

2022 – 2023 College Catalog

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
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Topeka, KS 66612-1230, 785-296-4929, Fax 785-296-3929, www.ksbn.org

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
913-339-9356, Fax 913-339-6226, www.acbsp.org

Accredited By:
Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-5800
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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
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Accredited By:
Accreditation Council for Occupational Therapy Education 6116 Executive Blvd., Suite 200, North Bethesda, MD 20852-4929,
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Neosho County Community College operates under the authority of the
Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368
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Chanute Campus

800 West 14th Street
Chanute, KS 66720
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Ottawa Campus

900 East Logan Street
Ottawa, KS 66067
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(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.



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 that 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 operates an \$8.1 million, 52,000 square foot campus on 27 wooded acres. This 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, many 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.

My staff and I 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.



NEOSHO COUNTY COMMUNITY COLLEGE

Academic Calendar 2022-2023

Summer Semester – 2022

During Summer 2022 NCCC is closed on Fridays, May 27 – Aug 5.

May 16	May Intersession Classes Begin
May 29	May Intersession Classes End
May 30	Memorial Day (NCCC closed)
May 31	Summer Classes Begin
May 31	First 4 Week Classes Begin
Jun 26	First 4 Week Classes End
Jun 27	Last 4 Week Classes Begin
Jul 4	Independence Day (NCCC Closed)
Jul 24	Last 4 Week Classes End
Jul 24	Summer Classes End

Fall Semester – 2022

Jul 25	August Intersession Classes Begin
Aug 15	Faculty Report
Aug 16	Inservice (NCCC closed)
Aug 21	August Intersession Classes End
Aug 22	Fall Classes Begin
Aug 22	First 8 Week Classes Begin
Sep 5	Labor Day (NCCC closed)
Sep 12	12 Week Classes Begin
Sep 16	Citizenship Day
Sep 19	Middle 8 Week Classes Begin
Oct 14	Midterm
Oct 16	First 8 Week Classes End
Oct 17	Last 8 Week Classes Begin
Nov 13	Middle 8 Week Classes End
Nov 21 - 25	Thanksgiving Break (NCCC closed)
Dec 6 - 12	Finals (Chanute Night/Ottawa Block)
Dec 11	12 Week Classes End
Dec 9 - 18	Finals (Online/Hybrid) -
Dec 13 - 15	Finals (Chanute Day/Ottawa Non Block)
Dec 16	Faculty Assessment/Duty Day
Dec 18	Last 8 Week Classes End
Dec 18	Fall Semester Ends
Dec 19	Faculty Assessment / Duty Day

Wintersession – 2022 23

Dec 19	4 Week Classes Begin
Dec 23 - Jan 2	Christmas Break (NCCC closed)
Jan 15	4 Week Classes End

Spring Semester – 2023

Jan 9	Faculty Report
Jan 10	Inservice (NCCC closed)
Jan 16	Martin Luther King Day (NCCC closed)
Jan 17	Spring Classes Begin
Jan 17	First 8 Week Classes Begin
Feb 6	12 Week Classes Begin
Feb 13	Middle 8 Week Classes Begin
Mar 10	Midterm
Mar 12	First 8 Week Classes End
Mar 13 - 17	Spring Break (NCCC closed)
Mar 20	Last 8 Week Classes Begin
Apr 7	Good Friday (NCCC closed)
Apr 16	Middle 8 Week Classes End
May 3 - 9	Finals (Chanute Night/Ottawa Block)
May 5 - 14	Finals (Online/Hybrid)
May 7	12 Week Classes End
May 9	Tuesday Classes are Friday Classes (day classes only)
May 10 - 12	Finals (Chanute Day/Ottawa Non Block)
May 12	Commencement 7:00pm
May 14	Last 8 Week Classes End
May 14	Spring Semester Ends
May 15	Faculty Assessment/Duty Day
May 16	Faculty Assessment/Duty Day
May 17	Faculty Duty Day



NEOSHO COUNTY COMMUNITY COLLEGE

Academic Calendar 2023 2024

Summer Semester – 2023

During Summer 2023 NCCC is closed on Fridays, May 26 – Aug 4.

May 15	May Intersession Classes Begin
May 28	May Intersession Classes End
May 29	Memorial Day (NCCC closed)
May 30	Summer Classes Begin
May 30	First 4 Week Classes Begin
Jun 25	First 4 Week Classes End
Jun 26	Last 4 Week Classes Begin
Jul 4	Independence Day (NCCC Closed)
Jul 23	Last 4 Week Classes End
Jul 23	Summer Classes End

Fall Semester – 2023

Jul 24	August Intersession Classes Begin
Aug 14	Faculty Report
Aug 15	Inservice (NCCC closed)
Aug 20	August Intersession Classes End
Aug 21	Fall Classes Begin
Aug 21	First 8 Week Classes Begin
Sep 4	Labor Day (NCCC closed)
Sep 11	12 Week Classes Begin
Sep 18	Citizenship Day
Sep 18	Middle 8 Week Classes Begin
Oct 13	Midterm
Oct 15	First 8 Week Classes End
Oct 16	Last 8 Week Classes Begin
Nov 12	Middle 8 Week Classes End
Nov 20 - 24	Thanksgiving Break (NCCC closed)
Dec 5 - 11	Finals (Chanute Night/Ottawa Block)
Dec 10	12 Week Classes End
Dec 8 - 17	Finals (Online/Hybrid) -
Dec 12 - 14	Finals (Chanute Day/Ottawa Non Block)
Dec 15	Faculty Assessment/Duty Day
Dec 17	Last 8 Week Classes End
Dec 17	Fall Semester Ends
Dec 18	Faculty Assessment / Duty Day

Wintersession – 2023 24

Dec 18	4 Week Classes Begin
Dec 22 - Jan 1	Christmas Break (NCCC closed)
Jan 14	4 Week Classes End

Spring Semester – 2024

Jan 8	Faculty Report
Jan 9	Inservice (NCCC closed)
Jan 15	Martin Luther King Day (NCCC closed)
Jan 16	Spring Classes Begin
Jan 16	First 8 Week Classes Begin
Feb 5	12 Week Classes Begin
Feb 12	Middle 8 Week Classes Begin
Mar 8	Midterm
Mar 10	First 8 Week Classes End
Mar 11 - 15	Spring Break (NCCC closed)
Mar 18	Last 8 Week Classes Begin
Mar 29	Good Friday (NCCC closed)
Apr 14	Middle 8 Week Classes End
May 1 - 7	Finals (Chanute Night/Ottawa Block)
May 3 - 12	Finals (Online/Hybrid)
May 5	12 Week Classes End
May 7	Tuesday Classes are Friday Classes (day classes only)
May 8 - 10	Finals (Chanute Day/Ottawa Non Block)
May 10	Commencement 7:00pm
May 12	Last 8 Week Classes End
May 12	Spring Semester Ends
May 13	Faculty Assessment/Duty Day
May 14	Faculty Assessment/Duty Day
May 15	Faculty Duty Day



NEOSHO COUNTY COMMUNITY COLLEGE

Academic Calendar 2024-2025

Summer Semester – 2024

During Summer 2024 NCCC is closed on Fridays, May 31 – Aug 2.

May 13	May Intersession Classes Begin
May 26	May Intersession Classes End
May 27	Memorial Day (NCCC closed)
May 28	Summer Classes Begin
May 28	First 4 Week Classes Begin
Jun 23	First 4 Week Classes End
Jun 24	Last 4 Week Classes Begin
Jul 4	Independence Day (NCCC Closed)
Jul 21	Last 4 Week Classes End
Jul 21	Summer Classes End

Fall Semester – 2024

Jul 22	August Intersession Classes Begin
Aug 12	Faculty Report
Aug 13	Inservice (NCCC closed)
Aug 18	August Intersession Classes End
Aug 19	Fall Classes Begin
Aug 19	First 8 Week Classes Begin
Sep 2	Labor Day (NCCC closed)
Sep 9	12 Week Classes Begin
Sep 17	Citizenship Day
Sep 30	Middle 8 Week Classes Begin
Oct 11	Midterm
Oct 13	First 8 Week Classes End
Oct 14	Last 8 Week Classes Begin
Nov 24	Middle 8 Week Classes End
Nov 25 - 29	Thanksgiving Break (NCCC closed)
Dec 3 - 9	Finals (Chanute Night/Ottawa Block)
Dec 8	12 Week Classes End
Dec 6 - 15	Finals (Online/Hybrid) -
Dec 10 - 12	Finals (Chanute Day/Ottawa Non Block)
Dec 13	Faculty Assessment/Duty Day
Dec 15	Last 8 Week Classes End
Dec 15	Fall Semester Ends
Dec 16	Faculty Assessment / Duty Day

Wintersession – 2024 25

Dec 16	4 Week Classes Begin
Dec 23 - Jan 1	Christmas Break (NCCC closed)
Jan 12	4 Week Classes End

