. Also included in this course is the design, construction and joining of sheet metal ducting used in HVAC systems.

**HVAC 109  HEATING SYSTEMS LAB**
5 credit hours
This course is the laboratory component of HVAC 107. This course is the application of knowledge learned in HVAC 107. It focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. Also included in this course is the design, construction and joining of sheet metal ducting used in HVAC systems.

**HVAC 120  EPA 608**
1 credit hour
This course prepares the students to successfully complete the EPA 608 certification exam. It covers laws and regulations that govern the storage, use, and disposal of regulated refrigerants used in HVAC. It also covers the environmental impact of HVAC chemicals used in the industry.

**HVAC 122  HVAC FUNDAMENTALS**
4 credit hours
Presenting the basic principles of heating, ventilation, and air conditioning, this course offers an introduction into the HVAC trade. It also covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings. The course explains the operating principles of the different types of compressors used in comfort air conditioning systems and covers the refrigerants and oils commonly used in HVAC/R systems. It introduces the trainee to the leak detection, evacuation, recovery, and charging service procedures.

**HVAC 124  HVAC LAB**
4 credit hours
This course is the laboratory component of HVAC 122. This course is the application of knowledge learned in HVAC 122. Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings. The course explains the operating principles of the different types of compressors used in comfort air conditioning systems and covers the refrigerants and oils commonly used in HVAC/R systems. It introduces the trainee to the leak detection, evacuation, recovery, and charging service procedures.

**HVAC 202  ADVANCED HVAC I**
5 credit hours
This course explains the factors that affect the heating and cooling loads of a building. It describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-
based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing HVAC equipment.

**HVAC 204  ADVANCED HVAC II**
4 credit hours
This course covers advanced system parameters that affect the heating and cooling loads of a building. It explains the processes by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and covers various troubleshooting techniques used to evaluate faults in electronic controls, accessories, and heat pumps. It explains how to analyze circuit diagrams for troubleshooting HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing HVAC equipment.

**HVAC 206  PIPEFITTING**
3 credit hours
This course explains the safety requirements for oxyfuel cutting. It identifies oxyfuel cutting equipment and setup requirements. It explains how to light, adjust, and shut down oxyfuel equipment. It also introduces chemical, compressed air, fuel oil, steam, and water systems and explains how to identify them by color-code. It also explains thermal expansion of pipes and pipe insulation. This course identifies and provides installation methods for different types of valves. It also covers valve storage and handling. It also describes the materials used in socket weld piping systems. It explains how to determine pipe lengths between socket weld fittings, prepare the pipe and fittings for fit-up, and fabricate socket weld fittings. This course describes the materials used in butt weld piping systems. It explains how to determine pipe lengths between butt weld fittings, prepare the pipe and fittings for fit-up, and fabricate butt weld fittings.

**HVAC 208  COMMERCIAL HVAC**
5 credit hours
This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting these types of cooling equipment. It explains the operating principles of the different types of hydronic systems and offers the operating principles, applications, installation, and adjustment of the various types of hydronic systems. It presents the entire basic handling and equipment servicing procedures that a technician must know in order to service hydronic systems and covers the application and installation of various types of hydronic systems.

**NOTE:** ALL STUDENTS ENROLLING IN MATH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE PLACEMENT SECTION FOR INFORMATION.

**MATH 010  CONTEMPORARY MATHEMATICS CONCEPTS**
2 credit hours
This course is designed for students who want, need, or are recommended for a refresher course dealing with the four operations of fractions and decimals, calculating percentage, and solving ratios. This course is non-transferable and will not count toward graduation.

**MATH 011  BEGINNING ALGEBRA**
4 credit hours
This is a course designed for students with no background in algebra. This course will not transfer nor does it carry credit for graduation requirements at NCCC. It is accepted by the State of Kansas as a developmental mathematics course. Topics covered are: signed numbers and operations, manipulation of simple algebraic expressions, equations and inequalities, polynomials, and rational expressions. Students will be expected to have access to a scientific calculator. A graphing calculator such as a TI-83 is acceptable. Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy. No previous algebra is necessary.

**MATH 111  COLLEGE ALGEBRA WORKSHOP**
2, 5 credit hours
This course is designed for students with a minimal background in algebra and is designed to be taken in conjunction with College Algebra MATH 113. This class will give a review of algebra concepts that were
previouslly learned or may not have been learned well enough to succeed in a 3 credit hour College Algebra course. This class is for students with a D or higher in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator (a TI-83/84 is recommended). Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.

MATH 112  INTERMEDIATE ALGEBRA
4 credit hours
This is a course designed for students with a minimal background in algebra. The course carries institutional credit of 4 hours (it counts toward graduation from NCCC). The course may not transfer credit to another institution, dependent upon graduation requirements for particular programs and institutions as described in their catalogs. Topics covered are: equations and inequalities, absolute value, functions and graphs, polynomials, rational expressions and radicals, and systems of equations and inequalities. Students will be expected to have access to a scientific calculator. A graphing calculator (such as a TI-83) would be acceptable. Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.

MATH 113  COLLEGE ALGEBRA
3 credit hours
This is a standard College Algebra course designed for students that have successfully completed Algebra I and Algebra II in high school. It will satisfy the general education requirement for College Algebra and will transfer to all Kansas Regents institutions. This class is also for students earning an A or B in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expression and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator (TI-83 is recommended). Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy.

MATH 114  INDUSTRIAL MATH
3 credit hours
Beginning with concepts as basic as the difference between numbers and numerals, this course reviews mathematics principles and operations through trigonometry. The emphasis is on understanding mathematical principles rather than on rote memorization of techniques. Students will be introduced to the three kinds of calculator logic systems, how to identify which kind of logic any calculator uses, and how to enter problems to ensure that the answer is correct. This course also teaches direct measurements and calculated measurements (e.g., area, torque, speed, and flow rate). The course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.), and how and when to convert between metric and English measurement.

MATH 122  PLANE TRIGONOMETRY
3 credit hours
This Plane Trigonometry course will employ the traditional rectangular coordinate system development of the trigonometric functions and later introduces the circular function development. Practical application (verbal problems) will be incorporated and used as motivation, throughout the course. The class may be taken concurrently with College Algebra (MATH 113) or Analytic Geometry and Calculus I (MATH 150). This course or equivalent should be completed before enrolling in Analytic Geometry and Calculus II (MATH 155). Students will be expected to have access to and use a graphing calculator (TI-82 or 83 is recommended). Prerequisite: MATH 113 College Algebra or its equivalent. This requirement may be satisfied by a College-Level Examination Program (CLEP) test score of 63 in College Algebra.

MATH 125  COLLEGE ALGEBRA AND TRIGONOMETRY
5 credit hours
This is a combined College Algebra and Trigonometry course designed for students that have successfully completed Algebra I and Algebra II in high school. It will satisfy the general education requirement for College algebra and will transfer to all Kansas Regents institutions. This class is also for students earning an A or B in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, trigonometric functions, identities and graphs, trigonometric equations, complex numbers, conic
sections, matrices and systems of equations and inequalities. Students will be expected to have access to, and use graphing calculator (TI-83 is recommended). Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy for MATH 113.

**MATH 133 QUANTITATIVE REASONING**  
3 credit hours  
Designed for the students NOT planning to major in a field that requires advanced mathematical skills. Prepares students for the mathematics encountered in other college courses that use quantitative reasoning. Emphasis on developing critical thinking and quantitative reasoning skills needed to understand major issues in society. Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy for MATH 113.

**MATH 143 ELEMENTARY STATISTICS**  
3 credit hours  
This is a standard introductory course in elementary statistics with College Algebra as a prerequisite. The content includes descriptive and inferential statistics and the study of probability. Calculation techniques for descriptive statistics, normal distributions, confidence intervals, sample size, hypothesis testing, and correlation will be presented. The application problems make this course appropriate for students who may need to describe a population or research a problem in a class such as psychology, sociology, business, computer science, biology, education, technology, liberal arts, social science, nursing and allied health care, economics, ecology and agriculture. Each student will be required to have a graphing calculator; a TI-83 or TI-83/84 Plus is recommended. Prerequisite: MATH 113 College Algebra or its equivalent. This requirement may be satisfied by a College-Level Examination Program (CLEP) College Algebra test score of 50.

**MATH 150 ANALYTIC GEOMETRY AND CALCULUS I**  
5 credit hours  
A study is made of some topics in analytic geometry, functions, and limits. The theory and applications of the derivative and integral are then developed. Prerequisites: MATH 113 or its equivalent. This requirement may be satisfied by a College-Level Examination Program (CLEP) College Algebra test score of 50.

**MATH 155 ANALYTIC GEOMETRY AND CALCULUS II**  
5 credit hours  
A study and practice with additional applications of integrals. Further development and applications of the logarithmic functions. Integration of inverse trigonometric and differentiation and integration of hyperbolic functions. More advanced methods of integration are developed. Convergence and divergence of infinite series are included. Conic sections, parametric equations and polar coordinates are studied. Prerequisite: MATH 150 Analytic Geometry and Calculus I.

**MATH 204 MATHEMATICS FOR EDUCATION I**  
3 credit hours  
This course is designed to provide a foundation of theory for many of the concepts found in the current elementary and middle school mathematics classroom. This course will examine topics related to the Real Number system, such as set theory, relations and functions, probability theory, and statistics, all from a problem solving approach. The use of technology (e.g. graphing calculator, word processing, the Internet, Symposium, etc.) as tools for problem solving and course communication will be an integral part of the course. Note: A grade of "C" in this course is a prerequisite for Mathematics for Education II at Pittsburg State University. Prerequisite: for specific placement requirements for this class, please refer to the Mandatory Placement Policy for MATH 113.

**MATH 253 ANALYTIC GEOMETRY AND CALCULUS III**  
3 credit hours  
A study is made of three-dimensional vectors and three-dimensional analytic geometry. Multivariable functions which includes partial derivatives and multiple integrals are also investigated. Prerequisite: MATH 155 Analytic Geometry and Calculus II or permission of the instructor.

**MATH 255 DIFFERENTIAL EQUATIONS**  
3 credit hours  
This course is a study and practice in solving first order and higher order ordinary differential equations. Some
physical applications and series solutions are also studied. Prerequisite: MATH 253 Analytic Geometry and Calculus III.