Spring Semester – 2025

Jan 13	Faculty Report
Jan 14	Inservice (NCCC closed)
Jan 20	Martin Luther King Day (NCCC closed)
Jan 21	Spring Classes Begin
Jan 21	First 8 Week Classes Begin
Feb 10	12 Week Classes Begin
Feb 17	Middle 8 Week Classes Begin
Mar 14	Midterm
Mar 16	First 8 Week Classes End
Mar 17 - 21	Spring Break (NCCC closed)
Mar 24	Last 8 Week Classes Begin
Apr 18	Good Friday (NCCC closed)
Apr 20	Middle 8 Week Classes End
May 7 - 13	Finals (Chanute Night/Ottawa Block)
May 9 - 18	Finals (Online/Hybrid)
May 11	12 Week Classes End
May 13	Tuesday Classes are Friday Classes (day classes only)
May 14 - 16	Finals (Chanute Day/Ottawa Non Block)
May 16	Commencement 7:00pm
May 18	Last 8 Week Classes End
May 18	Spring Semester Ends
May 19	Faculty Assessment/Duty Day
May 20	Faculty Assessment/Duty Day
May 21	Faculty Duty Day

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VISION, MISSION, AND PURPOSES

VISION

Neosho County Community College will adapt to the changing needs of our current and future constituents with innovative, creative programs based on the 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 and the Board of Trustees,
- 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 service, innovation and entrepreneurship.

COLLEGE HISTORY, LOCATION AND FACILITIES

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. The College also announced a 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. Chapman Learning Center was also given a much needed facelift.

In 2016, the College added a locker room, concessions, restrooms official's room, ADA parking, sidewalks and new bleachers to the baseball field. The summer of 2017 saw many improvements to the Chanute campus as the College replaced the Bideau Residence Hall roof, renovated the President's office, resurfaced all of the parking lots, and implemented a complete replacement of the 1967 campus HVAC systems. The cost of the projects exceeded \$3.8 million.

In 2018, the College purchased a 64,000 square foot manufacturing facility and converted 12,000 square feet into indoor athletic practice facilities, 23,000 square feet into storage, and renovated 4,000 square feet of office space. The remaining 25,000 square feet is designated for new educational program space. Total cost of the improvements exceeded \$750,000. In 2021 the building was named Neosho County Career and Technical Center.

In 2019, the College completed a nearly \$1 million renovation and facelift to the student union cafeteria and meeting rooms. The much-needed renovation provided new amenities and space for an additional 86 diners. The College continues to advance and enhance its facilities with innovative and creative solutions in the Facilities Master 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 addition, 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

COMMUNICABLE DISEASES NOTICE-STUDENT RESPONSIBILITY

This notice requires that students acknowledge that the novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to be spread mainly from person to person contact. NCCC cannot completely mitigate the transfer of communicable and infectious diseases like COVID-19 especially when students are on a NCCC campus, in NCCC buildings or facilities, attending in-person classes, and/or engaged in an activity which may be on property owned or under the control of NCCC or which may be part of an NCCC sponsored or participating activity or event. Students choosing to attend classes, enter a NCCC campus or property, and/or engage in activities at NCCC assume the risk which exists from exposure to or from illness or injury from an infectious disease including COVID-19. Students acknowledge that NCCC will not be liable for any claims due to exposure of a student to or illness or injury from an infectious disease including COVID-19, and by choosing to attend NCCC release NCCC from liability any such claims.

Students choosing to be a part of the NCCC community acknowledge that they want to be part of a vibrant campus community; that students have a responsibility to themselves and to others, especially those who may be at greater risk from the effects of infectious disease, including COVID-19; and that each student will follow requirements and guidelines established by NCCC and published on its website. Students may be asked to sign Waiver And Release Agreements and agree to testing as a condition for participation in identified activities at NCCC, including testing for COVID-19 or other infectious disease as may be determined appropriate to protect the NCCC Community.

The College reserves the right to change the terms of this Notice and published requirements and guidelines referred to in this Notice, at any time. Students can receive a copy of the revised Notice and requirements and guidelines at any time upon request from the administration office at either campus location, or on the NCCC website or portal in the College Catalog.

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 or provide a HS transcript/gpa.

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 Registration department 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 an appropriate placement test or providing an unofficial 6-7 semester HS transcript, 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 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.
9. 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 \$13,500.
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. Provide proof of English proficiency. NCCC recommends the following minimum scores: TOEFL Internet based 61+, IELTS 6.0+, PTE 41+, DUOLINGO 31+. CELT 200+, SAT 400+ on the Evidenced Based Reading & Writing section, ACT 16+ on the English section. 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. NCCC requires international students to have health insurance because of the high cost of going to the hospital

or doctor in the USA. Just one visit to the hospital can cost you a whole year's tuition and fees! If you get sick, we want you to know that you can easily see a doctor. All international students are required to use the pre-approved insurance plan available to NCCC students. You are covered by International Medical Group (IMG) through ISI: [International Student Insurance-Student Zone \(Link is external\)](#). Find doctors, claim information and much more. New and continuing students will receive an insurance card and policy information by email at the beginning of the policy term or you may pick up a physical copy of your I.D. card in the International Student Services Office. Please be aware that at any time you have a valid I-20 from NCCC, including vacation terms in the USA, you are required to purchase NCCC's health insurance plan (only exception: government-sponsored students) Please do not buy health insurance coverage from your home country because it will not be accepted by NCCC. For questions regarding purchasing or extending your medical insurance plan, please contact the international student advisor on your campus. **Local Hospitals and Urgent Care:** In the event of an emergency, please familiarize yourself with the local hospitals and urgent care clinics.

"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 96 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.
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.
 - e. Students take the ATI A&P exam to identify possible areas of remediation required prior to entering the program. The A&P exam scores are not used as part of the admission criteria but just as a means of assessing remediation needs.
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.

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)
- 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
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, have the opportunity to apply as a PN to ADN articulation student.

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. **(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.

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.

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)
- 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.

OTA Admission Requirements

Refer to the college admission requirements in the **ENROLLMENT AND REGISTRATION** section of the NCCC College Catalog. Admission to the college does not guarantee admission to the OTA program.

Contact the program director, Peggy Carman, at pcarman@neosho.edu for pre-OTA advising.

The OTA Application period occurs yearly from June-August and OTA courses begin in the Spring Semester (January) for those admitted to the program.

The following admission requirements must be completed for OTA program consideration:

1. Complete the online application to the college.
2. Send official transcripts of all high school and post-secondary education directly to the NCCC registrar's office.
 - a. For coursework to transfer from other accredited institutions, credit hours and course content must be comparable to NCCC requirements and course descriptions.
 - b. A minimum grade of "C" is required in all pre and co-requisite courses and program courses required for the Associate of Applied Science Occupational Therapy Assistant degree.
3. Demonstrate proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

OTA Pre-requisite Courses

CURR 100 First Year Seminar CSIS 100 Computer Concepts and Applications ENGL 101 English Composition I	PSYC 155 General Psychology ALHE 105 Medical Terminology COMM Interpersonal Communication
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4. Complete the Test of Essential Academic Skills (TEAS). This exam may only be taken one time per application year. The TEAS is offered at the Ottawa campus. Contact OTA-Admission@neosho.edu to sign up for the exam.
 - a. All four sections (Reading, Written Language, Science and Math) of the TEAS are required.
 - b. A composite score of 60 or above is advantageous.
5. The selection process is based on a point system with the following to be considered by the review committee.
 - a. Submit all OTA Application materials to OTA-Applications@neosho.edu. It is best to submit all materials together and be sure that your name is on all documents.
 - Notarized Program Application
 - Personal Statement 1 page essay
 - Community Awareness Experience and verification
 - What is OT? Video and questions

- Two letters of recommendation
- Planning Worksheet

b. The following will also be considered by the review committee for determination in the selection process.

- Adherence to written instructions and application procedures
- Completion of pre-requisite coursework with a 2.75 GPA
- TEAS score 60 or above (one attempt per application year)
- Previous related work experience (CNA, paraprofessional)

6. Contact OTA-Admissions@neosho.edu to schedule an interview.

Up to 20 qualified applicants will be selected for entrance into the OTA Program per year.

If the class is filled, up to three applicants will be placed on an alternate list and notified of their position. In the event that one of the initial accepted applicants is unable to begin the program, the next applicant on the alternate list will be contacted.

Students will be notified through their NCCC student email of acceptance or non-acceptance into the OTA Program by the end of August.

Those students who are admitted to the program will receive further information regarding program requirements and forms to be submitted prior to the January start date.