MATH 299 INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: permission of instructor.

MFGT 100 WELDING I
8 credit hours (also 1,2,3,4,5,6,7 credit hours)
This course introduces students to a shop atmosphere with practical applications. Students will demonstration their welding skill. This course will include GMAW-S and SMAW multi-position padding and basic operation of OFC and PAC cutting apparatus. This course includes both lecture and laboratory components.

MFGT 112 WELDING SAFETY/OSHA 10
1 credit hour
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).

MFGT 114 WELDING CUTTING PROCESSES
3 credit hours
In this core curriculum introductory welding course students will examine a variety of cutting processes used in the welding trade and experience within a lab or shop setting safe practices, proper setup procedures and operation of cutting equipment. Learning activities will provide for practice and application of cutting process and students will also inspect metal cuts for quality and tolerance.

MFGT 116 GAS TUNGSTEN ARC WELDING
3 credit hours
In this course students will explore the tools, safety and operating procedures essential when working with Gas Tungsten Arc Welding equipment. In a supervised setting, students will set up equipment, build weld pads with selected electrodes and filler materials in both the flat and horizontal positions. Students will also weld selected joints and inspect GTAW welds for uniformity and tolerance. Prerequisites: None

MFGT 118 SHIELDED METAL ARC WELDING
3 credit hours
In this course students will explore the tools, safety and operating procedures essential when working with Shielding Metal Arc Welding (SMAW) equipment. In a supervised setting, students will set up equipment, build weld pads with selected electrodes in both the flat and horizontal positions. Students will also weld selected joints and inspect AMAW welds for uniformity and tolerance. Prerequisites: None

MFGT 120 GAS METAL ARC WELDING
3 credit hours
In this introductory course students will be introduced to the Gas Metal Arc Welding (GMAW) principles, processes and safe practice. Through practice and application students will associate GMAW electrode classifications with base metals and joint criteria and build pads of weld beads in the flat and horizontal positions. Students will produce basic GMAW welds on selected weld joints and perform visual inspection of welds for quality and tolerance. Prerequisites: None

MFGT 122 WELDING BLUEPRINT READING
3 credit hours
In this course students will be provided exposure to blueprint reading beginning with identification of specific lines, views, abbreviations, symbols, joints and shapes specific to the welding industry. Students will interpret
basic 3D sketches using orthographic projection and blueprints and solve mathematic equations and interpret scale ratios. Use of measuring tools and interpreting a Bill of Materials are also components of this course.

**MFGT 124 ADVANCED GAS TUNGSTEN ARC WELDING**

4 credit hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. **Prerequisite:** MFGT 116 Gas Tungsten Arc Welding.

**MFGT 126 ADVANCED GAS METAL ARC WELDING**

4 credit hours

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. **Prerequisite:** MFGT 120 Gas Metal Arc Welding.

**MFGT 128 ADVANCED SHIELDED METAL ARC WELDING**

4 credit hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thickness; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. **Prerequisite:** MFGT 118 Shielded Metal Arc Welding.

**MFGT 130 SPECIALIZED WELDING**

4 credit hours

Students will continue to focus on his or her specialty, or have the opportunity to work on an internship as prescribed by the advisory committee.

**MGMK 101 INTRODUCTION TO BUSINESS**

3 credit hours

This course is an introduction to the American business system and the organization of production and markets in a free-enterprise capitalist economy. Students are given an orientation to the basic functional areas of business and familiarized with the kind of work activity carried out in each area. Business related areas studied are: management, marketing, financing, record and information maintenance. The social and legal environment of business is also studied.

**MGMK 105 SMALL BUSINESS MANAGEMENT**

3 credit hours

Small Business Management is a course for students desiring to gain the initial knowledge necessary to explore the personal characteristics and resources needed to profitably start and operate a small business. Instruction will cover the concepts of entrepreneurship and the importance of small business within our free enterprise system. Students will be exposed to the basics of planning, organizing, financing, starting, operating, and managing a small business venture. The components of a business will be applied by students to their own business simulation.

**MGMK 132 PRINCIPLES OF SALES**

3 credit hours

This course covers the fundamental skills of selling, including sales approaches, presentations, and
demonstrations, overcoming objectives, suggestive selling, and closing sales. Personal motivation and human relations as they relate to selling and analysis of techniques of selling are key elements of the course.

**MGMK 135  HUMAN RELATIONS AND SUPERVISION**  
*3 credit hours*  
This course is a study of behavior in organization. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred. This study will assist the student as a manager or worker in getting along with others both inside and outside the organization.

**MGMK 138  MARKETING EDUCATION FIELD STUDY**  
*2 credit hours*  
Marketing Education Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit.  
*Co-requisite: concurrent or previous enrollment in a related program of study.*

**MGMK 141  MID-MANAGEMENT FIELD STUDY**  
*2 credit hours*  
Mid-management Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit.  
*Co-requisites: concurrent or previous enrollment in a related program of study.*

**MGMK 147  INTRODUCTION TO MANAGEMENT**  
*3 credit hours*  
This course introduces the student to the concepts, terminology, principles, and theories that are the substance of management. Through the introduction of essential concepts that apply to the practice of management and by use of examples and visuals to explain the complexities of management principles and theories, the student is allowed to form his/her own philosophy and unique understanding of management.

**MGMK 148  INTRODUCTION TO TOTAL QUALITY MANAGEMENT**  
*3 credit hours*  
This course is a study of contemporary management methodologies. The main topics studied will include: different management philosophies, evolution to Total Quality Management, management functions, management’s environment, the strategic planning process, and organizational structures, and application of problem solving tools. The study will inform the manager or worker what the individual can do to better assist organizations to compete in the global marketplace.  
*This course is offered upon sufficient request.*

**MGMK 200  INTRODUCTION TO LOGISTICS MANAGEMENT**  
*3 credit hours*  
This course is designed to provide students an overview of the basic logistical functions (warehousing, inventory control, order processing, customer service, packaging and transportation). Students will explore the techniques used in analyzing distribution costs as well as planning distribution systems.

**MGMK 201  INTRODUCTION TO WAREHOUSING AND DISTRIBUTION CENTERS**  
*3 credit hours*  
This course covers an integrated system approach involving a variety of environments within a global marketplace. The course covers the organization and operations of warehouses and distribution centers. The major components are warehousing and distribution center paradigm, system design, locations, technology and financial dimensions.  
*Prerequisite: MGMK 200 Intro to Logistics Management or permission of instructor.*

**MGMK 202  INTRODUCTION TO SUPPLY CHAIN MANAGEMENT**  
*3 credit hours*  
This course is designed to provide students an overview of the basic functions of a supply chain orientation toward business. The role of supply chain processes is examined in creating competitive advantage with respect to quality, flexibility, lead-time and cost. Topics covered will include customer service, inventory concepts, transportation, warehousing, purchasing, and supply chain management.  
*Prerequisite: MGMK 200 Intro to Logistics Management or permission of instructor.*
MGMK 203  INTRODUCTION TO TRANSPORTATION OPERATIONS AND MANAGEMENT
3 credit hours
This course covers the significance of an integrated, well-organized, transportation system to a market-driven economy. The development of the transportation system of the U.S from both historic and economic perspectives is included. Prerequisite: MGMK 200 Intro to Logistics Management or permission of the instructor.

MGMK 230  BUSINESS FINANCE
3 credit hours
This course provides a brief introduction to the fundamentals of business finance, emphasizing their application to a wide variety of real-world situations. Key concepts and applications include: time value of money, interpreting corporate financial statements, the sources of business capital such as loans and bonds, risk-return tradeoff and ways to measure, and identifying issues with international finance. This course is valuable to students wishing to prepare for higher level finance classes at universities, and business managers or owners wishing to strengthen their ability to manage the finances of business activities. Prerequisite: ACCT 108 College Accounting or ACCT 201 Financial Accounting highly recommended.

MGMK 251  MARKETING
3 credit hours
Marketing is essential to the operation of any business firm or public service organization. The successful enterprise in today’s changing and competitive world is increasingly characterized by its understanding of the many facets of marketing and by its ability to deliver goods and services to the market more efficiently than its competitors. This course is designed to introduce students to the basic concepts, practices, and techniques of marketing.

MGMK 252  INTERNET MARKETING
3 credit hours
The internet is a dynamic marketplace. This course will give you the theoretical understanding of the internet marketplace necessary to adapt to its many changes, while also equipping you with the skills you’ll need to perform vital daily functions in marketing. By the end of the course, you will be able to work at any company with an online presence and help improve their use of the internet for marketing purposes. Prerequisite: MGMK 251 Marketing highly recommended

MGMK 299  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: permission of instructor.

MUSI 104  THEORY BLOCK I
5 credit hours
This course encompasses the theoretical aspects of music, combined with practice in the skills of sight-singing and ear-training, with additional concentration on keyboard skills. The course considers the basic properties and notation of tones: tonality, key, mode and scale. The course undertakes sight-singing and reading of standard materials, along with melodic, harmonic, and rhythmic dictation. Symbols of music notation and elementary form are studied. The piano is utilized as a basic tool for the music student, thus supporting and enriching the theoretical material.

MUSI 109  APPLIED MUSIC
1 credit hour
One semester hour of credit is given for a half-hour lesson per week (for 16 weeks). Lessons in voice, piano, guitar, winds, percussion, brass, strings are available. This course may be repeated for credit. Prerequisite: Instructor permission.
MUSI 114  VOCAL ENSEMBLE
1 credit hour
This is an auditioned choir that represents the college in public performances on and off campus. Prerequisite: Audition and instructor permission.

MUSI 120  MUSIC APPRECIATION
3 credit hours
This course emphasizes the development of listening skills with which the student may perceive and understand fundamental music elements as they are heard in various musical styles. The course acquaints the student with major composers and stylistic characteristics of music of the Middle Ages, Renaissance, Baroque, Classical, Romantic, and Contemporary periods.

MUSI 123  MUSIC IN AMERICA
3 credit hours
This course is an introductory study of music in America. Characteristics of the varied style in American music and its role in American society are emphasized. Topics include, but are not limited to: basic musical terminology, Native American music, folk music, jazz music, sacred music, concert music, and popular music. An important objective is developing skills in active music listening.