OTA Spring Orientation Meeting

Students admitted to the OTA program will be notified of the OTA Orientation Meeting scheduled date in spring prior to the start of classes. Information is provided to students for reference throughout the program which includes dates for submitting documentation:

- Verified Credentials account required (cost approximate total \$120.00)
- Required immunizations
- Criminal Background Screening
- Health physical
- Basic Life Support for the Health Care Provider

This information is required for participation in established Fieldwork sites for Level II Fieldwork. Site requirements may vary.

Paralegal Admission Requirements

Admission to the college does not guarantee admission to the Paralegal Program. The following admission requirements must be completed for the Paralegal Program Application to be processed:

1. Completed Paralegal Program Application submitted to the Paralegal Program Director at least 60 days prior to the beginning of the semester in which the student desires to enter the program;
2. Successful completion of PLGL100: The Paralegal in the Legal Profession; and
3. Cumulative GPA 2.0 or higher;

The program study in the NCCC Paralegal Program includes an internship component and students must be able to attain the necessary skills and perform activities that are comparable to those required for employment. Please review the following statements and evaluate your skill level and ability to perform activities:

- Proficient technology skills including word processing, spreadsheet and power point creation, telecommunications, familiarity with electronic research and ability to easily navigate the internet;
- Ability to multitask and excel in stressful situations;

- Effective written and verbal communication skills;
- Ability to speak in front of others;
- Comfortability communicating with others regarding personal and emotional issues;
- Expertise in organization;
- Strong attention to detail;
- Solid investigative skills;

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

- Application timely received by deadline and fully completed;
- Official transcripts;
- Participation level in the introductory Paralegal course; and
- Overall GPA above a 2.0

Applicants will receive a letter indicating the decision and/or recommendation of the Paralegal Program Director after the application has been processed.

DISTANCE LEARNING AND TECHNOLOGY REQUIREMENTS:

Online courses are offered at Neosho County Community College through myNeosho, a web-based Learning Management System that offers access to online courses and technical support. General education courses are offered online (with exception of A & P Lab). During the course of study in the OTA program, there are three OTA classes that are taught in a hybrid/partially online format.

All courses utilize technology such as internet resources and videos (web-enhanced) and coursework is presented through the learning management system, myNeosho. Each student must have knowledge of computer programs including Windows, Word, PowerPoint, Google, and various internet browsers (Mozilla Firefox or Google Chrome recommended). The student must also have reliable access to a computer with online capabilities (high speed internet access preferred), as well as a student email address for use when communicating with the instructor. Technology support is available to students through the NCCC help desk and the Tech Support Tab.

Synchronous and asynchronous instruction are components of the hybrid format. The hybrid OTA courses may include instruction in a synchronous or scheduled class meeting time online. Asynchronous instruction may include assigned readings, written papers, watching instructional videos, online quizzes and exams, discussion forums, reviewing scholarly literature, or accessing other online professional resources.

Student advising may be scheduled via a web-based meeting platform. Online options for individualized advising offer students flexibility for scheduling and communicating with instructors.

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 620-432-0376. 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 application for admission and be admitted to the College.

Mandatory Placement Policy

All degree-seeking students or students enrolling in a math or English course must provide evidence of proficiency prior to enrollment. 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 demonstrated proficiency through the placement methods below.

NCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Students who provide high school transcripts that meet the following requirements are encouraged to use their cumulative high school GPA instead of placement exams. Historical data native to NCCC suggests students succeed at a higher rate when using multiple measures to determine their placement. Students who wish to take the ACCUPLACER test for additional placement options are welcome to do so. Please meet with an academic advisor prior to enrollment to ensure appropriate course selection.

HS transcript requirements for placement:

- Student has completed at least one and a half years of high school coursework
- Student has attended high school within three years of the time of enrollment
- Student transcript must include an unweighted, cumulative GPA based on a 4.0 scale
 - Note: Calculation of content GPAs will not use +/-
- Student transcript must be issued from a high school within the United States
- An official copy must be provided to the Registration office
- An unofficial copy must be provided to the advisor at the time of enrollment

Similarly, students can place using their GED completion scores, given they meet the following requirements.

GED test requirements for placement:

- Student can provide section scores for all four sections (Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning) of the GED Test
- Student must have completed GED within three years of the time of enrollment
- Scores must be on a GED 2014 version test

Alternatively, students can provide results from an eligible placement test (ACT, SAT, ACCUPLACER) to be used for college course placement.

Placement testing requirements:

Students will need to take a NCCC provided placement test if any of the following are true:

- Previous college transcripts do not include equivalent college level math or English, or equivalent pre-requisite coursework necessary to enroll into college level math or English
- They are currently a high school freshman or sophomore
- The placement test results provided are outside of 3 years at the time of enrollment
- The high school transcripts do not meet the requirements above
- The GED Test scores do not meet the requirements above

ACT, SAT, and ACCUPLACER completed within three years prior to enrolling are all acceptable placement tests. Students who meet the conditions above or desire to take a placement exam for additional options are given the ACCUPLACER. 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 remedial and/or developmental courses. 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). Students whose placement scores require them to enroll in two or more remedial courses are also required to enroll in either Goalsetting, Study and Test-Taking Skills or First Year Seminar.

ACCUPLACER is an untimed, adaptive, computerized test used to measure skills in math, reading and writing. Although ACCUPLACER 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 a 24 hour waiting period for a \$10 fee. Students may not retake the test after the second time without instruction. 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.

If a student is 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 Chapman Learning Center. In Ottawa, testing is administered in the Teaching & Learning Center. Testing is available from 8:00 a.m. to 3:00 p.m. any day that the college is open to the public or by appointment.

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.

Reading Course Placement	HS GPA	GED 2014	ACCUPLACER Next Gen (Section)	ACCUPLACER Classic (Section)	ACT (Section)	SAT (Section)
ENGL 018 Reading Proficiency II (4 Credits; cannot be used for degree requirements) Do not enroll in ENGL 101 English Composition I	<2.0 CUM GPA	<150 Average GED Score	200-233 (Reading)	20-50 (Reading Comprehension)	0-13 (Reading)	0-350 (Reading & Writing)
ENGL 121 Reading in the Disciplines (3 Credits; can be used for degree requirements) Can enroll in ENGL 101 English Composition I	≥2.0 CUM GPA	≥150 Average GED Score	234-254 (Reading)	51-68 (Reading Comprehension)	14-16 (Reading)	360-440 (Reading & Writing)
No requirement	≥3.25 CUM GPA -- OR -- - ≥3.0 CUM GPA + ≥3.0 Conte nt GPA	≥165 Average GED Score -- OR -- ≥160 Average GED Score + ≥160 Content Score	≥255 (Reading)	≥69 (Reading Comprehension)	≥17 (Reading)	≥450 (Reading & Writing)

Note: Completion of the preceding course in a sequence with a grade of "C" or better will be accepted for placement in lieu of other measures

Math Course Placement	HS GPA	GED 2014	ACCUPLACER Next Gen (Section)	ACCUPLACER Classic (Section)	ACT (Section)	SAT (Section)
MATH 011 Beginning Algebra (4 Credits; cannot be used for degree requirements)	<2.0 CUM GPA	<150 Average GED Score	200-249 (QAS)	20-59 (EA)	14-17 (Math)	300-470 (Math)
MATH 112 Intermediate Algebra (4 Credits; counts as degree requirement for AAS and AGS degrees; counts as elective credit for AA/AS degrees)	≥2.0 CUM GPA	≥150 Average GED Score	250-262 (QAS)	60-80 (EA)	18-19 (Math)	480-520 (Math)
MATH 111 College Algebra Workshop 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)	≥3.25 CUM GPA -- OR --	≥165 Average GED Score -- OR --			20-21 (Math)	530-550 (Math)
MATH 113 College Algebra (3 Credits; counts for all degrees) MATH 143 Elementary Statistics (3 Credits)	≥3.0 CUM GPA + ≥3.0 Content GPA	≥160 Average GED Score + ≥160 Content Score	≥263 (QAS)	≥81 (EA)	≥22 (Math)	≥560 (Math)
MATH 150 Analytic Geometry and Calculus 1 (5 Credits; counts for all degrees)	≥3.75 CUM GPA + Algebra II Completion ≥C	Placement Test Needed	≥276 (AAF)	≥75 (CLM)	≥26 (Math)	≥570 (Math)
Note: Completion of the preceding course in a sequence with a grade of "C" or better will be accepted for placement in lieu of other measures						

Writing Course Placement	HS GPA	GED 2014	ACCUPLACER Next Gen (Section)	ACCUPLACER Classic (Section)	ACT (Section)	SAT (Section)
ENGL 013 Fundamentals of Written Communication (5 Credits; cannot be used for degree requirements)	<2.0 CUM GPA	<150 Average GED Score	200-236 (Writing)	20-52 (Sentence Skills)	0-14 (English)	0-360 (Reading & Writing)
ENGL 100 Pre-Composition (3 Credits; can be used for degree requirements)	≥2.0 CUM GPA	≥150 Average GED Score	237-254 (Writing)	53-68 (Sentence Skills)	15-17 (English)	370-420 (Reading & Writing)
ENGL 101 English Composition I (3 Credits; counts for all degrees)	≥3.25 CUM GPA -- OR -- ≥3.0 CUM GPA + ≥3.0 Content GPA	≥165 Average GED Score -- OR -- ≥160 Average GED Score +	≥255 (Writing)	≥69 (Sentence Skills)	≥18 (English)	≥430 (Reading & Writing)

		≥160 Content Score				
Note: Completion of the preceding course in a sequence with a grade of "C" or better will be accepted for placement in lieu of other measures						

Note: ALHE 104 - Certified Medication Aide also requires demonstration of reading proficiency at the eighth grade level. Students placing in the "no requirement" category with any of the above measures or having completed English Composition I satisfactorily would be considered as having met that requirement. If a student has not met those standards, they would need to score 237 or higher on the ACCUPLACER Next Generation Reading section.

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 in the fall and spring semesters are considered a normal full-time student load. Normal student load for the summer term is 6- 9 credit hours. 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 publically 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.

Transferring Credits to NCCC

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.

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.

See also “Transferring NCCC Credits to Other Institutions” under Academic Policies and Information.

Reverse Transfer

Students who transfer from NCCC to other institutions may be able to complete their NCCC Associate’s degrees after their departure. As approved by the Kansas Board of Regents, students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any Associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student’s first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and NCCC. Visit http://www.kansasregents.org/transfer_articulation for more information.

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

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.

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:

1. 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.

2. **Credit by Examination**

Students awarded credit by examination must be enrolled at NCCC. Credit by examination must be approved on a course-by-course basis. Please check with Registration for specific courses and credit hours available through credit by examination. No credit may be awarded for any course in which college credit was earned prior to taking the test. NCCC is not a College Board test center; thus, students pursuing credit by examination must have their test results forwarded to the College. 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. NCCC accepts the results of the College Entrance Examination Board Advanced Placement (CEEBAP) and College Level Examination Program (CLEP) for credit by examination.

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.

State Universities in Kansas have established standards for the acceptance of AP Exam Scores. NCCC adheres to this state-established standards. 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:

AP Exam	Score
ART 288 Art History I /ART 289 Art History II	4
PHYS 100 Physics 1	4
PHYS 101 Physics 2	4

Students completing the CEEBAP examination with a score of three to five, depending on the subject, will receive appropriate college credit recorded as “pass.” Such credit will not be used in the computation of the student’s GPA.

College Level Examination Program (CLEP)

Students may also earn college credit by successfully completing CLEP exams. Kansas universities adhere to the recommendation of the American Council of Education (ACE) to accept scores at or above 50 for granting credit. NCCC follows this state-established standard, and students meeting this criteria will be awarded college credit in the equivalent courses with a grade of “pass.” The registrar will post credit by examination to the student’s transcript at the direction of the appropriate departmental faculty. Such credit will not be used in the computation of the student’s GPA.

3. **NCCC 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.

4. **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.

5. **Military Credit**

NCCC reviews recommendations from the American Council on Education (ACE) to award college credit for military training. 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.

In addition to credits appearing on military transcripts, military personnel may be eligible to receive credit for prior learning based upon their military work experience. A database maintained by the Kansas Board of Regents provides details about the experiential credit that the College has already approved. (See <https://military.kansasregents.org/>.) Members of the military are encouraged to contact Registration if they would like to request consideration for other types of prior learning. A fee of \$100 per class must be paid prior to posting prior-learning credit on a transcript.

Prior Learning Assessment Cost Information	
Prior Learning Assessment Method	Cost
Certificate Evaluation	\$10 per certificate
Credit by Examination (CEEBAP and CLEP)	\$100 per test
Departmental Exam	\$100 per test
Portfolio Assessment	\$100 review fee per portfolio \$100 fee per class
Military Credit for Prior Learning	\$100 fee per class

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 *myNEOSHO* 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 620-432-0339.

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 Friday 8:00 a.m. to 5:00 p.m. The Chanute campus phone number is 620-432-0400, in Ottawa call 785-248-2836 or 888-466-2688 (KS only).

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 online at <http://bookstore.neosho.edu/home.aspx>. VISA and MasterCard cards are accepted. The Chanute campus phone number is 620-432-0388, in Ottawa call 785-248-2836 or 888-466-2688 (KS only).

TRANSCRIPT FEE

Transcripts of work completed at NCCC are provided to other institutions of higher learning or any other entity of a students' choosing. A student must go to our website www.neosho.edu, click on Transcript Request, and then proceed to Ordering Transcript Online. Click on Chanute or Ottawa Campus Clearinghouse Site to order your transcript. If you wish to physically pick up a transcript, select hold for pick up. The fee is \$7.50 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 refund will be based on the following:

- 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 enrollment management calendar for that semester.

If a student is withdrawn administratively from a course, there will be no refund given.

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 October preceding the academic year. These worksheets are available at NCCC, high school counseling offices, and at the website <https://studentaid.gov/h/apply-for-aid/fafsa>. **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 \$150 to \$450 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)

Unsuccessfully completed grades include: "F" (Failure), "XF" (Failure Due to Violation of Academic Honesty Policy), "I" (Incomplete), "W" (Withdraw), "WA" (Withdrawn by Administration), "NP" (No 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. Student 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 next 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 and Your GPA

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.

REVOCAION 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 all classes in a semester and was paid federal financial aid, the R2T4 calculation will be completed and the student will be placed on financial aid denial, and will no longer be eligible for federal financial aid.

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. 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 (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.).

With the exception of an XF, the student must begin the final grade 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. This includes the disciplinary action of an XF.

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. (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 responsible for making these standards clear.
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. Please note the timeline of this type of appeal, including the grade of XF, is **two working days** from the notification.

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

NCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Students who provide high school transcripts that meet the following requirements are encouraged to use their cumulative high school GPA instead of placement exams. Historical data native to NCCC suggests students succeed at a higher rate when using multiple measures to determine their placement. Students who wish to take the ACCUPLACER test for additional placement options are welcome to do so. 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. A zero as the first digit in the course number signifies developmental level courses 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.

Refund availability and transcript notations for circumstances regarding a student's exit from a class are summarized on the following table:

Refund Availability and Transcript Notations upon Course Exit		
Business Days in Course Term	Refund	Transcript Notation
1% to 13%	Full refund	No notation on transcript - this is considered a "drop" and therefore the enrollment will not be noted on the student transcript
14% to 24%	No refund	No notation on transcript - this is considered a "drop" and the enrollment will not be noted on the student transcript
25% to 75%	No refund	"W" on transcript - this is considered a "withdrawal" and the enrollment and notation of "W" will be noted on the student transcript
76% to 100%	Course withdrawal not allowed, the enrollment and grade earned in the course will be noted on the student transcript	
NOTE ("WA")	If a student is withdrawn administratively from a course, no refund will be given. A notation of "WA" will be noted on the student transcript.	

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.

PROCTORING EXAMS – GENERAL INFORMATION

Neosho County Community College is pleased to offer free proctoring services for current students. At the Chanute Campus proctoring occurs in the Chapman Learning Center (CLC) and at the Ottawa Campus proctoring occurs in the Teaching and Learning Center (TLC). Students may request a proctoring appointment by emailing testing@neosho.edu. Students in courses that meet online, virtually, or at other locations may also request an off-campus proctor; however, the instructor must approve these arrangements in advance. For a copy of the Off-Campus Proctor Request form or for additional information on proctoring services availability, please refer to the Proctoring and Testing page on the *myResources* tab of *myNeosho*.

PROCTORING POLICY FOR HYBRID/ONLINE MATH COURSES

For all NCCC math department courses (with a MATH course prefix) conducted as hybrid or as fully online courses, a minimum of 50% of the student's overall grade shall be earned taking exams within a proctored setting. The student shall not be required to come to a physical location to take a proctored exam any more than *4 times* over the duration of the course.

- **Students may come to either the Ottawa or Chanute campus to take paper/pencil or computer-based tests under the supervision of a proctor in a designated testing environment, such as the CAVE or TLC.** NCCC's on-campus proctoring services are free to the student.
- **However, if coming to either campus proves to be too much of a hardship (e.g. if the student lives more than 50 miles away from either campus), the student shall take the exams in a more convenient location under the supervision of a proctor that is *pre-approved* by the instructor before the exam is scheduled to be given.** NCCC provides a Proctor Request Form that will function as a pre-approval form. The student and designated proctor must fill out the form (complete all but Part IV of the form) and provide a copy to the instructor before the first proctored exam is to take place. **As indicated in the PROCTOR POSITION section of the Proctor Request Form, examples of acceptable proctors include staff at a testing agency (Pearson and Prometric testing services are examples) or in a testing center at another more conveniently located college or university.** Some or all of these options may entail financial cost to the student. **Regardless of whatever testing option you choose, an *unacceptable* proctor would be a friend, fellow student (including student employees of a testing center), or a relative.**
- **The student will only be allowed to take the exam at the alternative location (i.e. any location other than a NCCC campus) once the course instructor has indicated to the student that he or she approves the student's choice of proctor AND once the instructor has contacted the proctor to communicate any applicable testing instructions. The instructor may communicate testing instructions to the proctor via email or phone, which shall be documented on the back of, or attached to, the proctor's copy of the Proctor Request Form.**
- **IMPORTANT: All Proctor Request Forms for ALL proctored exams in the course must be provided to the instructor by one week before the FIRST proctored exam's due date.** For the student and proctor's convenience, there is an option (a checkbox) in Part II of the Proctor Request Form that a student may check off to indicate that the same proctor and location will be used for EVERY exam for the duration of the course.