MUSI 140  MUSIC IN THE ELEMENTARY CLASSROOM
3 credit hours
This course has two primary concerns: To teach an art, and the art of teaching. Therefore, the course material, designed for the elementary education major, the music education major, and the teacher in service, addresses these concerns. Emphasis is on the basic properties of music such as pitch and intervals, rhythm and meter, music notation, and terminology. Other material is designed to provide insight into the ways children learn at each stage of their development. Finally, specific values, skills and techniques, and teaching materials are applied to bring about children’s effective, intellectual, and physical responsiveness to the art of music.

MUSI 187  CONCERT CHOIR
1 credit hour
This choral group studies and performs both secular and sacred choral literature. The emphasis is upon the value of music as an expressive device. It is open to all college students and may be repeated for credit. Public performances are scheduled each semester.

MUSI 206  THEATRE WORKSHOP (MUSIC)
1,2,3 credit hours
This class is designed for the cast of the college musical. Enrollment in this course is a condition to participating in the cast of the musical. Rehearsal of music for the musical is the primary consideration for this course. This course may be repeated for credit.

NURS 010  PRE-NURSING MATH
1,2 credit hours
Pre-nursing math is designed for students who want, need, or are recommended for a “refresher” course dealing with the four operations on fractions and decimals, calculating percentages, and solving ratios. Also included in nursing math skills are the following: Converting between and within the Apothecary, Metric, and English systems of measure; child and adult medication calculation, and IV calculations. This course is non-transferable and will not count toward graduation.

NURS 100  PROBLEM SOLVING AND TEST-TAKING SKILLS FOR NURSING STUDENTS
1,2 credit hour
This course will equip the nursing student with the specialized skills of problem-solving, test-taking, study time management and study skills necessary for making clinical decisions and completing nursing exams successfully. Prerequisite: student must be currently enrolled in the nursing program or have completed the LPN or RN level.
NURS 113  NURSING ASSESSMENT
3 credit hours
This course provides a foundation in health assessment needed to care for diverse populations across the lifespan. Students will be able to demonstrate a comprehensive, holistic assessment. Using an organized approach, including technology and informatics, students will apply assessment skills, identify alterations in health, document and communicate findings appropriately. Prerequisite: Anatomy and Physiology

NURS 114  PATIENT CENTERED CARE I
2 credit hours
This course provides the student with insight into the basic psychosocial realms of the individual across the lifespan. The emphasis is placed on the individual as the central member of the health care team with an introduction to the wellness/illness and sociocultural concepts. Attention will be given to the individual as a member of the family, peer group and/or community. Prerequisites: Admission to the college and the nursing program. Co-requisites: Professional Nursing Concepts I and Practicum I. Nursing Assessment must be taken and passed prior to or in the same semester as Professional Nursing Concepts I, Patient-Centered Care I and Practicum I in order to progress in the nursing program.

NURS 115  PROFESSIONAL NURSING CONCEPTS I
2 credit hours
Students are introduced to professional concepts of nursing as they relate to the individual, the unit of care and the health organization. These concepts represent the attributes and describe professional nursing practice as a component in the identification of nursing as a healthcare profession. Students will explore how their life experiences, beliefs and values will impact their philosophy of professional nursing practice. Prerequisites: Admission to the college and the nursing program. Co-requisites: Patient-Centered Care I and Practicum I. Nursing Assessment must be taken and passed prior to or in the same semester as Professional Nursing Concepts I, Patient-Centered Care I and Practicum I in order to progress in the nursing program.

NURS 116  PRACTICUM I
4 credit hours
This course will include basic therapeutic interventions and give the student the opportunity to apply concepts learned in the co-requisite courses. Emphasis is placed on the concepts of Evidence, Technology & Informatics and Healthcare Quality. Evidence-based caring is applied in the care of individuals in diverse populations to ensure safe and effective clinical judgments and quality outcomes. Tools of communication and technology are used in the delivery and documentation of care. The student is exposed to the role of the nurse within the interdisciplinary team. Prerequisites: Admission to the college and the nursing program. Co-requisites: Patient-Centered Care I and Professional Nursing Concepts I. Nursing Assessment must be taken and passed prior to or in the same semester as Professional Nursing Concepts I, Patient-Centered Care I and Practicum I in order to progress in the nursing program.

NURS 121  NURSING CARE OF THE ADULT I
5 credit hours
This course is designed for the student to use the nursing process in promoting functional health patterns of the biopsychosocial, spiritual state of adult patients in conditions of fluids and electrolytes, neurological function, oncology, surgery, blood & lymphatics, immune system, cardiovascular system and musculoskeletal system. The primary clinical emphasis is with the adult patient in the acute health care setting. Students are introduced to medication administration and perioperative nursing care. Prerequisites: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS111 Foundations of Nursing

NURS 122  PHARMACOLOGY FOR NURSING
3 credit hours
This course is designed to establish a solid base of knowledge in nursing pharmacology. Clinical judgement and nursing concepts will be utilized in discussing the basic pharmacology to reduce risk and promote safe patient centered care, throughout the lifespan. Prerequisite: Anatomy and Physiology

NURS 123  CONTROVERSIAL ISSUES IN WOMEN’S HEALTH
1 credit hour
The purpose of this course is to assist the student in exploring new topics in women’s health through the utilization of both instructor guided and Internet-based learning tools. Upon completion the student should
be able to state a minimum of five new advances in the field of healthcare and how these advances specifically affect the subspecialty of women’s studies. In addition, through the use of a web-assisted/electronic media based education format the student should gain appreciation of utilization of these tools in other settings beyond the classroom. **Prerequisite: none.**

**NURS 124  PATIENT CENTERED CARE II**  
**5 credit hours**  
This course provides the student with insight into the foundation of wellness/illness concepts. Emphasis is placed on implementing the care of individuals experiencing acute and chronic illnesses and promoting health across the lifespan. Strategies to empower and engage individuals/designees in all aspects of the healthcare process are examined. **Prerequisites:** Nursing Assessment, Professional Nursing Concepts I, Patient Centered Care I, and Practicum I. **Co-requisites:** Professional Nursing Concepts II and Practicum II. Pharmacology for Nursing must be taken and passed prior to or in the same semester as Professional Nursing Concepts II, Patient-Centered Care II and Practicum II in order to progress in the nursing program.

**NURS 125  PROFESSIONAL NURSING CONCEPTS II**  
**2 credit hours**  
This course will build on concepts introduced in Professional Nursing I. The student is exposed to additional professional concepts of nursing as they relate to the individual and the student’s role of delivering patient-centered care. The student will use these concepts to interpret and draw conclusions about patient needs, concerns or health problems to improve patient response. **Admission to the college and the nursing program.**  
**Pre-requisites:** Nursing Assessment, Patient-Centered Care I and Practicum I. **Co-requisites:** Patient-Centered Care II and Practicum II. Pharmacology for Nursing must be taken and passed prior to or in the same semester as Professional Nursing Concepts II, Patient-Centered Care II and Practicum II in order to progress in the nursing program.

**NURS 126  PRACTICUM II**  
**4 credit hours**  
This course builds upon the basic concepts learned in pre-requisite courses while adding more complex concepts from co-requisite courses. Evidence-based practice is applied in the care of individuals in diverse populations to make safe and effective clinical judgments and promote quality outcomes. The student is exposed to the role of the nurse as it applies to patient education and care coordination. **Admission to the college and the nursing program.** **Pre-requisites:** Nursing Assessment, Patient-Centered Care I and Professional Nursing Concepts I. **Co-requisites:** Professional Nursing Concepts II and Patient-Centered Care II. Pharmacology for Nursing must be taken and passed prior to or in the same semester as Professional Nursing Concepts II, Patient-Centered Care II and Practicum II in order to progress in the nursing program.

**NURS 131  NURSING CARE OF THE ADULT II**  
**5 credit hours**  
This course is designed for the student to use the nursing process in promoting the functional health patterns of the biopsychosocial, spiritual state of adult patients in conditions of the sensory, respiratory, endocrine, gastrointestinal, urinary, reproductive, and integumentary systems. Concepts of mental health nursing are introduced. The primary clinical emphasis is with the adult patient in the acute health care setting. **Prerequisite:** Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I

**NURS 150  NURSING ROLES IN THE HOSPITAL**  
**1,2 credit hours**  
This course provides an overview of the nursing roles in the hospital setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the roles, relating role relationships, and performing a literature search of a chosen role. **Prerequisite:** NURS 111 Foundations of Nursing.

**NURS 151  NURSING ROLES IN THE COMMUNITY**  
**1,2 credit hours**  
This course provides an overview of the nursing roles in the community setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the roles, relating role relationships, and performing a literature search of a chosen role. **Prerequisite:** NURS 111 Foundations of Nursing.
NURS 152  SEMINAR: CARE OF THE DYING PATIENT
1 credit hour
This course is designed to introduce students to care of the patient at the end of life. Prerequisite: Admission to the college and Mary Grimes School of Nursing.

NURS 201  INTRODUCTION TO PROFESSIONAL NURSING
5 credit hours
Introduction to Professional Nursing is a transition hybrid summer course required of all LPN's seeking advanced placement in the Associate Degree Nursing Program at Neosho County Community College. Students enrolled in this course are introduced to the philosophy, outcomes, and organizational framework of associate degree nursing at Neosho County Community College, the Student Nurse Handbook, and program policies. Emphasis includes the introduction to conceptual learning through patient-centered care and professional nursing concepts and the use of Tanner’s Clinical Judgment Model. The practicum component will consist of simulation/laboratory experiences structured to reinforce concepts as presented in the course. Prerequisite: Currently holds a practical/vocational license or is eligible to write the PN licensure examination. Admission criteria as defined by admission policies.

NURS 210  INTRODUCTION TO WOUND CARE
3 credit hours
This is an elective course designed for the student with an interest in the management of acute and chronic wounds. Emphasis is placed on the use of the nursing process in all aspects of skin and wound care with specific focus on pressure ulcers, neuropathic ulcers, vascular insufficiency ulcers, surgical wounds and skin tears. Legal and regulatory issues related to skin and wound care, and leadership responsibilities of the nurse are also explored. Associated skills are practiced in the laboratory. Prerequisite: completion of the first year of the nursing curriculum.