This option is not required, but it is recommended for convenience.

Note: Any student taking an exam in a testing center on an NCCC campus does not need pre-approval for any exam.

- On the day that the student comes to a testing location to take an exam, the final section (Part IV) of the Proctor Request Form must be signed and dated by the proctor, which will document that the proctor verified the identity of the student as well as the student's check-in and check-out times. Upon completion of the exam, the proctor shall send the finished Proctor Request Form to the course instructor—sending a scanned electronic copy by email or fax would be acceptable.

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.

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 *myNeosho* account. *See the Privacy Rights of Students section.*

Transferring NCCC Credits to Other Institutions

NCCC's regional accreditation and its participation in the Kansas Transfer Articulation Agreement make it possible for NCCC students to earn credits and degrees that readily transfer to other institutions. The Kansas Board of Regents requires that Kansas system institutions accept the transfer credit of "substantially equivalent courses from any Kansas public postsecondary institution." The Board approves specific courses to be accepted for Systemwide Transfer (SWT), and these courses transfer to any Kansas public institution offering an equivalent course. (Visit https://www.kansasregents.org/academic_affairs/transfer-articulation to access the current list of SWT courses.)

NCCC course credit may also be used to satisfy other requirements at transfer institutions. The Kansas Board of Regents requires that "[s]tudents transferring to Kansas public universities with a completed AA or AS degree be given junior standing." Additionally, transfer students may use their credits to fulfill the general education requirements at other Kansas public postsecondary institutions. The Board of Regents has determined that credits matching the description below will satisfy the general education requirements for the bachelor degree at all Kansas public universities, even when the specific general education requirements of the receiving institution differ from the requirements established by the Board. The Board's general education requirements stipulate a minimum of 45 credits as follows:

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

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

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

Sociology	Geography
Psychology	Anthropology
Political Science	History**
Economics	

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

*Performance courses are excluded.

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

Students transferring from NCCC may also benefit from the articulation agreements that the College maintains with other colleges and universities. Institution-to-institution and program-to-program articulations help to further define the credits that partner institutions will accept, thus promoting greater transparency and smoother transfers. For information about NCCC's articulation agreements with specific colleges and universities, please visit <https://www.neosho.edu/ProspectiveStudents/KansasSeamlessTransfer.aspx>.

While most NCCC credits transfer easily, students should be mindful that credits may not be accepted by other institutions in every instance. Private institutions and institutions in other states are permitted to evaluate NCCC transfer credits according to their own policies. Even within the Kansas system, courses not substantially equivalent to a course offered by the receiving institution are transferred at the discretion of the receiving institution. In most cases, courses that are not accepted for program credit will be accepted as electives, but this may vary from institution to institution. Students are encouraged to communicate with their academic advisors and with the college or university to which they plan to transfer to help make informed decisions.

See also "Transferring Credits to NCCC" under **Enrollment and Registration**.

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 620-432-0302.

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/fpc/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 Dean for Operations. 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 620-432-0368, 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
- 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)

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.

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.

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 <https://ncccub.wixsite.com/ncccupwardbound>.

STUDENT SERVICES

DISABILITY SERVICES

Americans with Disabilities Act of 1990 – Statement of Compliance

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute campus, or the Dean of the Ottawa & Online Campuses, 785-248-2797, on the Ottawa campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

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 Friday, 8:00 a.m. – 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 <http://bookstore.neosho.edu/home.aspx>. Both bookstores accept MasterCard, Visa, Discover and American Express. The Chanute campus phone number is 620-432-0388, in Ottawa call 785-248-2836 or 888-466-2688 (KS).

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

NCCC maintains three residence halls at the Chanute campus. Bideau Hall was completed in 2000 and houses 213 students. NeoKan Hall houses 75 students. The Lafayette House is located behind Bideau Hall and houses five residents (3 single rooms and 1 double room). Our international students 21 years of age and older are given priority for this property. 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 on the NCCC web page.

Students on the Chanute campus may have the full "college experience" by living on campus. Students in our residence halls have high speed Internet access, study lounges located on each floor, and movie and game rooms available. A residence life professional is on call 24 hours a day to insure the safety of our residents.

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.**

myNeosho

myNeosho is NCCC's web portal. NCCC students may log in to myNeosho 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. Unclaimed 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 <https://www.neosho.edu/Academics-and-Services/Academic-Services/TRIO-Programs/STARS-TRiO-Student-Support-Services>. 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 <https://www.neosho.edu/Academics-and-Services/Academic-Programs/Health-Occupations/Nursing/Handbook> (Immunization Policy at the bottom of the page) and the admissions policy at:

<https://www.neosho.edu/Portals/0/Departments/nursing/Policies/Immunization%20Policy.pdf>

<https://www.neosho.edu/Portals/0/Departments/nursing/Policies/Immunization%20Health%20Record%20Requirements.pdf>

Admissions: <https://www.neosho.edu/Portals/0/Departments/nursing/Policies/Admissions.pdf>

The College does not provide general health and accident insurance for students. Some programs require student insurance. Some 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 Student Handbook, at www.neosho.edu, at <http://ope.ed.gov/security/index.asp>, through the Dean of Student Services on the Chanute campus or the Dean on the Ottawa campus.

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.

PANTHER CLAW AWARD

Students earn this award through participation in cocurricular learning, often as part of athletic teams or student organizations. The Panther CLAW program includes six learning outcomes, and students who attain all six outcomes before graduation will be recognized at graduation. To learn more, click on [Cocurricular Learning at NCCC](#).

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.

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 college.

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.

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

Chanute campus- Director of Residence and Student Life, Student Union, 620-432-0381

Ottawa campus- Admissions Specialist, 785-248-2799. The Student Activities office provides guidance for all student clubs and organizations. This office coordinates the planning and implementation of student activities.

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

The NCCC Theatre Department offers a wide variety of performance opportunities including improvisation, design, crew, musicals, showcases, original works, and many more. The NCCC Theatre Department's mission is to celebrate empathy, diversity, and the human condition through the power of production. At least two mainstage performances are offered during the academic year on the Chanute Campus. NCCC students, faculty, and staff are eligible to audition for the productions as well as all interested Neosho County community members. Experience is not necessary, but our high quality productions require dedication and maintain professional industry standards. Each production is unique and requires new faces for new challenges. Students are highly encouraged to participate and are eligible for college credit by enrolling in Theatre Workshop.

MUSIC

The music department at NCCC includes two choral ensembles, one instrumental ensemble, one-on-one private voice and piano lessons, and musical theatre productions. The private lessons and student vocal and instrumental ensembles are audition only; the Concert Choir is open to students and community members without audition.

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.

NCCC promotes this sort of cocurricular engagement through a program known as the Panther CLAW (Cocurricular Leadership, Action and Wellness). The Panther CLAW helps students stay informed about cocurricular opportunities. It also helps them understand how their cocurricular experiences are contributing to their education. NCCC has established the following learning goals for Panther CLAW experiences:

Career Readiness: Exhibit career readiness through work habits and career related experiences.

Civic Responsibility: Cultivate civic responsibility by serving and participating in the local and/or global community.

Information Literacy: Demonstrate the ability to use information in order to make decisions and/or solve problems effectively.

Intercultural Understanding: Demonstrate intercultural awareness, understanding and respect to achieve personal growth.

Communication: Model communication that promotes teamwork, civility, and effective leadership.

Healthy Lifestyle: Demonstrate an understanding of a healthy lifestyle.

As students participate in the Panther CLAW, they have an opportunity to demonstrate learning toward each of the six outcomes stated above. They can also earn graduation honors and build a better résumé.

Students have a variety of ways to participate in the Panther CLAW, but one of the most popular 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.

#ADULTING CLUB

#Adulting is an organization for students at NCCC. This group meets to discuss the process of transitioning into adulthood in regards to financial responsibilities and skills needed to be successful in today's society.

ANIME CLUB

The Anime Club is an NCCC organization for students who have an interest in anime, a style of animation that originated in Japan. Student activities include watching and analyzing anime as well as reading and discussing the original manga. Anime Club is open to all NCCC students.