NURS 211  INTRODUCTION TO THE WOUND CARE CLINIC
1 credit hour
This is an elective clinical course designed for the student with an interest in the management of chronic wounds. Utilizing a preceptor relationship, the student will apply the nursing process in all aspects of chronic wound care. Clinical experiences are provided in various out-patient wound care centers. Prerequisite: completion of the first year of the nursing curriculum. Co-requisite: NURS 210 Introduction to Wound Care.

NURS 220  INTRAVENOUS THERAPY
3 credit hours
This course is designed for the student to use components of the nursing process in promoting the physiological and psychosocial integrity of clients receiving intravenous therapy. Appropriate clinical experiences are correlated with theory within the hospital setting. Prerequisite: Licensed Practical Nurse or a Licensed Registered Nurse.

NURS 230  PATHOPHYSIOLOGY
3 credit hours
This course identifies the progressive changes that occur across the human life span when normal adaptive processes are influenced by disease or injury. This course is designed for health care professionals to interpret changes occurring physiologically due to these abnormalities. Prerequisite: Anatomy & Physiology or instructors permission

NURS 234  PATIENT-CENTERED CARE III
3 credit hours
This course provides the student with opportunities to apply wellness/illness concepts to populations with complex health conditions. Emphasis is placed on coordinating the care of individuals experiencing acute and chronic illnesses and promoting health across the lifespan. Strategies to empower and engage individuals/designees in all aspects of the healthcare process are applied. Prerequisites: Nursing Assessment, Professional Nursing Concepts I & II, Patient-Centered Care I & II, Practicum I & II, and Pharmacology for Nursing. Co-requisites: Professional Nursing Concepts III, Practicum III, and Pathophysiology.
NURS 235  PROFESSIONAL NURSING CONCEPTS III
1 credit hour
This course provides the student with opportunities to analyze professional nursing concepts in populations with complex health conditions across the life span. The student will use these concepts to interpret, draw conclusions and evaluate patient needs, concerns or health problems to improve patient response. Admission to the college and the nursing program.  Pre-requisites: Nursing Assessment, Patient-Centered Care I & II, Professional Nursing Concepts I & II, Practicum I & II and Pharmacology for Nursing. Co-requisites: Professional Nursing Concepts III, Pathophysiology and Practicum III.

NURS 236  PRACTICUM III
3 credit hours
This course will include complex therapeutic interventions and builds upon concepts learned in pre-requisite courses while adding more complex concepts from co-requisite courses. Evidence-based practice is applied in the care of individuals with complex health conditions in order to make safe and effective clinical judgments and promote quality outcomes. Emphasis is placed on the nurse’s role in teamwork and collaboration. Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I & II, Professional Nursing Concepts I & II, Practicum I & II, and Pharmacology for Nursing. Co-requisites: Professional Nursing Concepts III, Patient-Centered Care III, and Pathophysiology.

NURS 240  NURSING LEADERSHIP PROJECT
1, 2, 3 credit hours
This course is designed as an elective for students enrolled in the nursing program. It provides an opportunity for students that consistently display leadership qualities to participate in and earn credit for developing leadership projects in nursing. Recommendation of nursing instructor and permission of the Director or Assistant Director of the nursing program required.

NURS 244  PATIENT-CENTERED CARE IV
3 credit hours
This course provides the student with opportunities to integrate wellness/illness concepts in the care of populations with complex health conditions. Emphasis is placed on managing the care of individuals experiencing acute and chronic illnesses and promoting health across the lifespan. Strategies to empower and engage individuals/designees in all aspects of the healthcare process are analyzed. Prerequisites: Nursing Assessment, Professional Nursing Concepts I, II, & III, Patient-Centered Care I, II & III, Practicum I, II, & III, Pharmacology for Nursing and Pathophysiology. Co-requisites: Professional Nursing Concepts IV and Practicum IV.

NURS 245  PROFESSIONAL NURSING CONCEPTS IV
1 credit hour
This course provides the student with opportunities to evaluate healthcare delivery organizations as it applies to the professional nursing concepts. The student will apply these concepts to interpret, draw conclusions and evaluate health care delivery. Admission to the college and the nursing program. Pre-requisites: Nursing Assessment, Patient-Centered Care I, II, III, Professional Nursing Concepts I, II, & III, Practicum I, II, & III, Pharmacology for Nursing, and Pathophysiology. Co-requisites: Patient-Centered Care IV and Practicum IV.

NURS 246  PRACTICUM IV
3 credit hours
This course builds upon concepts learned in pre-requisite courses while adding more complex concepts from co-requisite courses. Emphasis is placed on the nurse’s role in management of care. The concepts of healthcare policy, healthcare economics and healthcare quality will be applied to the evaluation of health care delivery. Admission to the college and the nursing program. Prerequisites: Nursing Assessment, Patient-Centered Care I, II, III Professional Nursing Concepts I, II, III, Practicum I, II, & III, Pharmacology for Nursing and Pathophysiology. Co-requisites: Professional Nursing Concepts IV, Patient-Centered Care IV.

NURS 251  FAMILY NURSING II
4 credit hours
This course is designed for the student to use the nursing process in promoting the functional health patterns of the biopsychosocial, spiritual state of the high-risk perinatal client and the high-risk neonate. The primary clinical emphasis is with the childbearing family experiencing deviations from normal in the acute health care setting. Women’s health care issues
will also be discussed. Prerequisites: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS111 Foundations of Nursing NURS121 Nursing Care of the Adult I NURS131 Nursing Care of the Adult II NURS141 Family Nursing I

**NURS 261 MENTAL HEALTH NURSING**

4 credit hours

This course is designed for the student to utilize the nursing process in promoting an eclectic approach to the mental illness/mental health continuum. The student will appraise the elements of bio/psycho/social and spirituality to achieve client outcomes, and to differentiate between health patterns encountered in mental health nursing. Concepts of professional ethics, exposure to life stressors, communication techniques, pharmacology, and pathology will be explored and applied to clients of all age groups within acute, chronic, and community mental health care settings. Therapeutic communication and intervention is the common thread throughout this course. Prerequisite: Successful completion of all previous nursing courses of the bi-level nursing program or equivalent: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 261 Mental Health Nursing. Corequisite: NURS 200 Introduction to Associate Degree Nursing Corequisite: NURS 251 Family Nursing II. Successful completion of the NCLEX-PN during the first session is required, with proof of LPN license, prior to entering second session. The student who does not pass the NCLEX-PN during the first session may complete that session before being dismissed from the nursing program. The student who does not pass the NCLEX-PN prior to entering Level II nursing will be withdrawn from the course and dismissed from the nursing program.

**NURS 273 NURSING CARE OF THE COMPLEX ADULT**

4 credit hours

This course is designed for the student to promote the functional health patterns of the bio-psychosocial, spiritual state of the patient in complex health care situations. Emphasis is placed on integrating the nursing process in the coordination, management and care of multiple patients. Prerequisites: Successful completion of all previous nursing courses of the bi-level nursing program: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 122 Pharmacology for Nursing, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 251 Family Nursing II, NURS 261 Mental Health Nursing. Co-requisite: NURS 274 Clinical Care of the Complex Adult.

**NURS 274 CLINICAL CARE OF THE COMPLEX ADULT**

3 credit hours

This course is designed for the student to promote the functional health patterns of the bio-psychosocial, spiritual state of patients. Emphasis is placed on coordination, management and care of multiple patients. Clinical experiences are provided in acute and community health care settings. Prerequisite: Successful completion of all previous nursing courses of the bi-level nursing program: NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 122 Pharmacology for Nursing, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 251 Family Nursing II, NURS 261 Mental Health Nursing. Co-requisite: NURS 273 Nursing Care of the Complex Adult.

**OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY**

3 credit hours

This course is a study of the basic components of Occupational Therapy. Topics covered include the history and the role of occupation to health and human diversity, philosophy of occupational therapy, theories, ethics, standards of practice and professional associations. Students will be introduced to basic tools for gathering data for purposes of screening and evaluation. Prerequisite: admission to OTA program.

**OTA 102 OCCUPATIONAL THERAPY SKILLS THROUGH THE LIFESPAN**

3 credit hours

This course presents information on the occupation-based viewpoint of development and performance throughout all life stages with an emphasis on the factors that influence daily participation and optimal performance of desired daily life tasks. Prerequisite: admission to OTA program. See OTA Program Sheet for coursework requirements.

**OTA 103 FIELDWORK AND PRACTICE – LEVEL 1-A**

1 credit hour

This course provides the opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a community-based setting under the supervision of an OT, OTA or other qualified personnel. Academic and clinical educators will collaborate on fieldwork objectives and experiences to ensure that the
role and functions of an entry-level occupational therapy assistant are reinforced. **Prerequisite: admission to OTA program.**

**OTA 104 OCCUPATIONAL DISRUPTION AND ACTIVITY ANALYSIS**
**3 credit hours**
Students will explore the diseases common to OT intervention, occupation, various treatment methods and techniques, and apply activity analysis techniques. Students will be introduced to varied screening and assessment tools and methods of gathering and sharing data with client, family, caregivers, and other professionals. **Prerequisite: admission to OTA program.**

**OTA 106 CORE SKILLS AND MODALITIES IN OCCUPATIONAL THERAPY ASSISTANT**
**3 credit hours**
This course explores the impact of environment, cultural and community influences on the individual across the lifespan, focusing on core skills and modalities and an ever changing occupational status. Students develop clinical skills for assessment and treatment techniques related to sensory, motor, psychosocial, vision deficits, and visual-perceptual dysfunction. Topics include: safety precautions, HIPPA guidelines, manual muscle testing, assessment of pain, modalities, transfer techniques, wheelchair assessment, adaptive dressing techniques, splinting, hand injury assessment and exercise protocols. **Prerequisite: admission to OTA program.** See OTA Program Sheet for coursework requirements

**OTA 108 FIELDWORK AND PRACTICE – LEVEL I-B**
**1 credit hour**
This course provides the opportunity for OTA student to apply didactic learning and theory of occupational therapy in a clinical, inpatient, or hospital setting under the supervision of an OT. Academic and clinical educators will collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. **Prerequisite: admission to OTA program.**

**OTA 110 KINESIOLOGY FOR THE OCCUPATIONAL THERAPY ASSISTANT**
**2 credit hours**
The course provides a basic understanding of human body movement as related to skeletal, articular, neurological and muscular systems. Students will learn biomechanical assessment procedures and how to identify relationships between structure and function and significance. **Prerequisite: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab. Co-requisite: OTA 111 Kinesiology for the Occupational Therapy Assistant Lab.**

**OTA 111 KINESIOLOGY FOR THE OCCUPATIONAL THERAPY ASSISTANT LAB**
**1 credit hour**
The course provides lab activities to support a basic understanding of human body movement as related to skeletal, articular, neurological and muscular systems. Students will learn biomechanical assessment procedures and how to identify relationships between structure and function and significance through work with a partner, in small groups, and with anatomical models and simulations. **Prerequisite: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab. Co-requisite: OTA 110 Kinesiology for the Occupational Therapy Assistant.**

**OTA 200 MENTAL HEALTH AND PSYCHOSOCIAL PRACTICE**
**3 credit hours**
This course provides students the opportunity to study individuals who are limited in their ability to engage in life activities due to challenges to their mental health. Topics will include major DSM-IV (Diagnostic and Statistical Manual of Mental Disorders) diagnoses with emphasis on symptoms, behaviors, cultural influences, and medical and social supports related to those diagnoses. OT evaluations and treatment planning for this population will be practiced. **Prerequisite: admission to OTA program.**

**OTA 210 THEORY AND PRACTICE IN PHYSICAL AND OCCUPATIONAL DISABILITIES**
**3 credit hours**
This course explores the physical function required in order to promote successful occupational performance. Included are frames of reference, gathering and sharing data for assessment/evaluation, assessment/evaluation tools and techniques, patient/client education, and intervention strategies. **Prerequisite: admission to OTA program.**
OTA 212  MANAGEMENT AND LEGAL ISSUES IN OCCUPATIONAL THERAPY
2 credit hours
A study of management issues with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics covered include program planning, advocacy and standard of practice. Documentation, ethical and legislative issues will be addressed. This class will review requirements for clinical experiences and expectations, certification and licensure. Prerequisites and/or co-requisites: admission to OTA program and completion of OTA 100 Introduction to Occupational Therapy.

OTA 213  PEDIATRIC PRACTICE FOR OTA
2 credit hours
This course provides the OTA student with knowledge and theory in the scope of practice in a pediatric setting. Students will learn foundational information about various pediatric settings and systems of practice. Students will focus on pediatric interventions/treatments related to functional tasks at school, ADL/IADL, fine motor skills, positioning and handling and assistive technology. Prerequisite: admission to OTA program.

OTA 214  FIELDWORK – LEVEL II-A
5 credit hours
This course provides an opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a clinical setting under the supervision of an Occupational Therapist or Certified OTA. Academic and fieldwork supervisors collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. Prerequisite: successful academic course completion is required before undertaking Fieldwork Level II-A. Students must receive an A, B or C in all required General Education courses and all previous required OTA courses before Fieldwork Level II-A placement.

OTA 216  FIELDWORK – LEVEL II-B
5 credit hours
This course provides the opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a clinical setting under the supervision of an Occupational Therapist or Certified OTA. Academic and fieldwork supervisors collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. Prerequisites: successful academic course completion is required before undertaking Fieldwork Level II-B. Students must receive an A, B or C in all required General Education courses and all previous required Occupational Therapy Assistant courses before Fieldwork Level II-B placement.

OTEC 101  KEYBOARDING I
3 credit hours
This course is a basic course in keyboarding/typing. Emphasis is on development of correct keyboard finger position and technique with some application of simple business letters and reports.

OTEC 102  KEYBOARDING II
3 credit hours
This course provides continued development of speed and accuracy in keyboarding/typing from straight copy and in production of business letters, manuscripts, and tabulated reports. Prerequisite: OTEC 101 Keyboarding I or equivalent.

OTEC 107  OFFICE SYSTEMS AND PROCEDURES
3 credit hours
This course provides a practical experience in techniques of the office, business communications, filing, financial responsibilities, office organization, and office human relations. Prerequisite/Co-requisite: CSIS 100 Computer Concepts and Applications.

OTEC 108  CAREER LIFE SKILLS
1 credit hour
Career Life Skills is a course designed to assist students in making the transition from a higher education setting to the world of the workforce. Topics covered will be employment information in a selected profession and the development of specific employment seeking skills such as resume writing, mock interviews, interview follow-up and employer expectations. Included (but not limited to) will be an overview of federal employment law,
appropriate workplace and interview attire, and applicability of current employment trends in drug testing, background/criminal checks, credit check and the opportunity to interact with human relations professionals in local industry.

**OTECH 123  OFFICE MACHINES**  
2 credit hours  
This course emphasizes the development of competent skill in solving business problems with the use of desktop electronic calculators.

**OTECH 299  INDEPENDENT STUDY**  
1, 2, 3 credit hours  
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: permission of instructor.

**PHYS 100  INTRODUCTORY COLLEGE PHYSICS I**  
4 credit hours  
Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. Prerequisite: MATH 113 College Algebra, MATH 150 Analytic Geometry and Calculus I is recommended. It is strongly recommended that the student be proficient in algebra and trigonometry. Co-requisite: PHYS 130 Introductory College Physics I Lab.

**PHYS 101  INTRODUCTORY COLLEGE PHYSICS II**  
4 credit hours  
Physics II is the continuation of Physics I PHYS 100, using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. Prerequisite: PHYS 100 Introductory College Physics I, PHYS 130 Introductory College Physics I Lab. Co-requisite: PHYS 135 Introductory College Physics II Lab.

**PHYS 102  FUNDAMENTALS OF ASTRONOMY**  
3 credit hours  
This course will survey fundamental aspects of astronomy. It will encompass the history, physical attributes, and equipment related to the field of astronomy. Co-requisite: PHYS 103 Fundamentals of Astronomy Lab.

**PHYS 103  FUNDAMENTALS OF ASTRONOMY LAB**  
2 credit hours  
This course will survey fundamental aspects of astronomy. This course will encompass the history, the physical attributes, and the equipment related to the field of astronomy. This will be accomplished through field trips and written papers. Co-requisite: PHYS 102 Fundamentals of Astronomy.

**PHYS 104  ENGINEERING PHYSICS I**  
4 credit hours  
Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. Prerequisite: MATH 150 (or concurrent enrollment). The engineering student should also be proficient in algebra and trigonometry. Co-requisite: PHYS 140 Engineering Physics I Lab.

**PHYS 105  ENGINEERING PHYSICS II**  
4 credit hours  
Physics II is the continuation of PHYS 104 Physics I using the tools of calculus. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. Prerequisites: PHYS 104, PHYS 140, MATH 155 (or concurrent enrollment). Co-requisite: PHYS 145 Engineering Physics II Lab.
PHYS 130  INTRODUCTORY COLLEGE PHYSICS I LAB
1 credit hour
Physic I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry.  Prerequisite:  MATH 113 College Algebra, MATH 150 Analytic Geometry and Calculus I is recommended.  It is strongly recommended that the student be proficient in algebra and trigonometry.  Co-requisite:  PHYS 100 Introductory College Physics I.

PHYS 135  INTRODUCTORY COLLEGE PHYSICS II LAB
1 credit hour
Physics II is the continuation of Physics I PHYS 100, using the tools of algebra and trigonometry.  Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics.  Prerequisite:  PHYS 100 Introductory College Physics I, PHYS 130 Introductory College Physics I Lab.  Co-requisite:  + Introductory College Physics II.

PHYS 140  ENGINEERING PHYSICS I LAB
1 credit hour
Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus.  Prerequisite:  MATH 150 Analytic Geometry and Calculus I (or concurrent enrollment).  The engineering student should be proficient in algebra and trigonometry.  Co-requisite:  PHYS 104 Engineering Physics I.

PHYS 145  ENGINEERING PHYSICS II LAB
1 credit hour
This course provides laboratory experiences to enhance PHYS 105.  Course work includes the study of electricity, magnetism, wave motion, and light through the use of laboratory activities.  Prerequisite:  PHYS 104 Engineering Physics I, PHYS 140 Engineering Physics I Lab, MATH 155 Analytic Geometry and Calculus II (or concurrent enrollment).  Co-requisite:  PHYS 105 Engineering Physics II.

PHYS 171  PHYSICAL SCIENCE
3 credit hours
This is a general education course exploring the areas of physics, chemistry, geology, and meteorology and astronomy.  Co-requisite:  PHYS 172 Physical Science Laboratory

PHYS 172  PHYSICAL SCIENCE LABORATORY
2 credit hours
Physical Science Laboratory is an investigation of the basic concepts of physics and chemistry with applications to earth and space science.  Co-requisite:  PHYS 171 Physical Science Lecture.

PSYC 110  CHEMICAL DEPENDENCY
3 credit hours
This course is designed to present students with in-depth coverage of the effects of drugs on human behavior, cognition, and both psychological and physiological performance.  Students will also study both legal and illegal drugs, various methods of prevention, treatment, and recovery, and the effects drugs have on society.

PSYC 155  GENERAL PSYCHOLOGY
3 credit hours
This course is designed as an introduction to the field of psychology and will emphasize a variety of content areas including, but not limited to, the philosophical basis of psychology, underlying principles of scientific methodology, neuroscience, learning, intelligence, sensation/perception, memory, consciousness, personality, life-span development, and psychopathology and treatment.  Upon successful completion of this course, the student will have a fundamental knowledge of the broad field of psychology in the aforementioned areas, among others.

PSYC 200  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course.  The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3).  Class assignments and work load will be established on
a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. Prerequisite: PSYC 155 General Psychology and permission of instructor.

**PSYC 219  CHILD DEVELOPMENT**
3 credit hours
This course covers all aspects of the life of a child from conception through adolescence. Emphasis is on the child’s development, care, relationships, educational opportunities, and health. This course focuses on the theories of child development.

**PSYC 250  DEATH AND DYING**
3 credit hours
This course is designed as an overview of the psychological, medical and social aspects as they are related to death and dying. Concepts explored include but are not limited to bereavement and grief, medical and health care, developmental context of death, and legal issues related to death and dying.

**PSYC 253  HUMAN SEXUALITY**
3 credit hours
This course is designed to introduce students to the broad range of topics pertaining to the historical, sociocultural, biological and behavioral aspects of human sexuality including contemporary issues of legal and political significance. Prerequisite: Students must be at least 18 years of age to enroll.