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.

ASTRO CATS

This organization is for students who have an interest and/or curiosity in various applications of space technology with an emphasis in space biology. 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/projects, policy development, and field trips. Several social activities and fundraisers will be planned each year. This club meets on the Chanute campus.

BLACK STUDENT UNION

The purpose of the Black Student Union is to promote a general understanding of all 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.

BOARD GAME KNIGHTS

The Board Game Knights is an NCCC organization for students who have an interest in modern board games, tabletop games and/or card games. Student activities include playing, exploring and discussing the hobby using a variety of modern tabletop and card games. The Board Game Knights is open to all NCCC students and does not require any gaming experience to join.

BUSINESS AND INNOVATION CLUB

The Business Club is a campus organization open to all students with an interest in any area of business. Its objective is to provide social, career, and educational activities as they relate to the business realm. Panthers Mean Business!

CHESS CLUB

The Chess Club is an NCCC Organization open to Chanute students who have an interest in Chess. Beginners and experienced players welcome, come learn how to play, learn new strategies, or help to master old ones!

CIRCLE K CLUB

CKI is more than the world's largest student-led collegiate service organization. You gain resume worthy skills, find lifetime friends and do community service that changes lives, including your own.

FELLOWSHIP OF CHRISTIAN ATHLETES CLUB

The mission of the Fellowship of Christian Athletes is to present to athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, including but not limited to growing faith in all involved and transferring into real life.

FILM CLUB

The NCCC Film Club is for students who are interested in exploring and developing their abilities in the filmmaking industry, including: writing, directing, acting, editing, and cinematography. Students will have the opportunity to collaborate in the creation of videos, learn skills in filming and editing techniques, and share their work on YouTube. No prior experience is needed...all are welcome to join.

GAMING CLUB

The Gaming Club is an NCCC organization for students who have an interest in video games. Student activities include playing, discussing, and competing in various video games of the students choosing. Gaming club is open to all NCCC students and does not require any gaming experience to join.

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.

IMPROV CLUB

If you love comedy and making stuff up, you'll love being a part of this club! We meet weekly for one hour based on your schedule to rehearse and play games. We offer opportunities to attend live comedy shows, learn from professional comedians, and compete in improve competitions. No previous experiences is required. Each semester we perform an improve comedy show and/or hold an improve workshop!

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 “event”, 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. Activities are related to school, social, and community projects.

MUSIC CLUB

NCCC Vocal Ensemble, open to all students by audition, performs music from various time periods and styles each semester. This group presents on-campus and off-campus concerts, and also participates in various regional and national choral festivals.

NCCC Concert Choir is a non-auditioned chorus that performs once each semester.

NCCC Instrumental Ensemble, open to all students by audition, performs music appropriate for the instrumentalists registered for the course each semester. Styles vary from concert band and pep band music to jazz/swing/pop styles. This group presents on-campus and off-campus concerts each semester.

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, 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 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 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.*

PSYCHOLOGY CLUB

The psychology club is an extracurricular club open to any student with an interest in learning more about the field of psychology. It is especially recommended for students considering a career in psychology or a related field such as nursing, education, or sports. A special note, for students not on the Chanute campus, you can participate in club activities virtually via Zoom. Proposed club activities could include guest speakers, live forums on topics in the field and field trips to observe psychology in action. Other activities will be determined by club members each semester. Each year the club will also select and operate a service project in the community.

SOCIOLOGY CLUB

The Sociology Club is open to any student with an interest in learning more about the field of sociology or socially relevant issues. Throughout the year some activities may include: speakers on sociological topics of interest, careers for sociology majors, social events, field trips, volunteer opportunities, and group discussions. Other activities will be determined by club members each semester. The Sociology Club is based on intersectional and inclusive ideals and welcomes all students.

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.

CREATIVITY CLUB

The Creativity Club gives students, staff, and faculty a forum to develop and showcase their creativity in many areas such as writing, sculpture, drawing, painting, photography, music, poetry, arts and crafts, woodworking, and many more, as well as the opportunity to promote creativity on their campus and in their communities. Several activities and/or fundraisers are planned throughout the year, such as writing or poetry contests, unusual and traditional holiday celebrations, and book sales, among others. Student, faculty and staff networking is promoted as all are encouraged to attend and participate in the activities and fundraisers to share their creative pursuits. All students are encouraged to join and become involved in the club.

CULTURE EXCHANGE CLUB

The Culture Exchange Club is an open organization for participants to explore and learn about diverse cultures through food, music, traditions, discussions, and other learning ventures both on and off campus. The Club is an exciting opportunity to explore new international experiences, expand cultural diversity, and broaden worldviews.

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. 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.

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 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 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.*

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. 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.
2. 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.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. 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.

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. Students may participate in the graduation ceremony if no more than 9 credit hours are needed to complete their degree and the student plans to complete the last of their requirements during the following summer term. 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 either a minimum cumulative GPA of 2.0 or a grade of C or better in all courses within the certificate. Specific certificate requirements are listed on the program path for each 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 2021-22 academic year, students beginning their college enrollment in the fall 2021 semester under this six-year provision will have until the summer of 2027 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 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

- ▶ Courses marked with this symbol are approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. Additional courses may be eligible for transfer. Please visit the NCCC Registrar to learn more. Visit Kansas Board of Regents Transfer and Articulation [website](#) for additional information.

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 Mandatory Placement Policy, 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 **or** COMM 207 Fundamentals of Speech, 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

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, OTEC 107 Office Systems and Procedures, OTEC 123 Office Machines, and MGMK 147 Intro to Management, 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.
9. Prepare the required Federal and Kansas payroll reports.
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		Cr Hrs
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

(Spring) 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

(Spring) Semester IV

ACCT 202	Managerial Accounting	▶ 3
COMM 213	Interpersonal Communications or Fundamentals of Speech	▶ 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

Tanner Balsters, 620-432-0306

tbalsters@neosho.edu

Aerostructures

Certificate

Neosho County Community College has been active in aerostructures training since 2008. The training curriculum was developed with aerostructures leaders to meet the needs of the Kansas aerostructures industry. The 16-credit hour Aerostructures certificate program prepares students for employment in aircraft assembly facilities.

Students will learn to be proficient in assembling, fitting, and installing parts of airplanes.

The tasks include assembling parts, fittings, or subassemblies on aircraft, using layout tools, hand tools, power tools, or fasteners, such as bolts, screws, rivets, or clamps. Students learn to read blueprints and specifications to determine layouts, test and inspect assemblies, and adjust and repair parts or assemblies.

Common job titles include: Aircraft Line Assembler, Fabricator, Assembly Riveter, Assembly Technician

The Kansas Occupational Outlook indicates 1,302 job openings through 2026. The average entry wage for Aircraft Assembly Technicians in Kansas is \$37,606 and the median annual wage is \$53,254. According to Avjobs, an assembler earns an average of \$17/hour. Jobs are plentiful and there are many opportunities for advancement in the aviation industry in Kansas.

Students must have technical/mechanical aptitude, the ability to handle and operate hand-held power tools, the ability to stand and sit at a workstation for several hours.

General Education Courses

The Aerostructures certificate program is designed as a terminal certificate program. Certificate students are not required to take specific general education courses. Students wishing to pursue continued education, may apply the Aerostructures certificate credits toward the Associate of Applied Science (AAS) in Industrial Engineering Technology degree. The AAS degree requires 64 credit hours, which includes technical courses, general education courses and electives.

Program Outcomes

1. Demonstrate an understanding of safety, responsibility, and OSHA standards.
2. Demonstrate an understanding of and the ability to accurately use precision instruments.
3. Demonstrate the ability to read and understand aircraft blueprints and specifications.
4. Demonstrate the ability to repeatedly drill and rivet to specification.
5. Apply technical knowledge to perform quality aerostructures assemblies.

6. Demonstrate the ability to safely and accurately perform aerostructures sealing.
7. Demonstrate the ability to safely and accurately perform aerostructures adhesive bonding.
8. Demonstrate employability skills.

Course Sequence

The listing that follows is a recommended sequence of courses for 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 Aerostructure issued by the college.

Recommended Sequence of Courses

Semester I

CMCT 105	OSHA 10 Safety Orientation	1
AERO 114	Precision Instruments	1
AERO 115	Aerostructures Blueprint Reading	2
AERO 116	Basic Drilling and Riveting	3

Total 7

Semester II

AERO 120	Aerostructures Assembly	5
AERO 122	Introduction to Sealing	2
AERO 124	Aerostructures Adhesive Bonding	2

Total 9

Total Certificate Credits 16

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. Students interested in pursuing the Associate of Applied Science degree should consult with the program advisor.