**PSYC 263  DEVELOPMENTAL PSYCHOLOGY**
3 credit hours
Developmental Psychology provides a broad, comprehensive background in the study of human development from conception to death. The course is a chronological survey of the interaction of the biological, cognitive, emotional and social factors that shape the development of the individual. Prerequisite: PSYC 155 General (Introductory) Psychology.

**PSYC 274  PSYCHOLOGY OF ADJUSTMENT**
3 credit hours
This course is designed to provide students with the background and resources necessary to investigate the psychological and social variables that contribute to the dynamics of human adjustment. Students will be required to apply the concepts and information presented in this class toward developing a fuller understanding of the self, along with greater awareness of personal and social relationships. Prerequisite: PSYC 155 General Psychology.

**RCR 101  INTRODUCTION TO COURT REPORTING**
3 credit hours
This course will enable the student to use a computer-compatible steno machine. The student will gain an understanding of realtime reporting information systems and communications technology. The student will develop the ability to write a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development. Prerequisite: Program Director approval.

**RCR 102  REALTIME REPORTING THEORY**
3 credit hours
This course will enable the student to use a computer-compatible steno machine and computer-assisted translation (CAT) software. The student will gain an understanding of realtime reporting information systems and communications technology. The student will continue the development of writing a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge, and Testimony material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development. Prerequisite: RCR 101 Introduction to Court Reporting with a grade of "C" or better.
RCR 105  REALTIME REPORTING PUNCTUATION  
3 credit hours 
This course will enable the student to apply standard punctuation rules to fit the spoken word in a realtime reporting transcript. The student will correctly punctuate and edit a courtroom proceeding for the benefit of review by attorneys, appellate courts and litigants. Prerequisite: Program admission.

RCR 106  REALTIME REPORTING LAB 80/100  
5 credit hours 
This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and Two-voice Testimony material at 80 and 100 wpm with emphasis on high realtime translation accuracy and speed development. Prerequisite: RCR 101 Introduction to Court Reporting with a grade of “C” or better.

RCR 116  REALTIME REPORTING LAB 120/140  
6 credit hours 
This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and Two-voice Testimony material at 120 and 140 wpm with emphasis on high realtime translation accuracy and speed development. Prerequisite: RCR 106 Realtime Reporting Lab 80/100 with a grade of “C” or better.

RCR 126  REALTIME REPORTING LAB 160/180  
6 credit hours 
This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and multi-voice Testimony material at 160 and 180 wpm with emphasis on high realtime translation accuracy and speed development. Prerequisite: RCR 116 Realtime Reporting Lab 120/140 with a grade of “C” or better.

RCR 132  REALTIME REPORTING ADVANCED THEORY  
2 credit hours 
This course will enable the student to use a computer-compatible steno machine and computer-assisted translation (CAT) software. The student will gain an understanding of realtime reporting information systems and communications technology. The student will continue the development of writing a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge, and Testimony material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development. Prerequisite: RCR 102 Realtime Reporting Theory with a grade of “C” or better.

RCR 200  REALTIME REPORTING PROCEDURES  
3 credit hours 
This course will enable the student to practice professional procedures and demonstrate legal and ethical responsibilities of a realtime reporter. The student will identify the laws of the State of Kansas that govern realtime professionals. Prerequisite RCR 116 Realtime Reporting Lab 120/140 with a grade of “C” or better.

RCR 202  REALTIME REPORTING TWO-VOICE DICTATION  
3 credit hours 
This course will enable the student to continue the development of conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will develop reading and writing skills on multi-voice material at 180 wpm and greater with emphasis on high realtime translation accuracy and speed development. Prerequisite: RCR 116 Realtime Reporting Lab 120/140 with a grade of “C” or better.

RCR 206  REALTIME REPORTING LAB 200/210  
3 credit hours 
This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and multi-voice Testimony material at 200 and 210 wpm with emphasis on high realtime translation accuracy and speed development. Prerequisite: RCR 116 Realtime Reporting Lab 120/140 with a grade of “C” or better.
wpm with emphasis on high realtime translation accuracy and speed development. **Prerequisite:** RCR 126 Realtime Reporting Lab 160/180 with a grade of “C” or better.

**RCR 207 REALTIME REPORTING TECHNOLOGY**  
1 credit hour  
This course will enable the student to understand computer-aided transcription (CAT) software and its terminology. The student will learn the basic operation of a CAT system and the use of system support. The student will enhance personal application of computer functions by dictionary management and production of transcripts. **Prerequisite:** RCR 102 Realtime Report Theory with a grade of “C” or better.

**RCR 216 REALTIME REPORTING LAB 210/225**  
3 credit hours  
This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on Literary, Jury Charge and multi-voice Testimony material at 210 and 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop a thorough understanding of the ethical considerations of realtime reporting. **Prerequisite:** RCR 206 Realtime Reporting Lab 200/210 with a grade of “C” or better.

**RCR 218 REALTIME REPORTING- CERT EXAM PREP**  
3 credit hours  
This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop writing skills on Literary material at 180 wpm, Jury Charge material at 200 wpm and Testimony material at 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop written knowledge skills in court reporting, transcript production, operating practices, professional issues, and continuing education necessary to sit for the Kansas CCR (Certified Court Reporter) and/or National Court Reporters Association RPR (Registered Professional Reporter) exams. **Prerequisite:** Program Director approval.

**RCR 220 REALTIME REPORTING INTERNSHIP**  
1 credit hour  
This course will enable the student to apply the skills and knowledge of realtime reporting in real-life situations. The student will write for sustained periods of time. The student will produce a complete and accurate transcript of the proceedings, which is for educational and grading purposes only and shall not be sold. The student shall not serve in the capacity of an actual realtime reporter during participation in this internship. Through this experience, the student will identify strengths and weaknesses as a realtime reporting information systems professional. National Court Reporters Association (NCRA) standards will be followed for this internship. **Prerequisite:** Program Director approval.

**SOSC 100 INTRODUCTION TO SOCIOLOGY**  
3 credit hours  
This course will introduce students to a broader understanding of their social world in the context of our global society, with a focus on human interactions and social institutions. Contemporary issues, historical events, and everyday occurrences will be explored by students using their personal sociological imagination along with an application of the major theoretical perspectives, research, terms, and concepts of sociology. **Note with reference to transfer and articulation:** This course is designed to fully transfer to other colleges and universities within the Kansas Board of Regents and comply with the Transfer and Articulation Advisory Council (TAAC) and the Kansas Core Outcome Groups Overview for the purpose of easing transparency and transferability of courses for state-wide transfer.

**SOSC 101 AMERICAN GOVERNMENT**  
3 credit hours  
This course presents the basic structure and function of the American system of government through the use of contemporary issues.
SOSC 102  STATE AND LOCAL GOVERNMENT
3 credit hours
This course emphasizes the importance of states and communities as the settings of most of the public policies which affect the daily lives of their residents. State and local governments play a major role in the political life of the nation as much of the national policy would not function without state/community cooperation.

SOSC 120  SEMINAR IN SOCIAL SCIENCES
2 credit hours
This seminar will provide a structured program of study which emphasizes the acquisition of knowledge in a specific area of social science. The seminar title will be announced. *This course may be repeated for credit.*

SOSC 200  INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 credit hours
This course is a study of the core concepts and methods of cultural anthropology, including an examination of the unique features of human culture, past and present.

SOSC 220  SOCIAL PROBLEMS
3 credit hours
This course is a sociological analysis of selected American social problems and their impact on the quality of life. The methodology used for studying and understanding social problems will include models of analysis, patterns of human behavior, social research, fallacies of thinking, social structural factors, and public policy making. *Prerequisite: SOSC 100 Introduction to Sociology.*

SOSC 230  INTERNATIONAL RELATIONS
3 credit hours
This course will introduce students to a broader understanding of international relations and the cultural, political and economic basis of international conflicts. Methods of analysis will be used to explore relevant topics such as international law, the global economy, worldwide concerns for the environment and human rights.

SOSC 236  MARRIAGE AND THE FAMILY
3 credit hours
This course covers the scientific facts about marriage and family life as study and research bring them to light. Emphasis is placed on those issues that perplex and disturb students as they move toward personal involvement in the man-woman relationship.

*Note with reference to transfer and articulation:* This course is designed to fully transfer to other colleges and universities within the Kansas Board of Regents and comply with the Transfer and Articulation Advisory Council (TAAC) and the Kansas Core Outcome Groups Overview for the purpose of easing transparency and transferability of courses for state-wide transfer.

SOSC 299  INDEPENDENT STUDY
1,2,3 credit hours
This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

SURG 100  INTRODUCTION TO SURGICAL TECHNOLOGY
4 credit hours
This is a four credit hour theory course designed to introduce the student to the broad field of surgical technology and provide a professional, ethical, and knowledgeable foundation to grow in surgical technology. It will provide the student with knowledge concerning the scope of practice of surgical technology and how to begin to function in the health care setting. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. *Minimum Requirements: Student must be at least 18 years of age to enroll in SURG 100 (Introduction to Surgical Technology).*
SURG 101 INTRODUCTION TO SURGICAL TECHNOLOGY LAB
2 credit hours
This is a two credit hour introductory laboratory course designed to provide the student with the hands-on instruction necessary to learn the perioperative skills required to establish a sterile field and perform the necessary functions of the scrubbed person upon entering the sterile field. This course includes supervised practice and instruction on the basic concepts necessary to establish, maintain, and coordinate tasks required for good patient care in the perioperative setting in a 9:1 or 9:2 student per instructor ratio. Students will apply aseptic technique, surgical principles and surgical conscience in learning and demonstrating the skills specific to those of the first scrub and assistant circulator roles. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. Minimum Requirements: Surgical Technology Program admission as defined by admission policies. Must be taken concurrently with SURG 102 Principles and Practices of Surgical Technology.

SURG 102 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY
5 credit hours
This is a five credit hour theory course designed to acquaint the student with the knowledge base necessary to function as a beginning surgical technologist. It includes basic concepts necessary to establish, maintain, and coordinate methods that are required for good patient care in the operating room (OR). Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. Prerequisite: Surgical Technology Program admission, as defined by admission policies. Successful completion of SURG 100 Introduction to Surgical Technology. Must be taken concurrently with SURG 101 Introduction to Surgical Technology Lab.

SURG 103 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB
3 credit hours
This is a three credit hour laboratory course designed to expand the student's previously gained knowledge using the hands-on instruction necessary to learn the perioperative skills required to enter the clinical setting and to function as a beginning surgical technologist. This course included supervised practice and instruction on the basic concepts necessary to establish, maintain, and coordinate tasks required for good patient care in the perioperative setting in a 9:1 or 9:2 student per instructor ratio. Students will apply aseptic technique, surgical principles and surgical conscience in learning and demonstrating the skills specific to those of the first scrub, second scrub and assistant circulator roles. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by their final exam and competency scores. Prerequisite: Surgical Technology Program admission, as defined by admission policies. Successful completion of SURG 102 Principles and Practice of Surgical Technology and SURG 101 Introduction to Surgical Technology Lab. Must be taken concurrently with SURG 202 Principles and Practice of Surgical Technology.

SURG 106 SURGICAL TECHNOLOGY CLINICAL I
3 credit hours
This course is designed to provide the student with introduction to the operating room and its routines, and to the practice of surgical technology within the clinical setting. This course functions to expand knowledge gained in the Introduction to Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology and Surgical Procedures I courses. Students begin their supervised clinical rotations, with focus on applying the fundamental concepts and principles necessary for successful participation on a surgical team in the first and second scrub roles, as identified in the 6th Edition Core Curriculum surgical rotation case requirements listing. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., Association of Surgical Technologists, as indicated by their bi-weekly clinical evaluation forms, surgical case attainment and weekly course requirements. Prerequisite: Surgical Technology Program admission, as defined
SURG 202  SURGICAL PROCEDURES I
4 credit hours
This is a four credit hour theory course designed to introduce the student to surgical procedures and the anatomy involved in general surgery, gynecological and obstetrical surgery, genitourinary surgery, surgery of the ear, nose, pharynx and larynx and orthopedic surgery as well as minimally invasive surgical techniques including but not limited to endoscopy and robotic surgery. Incorporating theory, laboratory and clinical practice, the student will learn to analyze, select and prepare instrumentation, equipment, and other supplies, for specific procedures within those specialties. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by course exams, final exam and competency scores. Prerequisites: Surgical Technology Program admission, as defined by admission policy. Successful completion of SURG 101 Introduction to Surgical Technology Lab, SURG 102 Principles and Practices of Surgical Technology, and BIOL 257 & 258 Human Anatomy and Physiology Lecture and Lab. Must be enrolled in SURG 103 Principles and practice of the Surgical Technologist Lab and SURG 106 Surgical Technology Clinical I.

SURG 204  SURGICAL PROCEDURES II
5 credit hours
This is a five credit hour theory course designed to introduce the student to surgical procedures and the anatomy involved in ophthalmic surgery, oral maxillofacial surgery, plastic and reconstructive surgery, peripheral vascular surgery, thoracic and pulmonary surgery, cardiac surgery, pediatric surgery and neurosurgery. Incorporating theory, laboratory and clinical practice, the student will learn to analyze, select and prepare instrumentation, equipment, and other supplies, for specific procedures within those specialties. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., as indicated by course exams, final exam and competency scores. Prerequisite: Successful completion of SURG 202 Surgical Procedures I and SURG 106 Surgical Technology Clinical I. Must be taken concurrently with SURG 206 Surgical Technology Clinical II.

SURG 206  SURGICAL TECHNOLOGY CLINICAL II
8 credit hours
This course is designed to provide the student with the hands on experience necessary to become employed as a surgical technologist. This course functions to expand knowledge gained in the previous program courses, and support the knowledge being gained in the Surgical Procedures II course. Students continue their supervised clinical rotations, with focus on applying the fundamental concepts and principles necessary for successful participation on a surgical team, in the first scrub role, as identified in the 6th Edition Core Curriculum surgical rotation case requirements listing. Upon completion of this course the student will demonstrate understanding in the cognitive, psychomotor and affective learning domains related to principles and practice of surgical technology as outlined in the Core Curriculum for Surgical Technology, 6th Ed., Association of Surgical Technologist, as indicated by their weekly clinical evaluations, surgical case attainment and weekly course requirements. Prerequisite: Surgical Technology Program admission, as defined by admission policy. SURG 202 Surgical Procedures I, and SURG 106 Surgical Technology Clinical I. Must be taken concurrently with SURG 204 Surgical Procedures II.

SURG 208  SURGICAL TECHNOLOGY CERTIFICATION EXAM REVIEW
1 credit hour
This is a one credit hour theory course designed to provide comprehensive review of surgical technology concepts and practical preparation for the national certification examination, including but not limited to:

- Preoperative preparation of the surgical patient
- Intra-operative procedures
- Post-operative procedures
- Administrative and personnel
- Equipment sterilization and maintenance
- Anatomy and physiology
This course is designed to improve the surgical technology student’s test taking skills. *Students must be in their final semester of, or have graduated from a CAAHEP accredited surgical technology program.*

**TST 130  MOTORCYCLE TRAINING**  
2 credit hours  
This course provides a combination of classroom, range, and on-street instruction. To participate in the on-street riding, each student must pass the Kansas Motorcycle License skill test administered by the instructor. All students will wear orange vests identifying them as “Student Drivers” when riding on-street. Students must participate in a minimum of 480 minutes of classroom instruction, 360 minutes of range instruction, and 60 minutes of on-street instruction. *Prerequisites: must be a resident of Kansas. To obtain the motorcycle endorsement on their license students must have a Kansas drivers’ license.*
COLLEGE ORGANIZATION

BOARD OF TRUSTEES

(Terms expire in the years noted)

Mr. Kevin Berthot, Chanute (2017)
Mr. Charles Boaz, Chanute (2017)
Ms. Lori Kiblinger, Chanute (2019)
Mr. David Peter, Chanute (2019)
Mr. Dennis Peters, Chanute (2019)
Ms. Jenny Westerman, Chanute (2017)

ADMINISTRATION

INBODY, BRIAN.................................................................................................................. PRESIDENT
Ed.D., University of Arkansas M.S., B.S., Oklahoma State University

ROBB, SARAH.................................................................................................................. VICE PRESIDENT FOR STUDENT LEARNING
Ed.D., Baker University; M.S., B.S., Pittsburg State University

SMITH, BEN.................................................................................................................... VICE PRESIDENT FOR OPERATIONS
M.L.S., Fort Hays State University; B.S.B.A., Pittsburg State University

SOLANDER, SONDRA..................................................................................................... CHIEF FINANCIAL OFFICER
M.S., B.S., Pittsburg State University; A.A., Allen County Community College; C.P.A., Kansas

SADDLER, MICHAEL........................................................................................................ ATHLETIC DIRECTOR
M.S., Fort Hays State University; B.S., University of Kansas; A.A., Colby Community College

CHRISTIANSEN, CLAUDIA.......................................................................................... DIRECTOR OF DEVELOPMENT & MARKETING
M.S., Pittsburg State University

GARDNER, MARIE.......................................................................................................... DEAN FOR THE OTTAWA AND ONLINE CAMPUSES (Ottawa)
Ed.D., University of Nebraska-Lincoln; M.A., University of Kansas, MOS Certification; B.S., Baker University

KRUMM, BRENDA........................................................................................................... DEAN OF OUTREACH AND WORKFORCE DEVELOPMENT
M.S., B.S., Fort Hays State University A.A., Barton County Community College

RANABARGAR, KERRY.................................................................................................... DEAN FOR OPERATIONS/CHIEF INFORMATION OFFICER
M.S., B.S., Friends University; A.S., Neosho County Community College

COOMES, KERRIE............................................................................................................ DEAN OF STUDENT SERVICES
M.B.A., B.B.A., Pittsburg State University
FACULTY AND STAFF

ALEXANDER, KIM
B.S., Bacone College

HEAD SOFTBALL COACH

ALEXANDER, LARRY

BUS DRIVER

ALEN, KARL
B.S., Kansas State University; Diesel Mechanic Certs, North Central Kansas Area Vocational-Technical School

BUS DRIVER

ALEN, SAMANTHA
A.G.S., Bacone College

ASSISTANT SOFTBALL COACH

ANDERSON, TRACY
CUSTODIAN

AYERS, MELINDA “MINDY”
M.A., Emporia State University; B.S.E., Pittsburg State University; A.S., Neosho County Community College

HISTORY INSTRUCTOR/HONORS COORDINATOR

BARKER, STEVE
SAFETY OFFICER

BARR, MARY
ADMINISTRATIVE ASSISTANT/SWITCHBOARD

BEEMAN, GLORIA
OFFICE SERVICES CLERK

BENNETT, JACKIE
NURSING INSTRUCTOR (Ottawa)

B.S.N., Mid America Nazarene University; A.A.S, Neosho County Community College

BITTS, KENDALL
GROUNDKEEPER

B.S., Pittsburg State University; A.A., NCCC

BLACKWELL, KEVIN
LIBERAL ARTS DIVISION CHAIR/HUMANITIES INSTRUCTOR (Ottawa)

J.D., University of Missouri-Kansas City; B.A., Southwest Missouri State University

BUCHANAN, RICHARD
DESKTOP SUPPORT TECHNICIAN (Ottawa)

BURES, KYLE
COORDINATOR FOR THE TEACHING AND LEARNING CENTER (Ottawa)

M.S., Kansas State University; B.S., Kansas State University

BURK, CHERYL
ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS

BURKHOLDER, KEVIN
SAFETY OFFICER

BURTON, LINETTE
BOOKSTORE ASSISTANT

A.G.S., Allen Community College

BUSHNELL, NICOLE
ABE INSTRUCTOR (Labette)

B.S., Pittsburg State University

CADWALLADER, SARAH
DIRECTOR OF INTERNATIONAL STUDENT SERVICES

B.S., Pittsburg State University; A.S., Neosho County Community College

CAIN, JENNIFER
SURGICAL TECHNOLOGY PROGRAM DIRECTOR (Ottawa)

A.A.S., Cambridge College
CALLAHAN, DEB .................................................. NURSING INSTRUCTOR\SIMULATION COORDINATOR (Ottawa)  
M.S.N., Mid-America Nazarene University; B.S.N., University of Kansas; A.A., Johnson County Community College