For more information, contact:

Program advisor
Brenda Krumm 620-432-0364
bkrumm@neosho.edu

Art

Associate of Arts

The Associate of Arts with an emphasis in Art at NCCC offers three major areas of study in the visual arts: studio art, pre-graphic design, and art education. Students interested in pursuing a career in arts are encouraged to follow the recommended sequence of courses to stay on track to achieve their goals. All areas of study are designed as transfer programs, intended to be completed at a university or art school. Students who complete degrees in related art fields enjoy opportunities in teaching, studio art, entrepreneurial art businesses (galleries, tattoo, printing,) conceptual and digital media, graphic design, product design, museums, and much more. NCCC art classes may also be taken for skill enhancement, cultural enrichment, and enjoyment. Students have ample opportunities for creative development and career orientation.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, 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 2D Design, ART 102 Art Appreciation, ART 113 Drawing I, ART 277 Painting I, ART 288 Art History: Prehistoric to Medieval, ART 289 Art History: Renaissance to Contemporary.

Program Elective Courses

ART 114 Drawing II, ART 121 Computer Graphics, ART 123 Intro to Graphic Design, ART 155 Basic Printmaking, ART 209 Creative Art, ART 220 Digital Photography I, ART 244 Ceramics, ART 266 Sculpture, ART 278 Painting II, ART 299 Independent Study.

Program Outcomes

The student will

1. Develop competence in techniques and processes of art media.
2. Effectively express concepts of design in concrete forms.
3. Create a body of work that demonstrates a mastery of skills and a personal development within a chosen medium.
4. Integrate knowledge of the chosen discipline with understanding of the social, historical, and aesthetic context of artistic work.
5. Describe and interpret visual artistic creations.

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
ART 113	Drawing I	▶ 3
ART 100	2D Design	3
ENGL 101	English Composition I	▶ 3
COMM 207	Fundamentals of Speech	▶ 3
MATH 113	College Algebra	▶ 3
CURR 100	First Year Seminar	1
Total		16
(Spring) Semester II		
ENGL 289	English Composition II	▶ 3
ART 102	Art Appreciation	▶ 3
ART 277	Painting I	3
CSIS 100	Computer Concepts and Applications	▶ 3
PSYC 155	General Psychology	▶ 3
HPER 150	Lifetime Fitness	1
Total		16
(Fall) Semester III		
	Social and Behavioral Science Course	3
	Physical Science w/Lab or	
	Biological Science w/Lab*	5
ART 288	Art History: Prehistoric to Medieval	▶ 3
	Arts and Humanities Course	3
	Art Elective	3
Total		17
(Spring) Semester IV		
	Arts and Humanities Course	3
ART 289	Art History: Renaissance to Contemporary	▶ 3
	Physical Science w/out Lab or	
	Biological Science w/out Lab	3
SOSC 100	Intro to Sociology	▶ 3
	Art Elective	3
Total		15
Total Program Credits		64

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 Mandatory Placement Policy, 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, BIOL 257/258 Human Anatomy and Physiology Lecture/Lab, BIOL 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

(Fall) Semester I		Cr Hrs
HPER 150	Lifetime Fitness	1
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	▶ 3
SOSC 100	Intro to Sociology	▶ 3
HPER 204	Intro to Athletic Training	2
ALHE 105	Medical Terminology	▶ 3
	Social/Behavioral Science	3
	Total	16

(Spring) Semester II

BIOL 111	General Biology	▶ 3
BIOL 112	General Biology Lab	▶ 2
HPER 207	Care & Prevention of Athletic Injury & Lab	▶ 3
ENGL 289	English Composition II	▶ 3
	Arts/Humanities Elective	3
	Arts/Humanities Elective	3
	Total	17

(Fall) Semester III

BIOL 257	Human Anatomy and Physiology	▶ 3
BIOL 258	Human Anatomy and Physiology Lab	▶ 2
COMM 207	Fundamentals of Speech	▶ 3
PSYC 155	General Psychology	▶ 3
MATH 113	College Algebra	▶ 3
	Social Science Elective	3
	Total	17

(Spring) Semester IV

BIOL 203	Nutrition	▶ 3
CSIS 100	Computer Concepts and Applications	▶ 3
CHEM 105	Intro to Chemistry	▶ 3
CHEM 106	Intro to Chemistry Lab	▶ 2
	Arts/Humanities Elective	3
	Total	14

Total Program Credits

64

For more information contact:

Program Advisor

Yuya Nakamura, 620-432-0373

ynakamura@neoshu.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 Mandatory Placement Policy, 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.
9. Principles of ecology.

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
BIOL 251	Biology I	▶ 3
BIOL 252	Biology I Lab	▶ 2
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	▶ 3
MATH 113	College Algebra	▶ 3
	Social/Behavioral Science Elective	3
	Total	15

(Spring) Semester II		Cr Hrs
BIOL 255	Biology II	▶ 3
BIOL 256	Biology II Lab	▶ 2
ENGL 289	English Composition II	▶ 3
HPER 150	Lifetime Fitness	1
CSIS 100	Computer Concepts and Applications	▶ 3
	Arts/Humanities Elective	3
	Arts/Humanities Elective	3
	Total	18

(Fall) Semester III		Cr Hrs
MATH 150	Analytic Geometry and Calculus I	▶ 5
PSYC 155	General Psychology	▶ 3
COMM 207	Fundamentals of Speech	▶ 3
CHEM 215	College Chemistry I	▶ 3
CHEM 216	College Chemistry I Lab	2
	Total	16

(Spring) Semester IV		Cr Hrs
CHEM 225	College Chemistry II	▶ 3
CHEM 226	College Chemistry II Lab	▶ 2
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Program Elective	5
	Total	16

Total Program Credits **65**

For more information contact:

Program advisors
 Dr. Steve Yuza, 620-432-0423
syuza@neosho.edu
 Michael Campbell, 785-248-2805
mcampbell@neosho.edu
 Eric Row, 785-248-2828
erow@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, management information systems, Entrepreneurship, Human Resources, and International Business 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 college 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, 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 and BUSI 130 Personal & Family Finance.

Program Outcomes

1. Demonstrate the fundamental concepts of accounting, economics, management, and marketing.
2. Apply the principles of business ethics and social responsibility.
3. Recognize the global dimensions of business.
4. Use critical thinking, decision making and problem solving to respond to business issues.

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

(Fall) Semester I

		Cr Hrs
MGMK 101	Intro to Business* or Transfer Course	▶ 3
MATH 113	College Algebra or higher level math	▶ 3
CSIS 100	Computer Concepts and Applications	▶ 3
ENGL 101	English Composition I	▶ 3
COMM 207	Fundamentals of Speech	▶ 3
CURR 100	First Year Seminar	1
	Total	16

(Spring) Semester II

	Biological Science with Lab	5
ACCT 108	College Accounting* (if no previous accounting) or Transfer Course	3
ENGL 289	English Composition II	▶ 3
PSYC 155	General Psychology	▶ 3
	Arts/Humanities Approved Course	3
	Total	17

(Fall) Semester III

ACCT 201	Financial Accounting I	▶ 3
ECON 200	Microeconomics	▶ 3
HPER 150	Lifetime Fitness	1
	Social Science Approved Course	3
	Arts/Humanities Approved Course	3
	Business Transfer Courses	3
	Total	16

(Spring) Semester IV

ACCT 202	Managerial Accounting	▶ 3
ECON 201	Macroeconomics	▶ 3
MATH 143	Elementary Statistics or Business Transfer Course	▶ 3
	Arts/Humanities Approved Course	3
	Physical Science with Lab	5
	Total	17

Total Program Credits

66

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

For more information contact:

Program Advisors

Tanner Balsters, 620-432-0306

tbalsters@neosho.edu

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 Mandatory Placement Policy, 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 the use of appropriate computer software in chemistry and physics lab analysis..

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		
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		
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		
PHYS 105	Engineering Physics II	▶ 4
PHYS 145	Engineering Physics II Lab	▶ 1
	Biological Science and Lab	5
	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
Advising, 620-432-0311
advising@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 proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, 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

CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 117 Intro to Web Design, CSIS 100 Computer Concepts and Applications, CSIS 250 Advanced Programming Methods, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, or approved business electives.