CAMPBELL, MICHAEL ............................................................. SCIENCE INSTRUCTOR (Ottawa)  
M.A., University of Kansas; B.S., University of Michigan

CARMAN, PEGGY ................................ OCCUPATIONAL THERAPY ASSISTANT FIELD COORDINATOR/INSTRUCTOR (Ottawa)  
B.S., University of Kansas

CARPENTER, NANCY .................................................. NURSING SIMULATION CLINICIAN  
D.N.P, Walden University; M.S.N., Walden University; B.S.N., St. Mary's of the Plains College

CARROLL, DANIEL .......................................................... ADMINISTRATIVE ASSISTANT TO UPWARD BOUND

CHANLEY, BART .......................................................... STARS DIRECTOR  
M.S., B.S., Fort Hays State University; A.A., Cloud County Community College

CLAY, KRISTA .......................................................... DIRECTOR OF ADULT BASIC EDUCATION  
M.S., Fort Hays State University; B.S., Pittsburg State University

CLEMENTS, LORI .......................................................... ASSISTANT DIRECTOR OF FINANCIAL AID  
B.S., University of Nebraska-Lincoln

CLINESMITH, PATRICIA .......................................................... CLC ASSOCIATE  
B.A., Benedictine College

COCHRAN, BLAKE .................................................. ABE INSTRUCTOR (Fort Scott)  
B.S., McMurry University; M.A., Northwest Oklahoma State University

COLLIER, JAMIE .................................................. ABE INSTRUCTOR (Pittsburg)  
M.S., B.S., Pittsburg State University

COMPTON, MARISA .......................................................... ASSISTANT VOLLEYBALL COACH  
B.S., Austin Peay State University; A.S., Neosho County Community College

COOMBS, JEREMY .......................................................... HEAD MEN'S BASKETBALL COACH  
B.A., Kansas Wesleyan University

COVAULT, PAMELA .......................................................... DIRECTOR OF NURSING (Ottawa)  
M.S.N., University of Kansas; CNE, NLN; B.S.N., William Jewell College (MO)

COVEY, MINDY .......................................................... PSYCHOLOGY INSTRUCTOR  
M.A., American Military University; B.S., Pittsburg State University; A.A., Allen Community College

CRAWFORD, SHARLENE .......................................................... CUSTODIAN

CRAWFORD, STEVE .......................................................... MAINTENANCE A  
Master Electrician License, Master Plumber License

DAISY, JENNIFER .......................................................... DIRECTOR OF FINANCIAL AID (Ottawa)  
M.B.A., B.A., Ottawa University; A.A., Johnson County Community College

DAVIS, JEREMIAH “J.J.” .......................................................... HEAD WOMEN'S BASKETBALL COACH  
B.A., University of West Virginia

DEVOE, CHAD .......................................................... COMPUTER SCIENCE INSTRUCTOR  
M.En., Stevens Institute of Technology; B.S., Central Michigan University
DIX, MARCY............................................................................................................. FINANCIAL AID SPECIALIST (Ottawa)
A.S., Neosho County Community College; L.P.N., Kansas City Kansas Area Vocational Technical School

DODSON, JOYCE........................................................................................................... CUSTODIAN (Ottawa)

DONOVAN, LINDSEY................................................................................................. STARS TRANSFER/CAREER ADVISOR
A.S., Neosho County Community College; Library Information Technology Certificate, Mesa Community College

DOUGLASS, AMY......................................................................................................... NURSING INSTRUCTOR (Ottawa)
M.S.N., University of Missouri Kansas City; B.S.N., Baker University

DRYBREAD, RITA...................................................................................................... DEVELOPMENTAL MATHEMATICS INSTRUCTOR
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DUFT, AUBREY.......................................................................................................... ABE INSTRUCTOR (Ft. Scott)
B.S., Pittsburg State University

ELDRIDGE, MARK..................................................................................................... SOCIOLOGY INSTRUCTOR (Ottawa)
Ed.D., Baker University; Ed.S., M.S., B.S., Pittsburg State University

ENSMINGER, KIM................................................................................................. ADMINISTRATIVE ASSISTANT TO THE ATHLETIC DIRECTOR
B.S., Kansas State University

EWEN, MARY ............................................................................................................ ACCOUNTS PAYABLE/PAYROLL CLERK

FERGUSON, JENNIFER......................................................................................... SURGICAL TECHNOLOGY INSTRUCTOR/CLINICAL COORDINATOR (Ottawa)
A.A., A.A.S., Neosho County Community College

FLETT, BARBARA................................................................................................. OCCUPATIONAL THERAPY ASSISTANT PROGRAM DIRECTOR (Ottawa)
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FOLLMER, TRACI ..................................................................................................... SWITCHBOARD/OFFICE SERVICES CLERK
CNA, Neosho County Community College

FORREST, BOBBIE ................................................................................................ CONSTRUCTION INSTRUCTOR
NCCER Certification

FOSSOY, DAN ........................................................................................................... ABE INSTRUCTOR (Independence)
M.S., Pittsburg State University; B.S., Black Hill State University

FUGATE, JAMIE ........................................................................................................ CUSTODIAN

GEHLEN, TINA .................................................. ASSISTANT DEAN OF OUTREACH AND WORKFORCE DEVELOPMENT (Ottawa)
Ph.D., University of Nebraska-Lincoln; MEd, Bowie State University; B.S.E., Emporia State University

GEMAS, NICHOLAS “NICK” .................................................................................. SOCIOLOGY INSTRUCTOR
M.A. and Master of Music in Music Performance, B.A., Wichita State University; A.A., Cowley County Community College;

GILNER, MICHAEL .................................................................................................. ASSISTANT BASEBALL COACH

GODINEZ, JAMES ................................................................................................... SAFETY OFFICER

GORDON, CATHY ................................................................................................... ART INSTRUCTOR
M.F.A., B.A., Fort Hays State University

GRAY, TERRI ........................................................................................................... CUSTODIAN
GULLEY, JEREMY ................................................................. ENGLISH INSTRUCTOR (Ottawa)
Graduate studies, University of Kansas; M.A., University of Missouri at Kansas City; B.A., Mid-America Nazarene University

GUZMAN, CRISTHIAN .......................................................... ASSISTANT CHEER/DANCE COACH

HAGGARD, SANDRA .......................................................... RSVP DIRECTOR
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HALE, KARA ........................................................................ BOOKSTORE COORDINATOR
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HALSTEAD, JAMES ................................................................ ACCOUNTING INSTRUCTOR
M.B.A., Southern Illinois University-Edwardsville; B.S., Southern Illinois University-Carbondale

HAMM, KELLY ..................................................................... ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF NURSING
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HECKER, CALEB .............................................................. COORDINATOR OF RESIDENCE & STUDENT LIFE
B.A., McPherson College

HERRON, ASYA .................................................................. HEAD VOLLEYBALL COACH
M.S., Pittsburg State University; B.A., William Penn University

HICKS, ANTWON ............................................................... ASSISTANT TRACK COACH
B.A., University of Mississippi

HICKS, SHAREESE .............................................................. HEAD TRACK/CROSS COUNTRY COACH
B.A., University of North Carolina–Charlotte

HUDSON, DANNY ................................................................ NETWORK SYSTEMS ADMINISTRATOR
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ISAAC, NANCY .................................................................... ADVERTISING/MEDIA COORDINATOR
A.A., Neosho County Community College

JACKS, BEN ................................................................. ASSISTANT MEN’S BASEBALL COACH
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JACOBSON, KARIN .......................................................... DIRECTOR OF HUMAN RESOURCES
B.S., DeVry University; A.A.S., A.S., Level I and Level II Management Certificates, Level I and Level II Accounting Certificates, Neosho County Community College

JACOBSON, RANDY “TONY” ................................................ FINANCIAL AID SPECIALIST
A.A.S. Marketing, A.A.S. Management, Level I Certificate Accounting, Level I Certificate Management, Neosho County Community College
JOHNSTON, CRICKETT .............................................................. NURSING INSTRUCTOR (Ottawa)
M.S.N., Walden University; B.S.N., Baker University

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Notice of Non-Discrimination

Neosho County Community College affords equal opportunity to and does not discrimination against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

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<th>Title VII, Age Discrimination Act, Title II, Kansas Acts Against Discrimination</th>
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<td><a href="mailto:HR@neosho.edu">HR@neosho.edu</a></td>
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<td><a href="mailto:Student.Services@neosho.edu">Student.Services@neosho.edu</a></td>
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You may also go to the College's website where you will find the name and/or title and telephone number of the person or persons responsible for addressing your request.

Using the College's complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

**U.S. Department of Education**
Office of Civil Rights
1010 Walnut Street
3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550

**Kansas Human Rights Commission (KHRC)**
Main Office, Topeka
900 S.W. Jackson, Suite 851-S
Topeka, KS 66612-1258
Telephone: (785) 296-3206
Toll Free: (888) 793-6874

**Equal Employment Opportunity Commission (EEOC)**
Kansas City Area Office
400 State Avenue, Suite 905
Kansas City, KS 66101
Telephone: (913) 551-5655
Americans with Disabilities Act of 1990 – Statement of Compliance

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the Dean of Student Services office, Chanute Campus, Sanders Hall, 620-432-0304 as soon as possible. As necessary, the Dean of Student Services will review documentation about your disability and determine the need for the accommodations you are requesting. The Dean of Student Services and the director of basic skills will then assist you in planning for any necessary accommodations. The Dean of Student Services will notify your instructors of the accommodation plan.

Student Right-To-Know and Campus Security Act of 1990

Neosho County Community College adheres to the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542). Current statistics are available upon request through the Dean of Student Services office and within the NCCC Student Handbook.

Drug-Free Schools and Communities Act of 1989

College policy and the Drug-Free Act states that the unlawful possession, use, or distribution of illicit drugs, alcohol, and cereal malt beverages by students or employees on the property of Neosho County Community College or during activities involving the College is strictly prohibited.

Disclaimer

The content of this document is provided for the information of the student and does not constitute a contract. The content is accurate at the time of printing but may be modified or changed at any time to correspond to decisions of the NCCC Board of Trustees, and local, state, or federal requirements. Any changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

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