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

(Fall) Semester I		Cr Hrs
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	▶ 3
MGMK 101	Intro to Business	▶ 3
CSIS 100	Computer Concepts and Applications	▶ 3
MATH 113	College Algebra or	▶ 3
BUSI 106	Business Mathematics	
CSIS 230	Visual Basic Programming	3
Total		16

(Spring) Semester II		
ETEC 194	Intro to Technology Systems	3
CSIS 240	C++ Programming	3
BUSI 118	Business Communication	3
CSIS 117	Intro to Web Design	1
	Approved Business/Computer Elective	3
	Approved General Education Elective	3
Total		16

(Fall) Semester III		
ACCT 201	Financial Accounting	▶ 3
CSIS 237	Java Programming	3
ECON 200	Microeconomics	▶ 3
	Approved Business/Computer Elective(s)	3-6
	Approved General Education Elective	3
Total		15-18

(Spring) Semester IV		
ACCT 202	Managerial Accounting	▶ 3
CSIS 250	Advanced Programming Methods	3
ECON 201	Macroeconomics	▶ 3
COMM 213	Interpersonal Communications	▶ 3
	Approved Business/Computer Electives	4-6
Total		16-18

Total Program Credits **64**

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

For more information contact:

Jon Seibert, 620-432-0335

iseibert@neosho.edu

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 Mandatory Placement Policy, 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

CSIS 100 Computer Concepts and Applications, CSIS 117 Intro to Web Design, CSIS 229 Advanced Web Design, ETEC 105 Intro to Networking, ETEC 106 CISCO Networking, ETEC 146 CompTIA A+ Essentials, ETEC 147 CompTIA A+ Practical Applications, CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming or CSIS 237 Java Programming, ENGL 265 Technical Writing, and three credits in Marketing, Accounting, or Entrepreneurship.

Program Elective Courses

ETEC 275 Computer and Network Security, Computer Programming (CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 237 Java Programming), MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, ACCT 108 College Accounting, and ETEC 194 Intro to Technology Systems.

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 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.
4. Communicate effectively using verbal, written, and electronic means.
5. Demonstrate the fundamentals of computer programming.
6. Design, install, troubleshoot, and maintain computer networks.

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			Cr Hrs
(Fall) Semester I			
CURR 100	First Year Seminar		1
CSIS 100	Computer Concepts and Applications	▶	3
*# ETEC 146	CompTIA A+ Essentials		3
MGMK 101	Intro to Business	▶	3
	Approved Program Elective		3
	Approved General Education Elective		3
	Total		16

(Spring) Semester II			
*# ETEC 147	CompTIA A+ Practical Applications		3
MGMK 135	Human Relations and Supervision		3
COMM 213	Interpersonal Communications	▶	3
	Programming Language Elective		3
	Approved Program Electives		4
	Total		16

(Fall) Semester III			
CSIS 117	Intro to Web Design		1
# ETEC 105	Intro to Networking		3
MATH 113	College Algebra	▶	3
ENGL 101	English Composition I	▶	3
MGMK 147	Intro to Management	▶	3
	Marketing, Accounting or Entrepreneurship Course		3
	Total		16

(Spring) Semester IV			
# ETEC 106	CISCO Networking		3
# ETEC 275	Computer and Network Security		3
CSIS 229	Advanced Web Design		3
ENGL 265	Technical Writing		3
	Approved General Education Elective		3
	Approved Program Elective		1
	Total		16

Total Level I Certificate Program Credits **29**
 *Required course for Level I Certificate

Total Level II Certificate Program Credits **44**
 #Required course for Level II Certificate

Total Associate of Applied Science Degree Credits **64**

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

For more information contact:

Jon Seibert, 620-432-0335
jseibert@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.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, 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

Level I Certificate

Semester I		Cr Hrs
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
CMCT 107	Carpentry Basics	4
	Total	8

Semester II

CMCT 110	Floors, Walls & Ceiling Framing	4
CMCT 111	Roof Framing	3
CMCT 112	Windows, Doors and Stairs	3
	Total	10

Total Level I Required Certificate Credits 18

Level II Certificate

(Note: Must complete Level I Certificate Requirements)

Semester III

CMCT 205	Site Layout & Handling & Placing Concrete	4
CMCT 206	Drywall, Window, Door & Ceiling Install.	2
	Total	6

Semester IV

CMCT 210	Roofing & Exterior Finishes	4
CMCT 211	Electrical, HVAC, Drain, Waste & Vent	4
	Total	8

Total Level II Certificate Credits 14

Combined Level I & II Certificate Credits 32

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
 Scottie Love
slove@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

Level I Certificate

		Cr Hrs
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
CMCT 107	Carpentry Basics	4
	Total	8
CMCT 110	Floors, Walls & Ceiling Framing	4
CMCT 111	Roof Framing	3
CMCT 112	Windows, Doors and Stairs	3
	Total	10

Level I Certificate requirements **18**

Level II Certificate

(Note: Must complete Level I Certificate Requirements)

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

Level II Certificate requirements **14**

Combined Level I & II Program Certificate Credits **32**

Other NCCC Technical Education Recommendations

		Cr Hrs
ACCT 201	Financial Accounting I	▶ 3
ETEC 194	Introduction to Technology Systems	3
MATH 114	Industrial Math	3
ETEC 192	Selected Topics in Technical/Industrial Education or	1-3
ETEC 136	Industrial Internship	1-3

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

NCCC General Education Requirements

*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

Other NCCC General Education Recommendations

<i>(Select from the following to bring total credit hours to 64)</i>		
MATH 113	College Algebra	▶ 3
SOSC 100	Introduction to Sociology	▶ 3
ART 178	Intro to Visual Art	3
MATH 143	Elementary Statistics	▶ 3
BIOL 115	Environmental Science	▶ 3
BIOL 116	Environmental Science Lab	▶ 2
PHYS 171	Physical Science	▶ 3
PHYS 172	Physical Science Laboratory	▶ 2

*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
Scottie Love
slove@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

Court Reporter

Certificate or Associate of Applied Science

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).

*US Bureau of Labor Statistics (2021)

Prerequisites

The degree-seeking student will need to demonstrate proficiencies in reading and English based on the Mandatory Placement Policy. Some of the courses in this curriculum have specific prerequisites.

Certificate 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.

Sequence of Courses

		Cr Hrs
+RCR 101	Introduction to Court Reporting	3
+RCR 102	Realtime Reporting Theory	3
+RCR 105	Realtime Reporting Punctuation	3
+RCR 106	Realtime Reporting Lab 80/100	5
+RCR 132	Realtime Reporting Advanced Theory	2
+RCR 116	Realtime Reporting Lab 120/140	6
+RCR 200	Realtime Reporting Procedures	3
+RCR 126	Realtime Reporting Lab 160/180	6
+RCR 202	Realtime Reporting Two-Voice Dictation	3
+RCR 206	Realtime Reporting Lab 200/210	3
+RCR 207	Realtime Reporting Technology	1
+RCR 216	Realtime Reporting Lab 210/225	3
+RCR 218	Realtime Reporting – CERT Exam Prep	3
+RCR 220	Realtime Reporting Internship	1

Total Certificate Hours

45

All certificate courses must be completed with a “C” or better.

The following must be completed for the Associate of Applied Science Degree:

CURR 100	1 st Year Seminar	1
CRIM 122	Criminal Law	▶ 3
PSYC 155	General Psychology	▶ 3
ENGL 101	English Composition I	▶ 3
CSIS 105	Computer Literacy Test Out	0
	Or 1 cr hr if choose to complete course	
ALHE 105	Medical Terminology	▶ 3
COMM 213	Interpersonal Communication	▶ 3
SOSC 100	Introduction to Sociology	▶ 3

Total Degree Hours

64

+Denotes Certificate Courses

For more information contact:

Program advisor:
Ruthie Wark, 785-248-2797
rwark@neosho.edu

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 Mandatory Placement Policy, 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

CRIM 126 Interviewing and Report Writing, CRIM 130 Juvenile Justice, CRIM 134 Law Enforcement Seminar, CRIM 247 Criminology, SOSC 220 Social Problems*, SOSC 243 Race and Ethnicity.

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

Program Outcomes

1. Demonstrate familiarity with the methodological and theoretical practices in the criminal justice system.
2. Demonstrate a familiarity with careers and professions in criminal justice system and the roles of various law enforcement professionals.
3. Demonstrate a familiarity with techniques and procedures used for the detection and investigation of crime.
4. Demonstrate knowledge of criminal law and criminal procedures and the legal restraints on the actions of law enforcement professionals.
5. Analyze the reasons behind crime, its nature, and its extent.
6. Demonstrate the ability to research criminal justice issues.

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.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CRIM 121	Intro to Criminal Justice	▶ 3
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
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
	Program Elective	▶ 3
	Program Elective	3
Total		18

(Spring) Semester IV		
CRIM 123	Criminal Investigation	3
CRIM 129	Criminal Justice Administration	3
ENGL 113	General Literature	▶ 3
ENGL 221	Intro to Western Literature	▶ 3
HIST 201/202	U.S. History I or II or	▶ 3
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

Diagnostic Medical Sonography

Associate of Applied Science

Diagnostic medical sonography is a profession that provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent before entering the workforce as a practitioner. The diagnostic medical sonographer works under a physician and does not practice independently. Diagnostic medical sonographers are committed to patient care and continued improvement. They use independent judgement and must adhere to strict professional and ethical standards. Critical thinking skills are essential for this profession.

Prerequisites: The student will need to successfully complete College Algebra, Human Anatomy and Physiology lecture and lab, and English Composition I before being officially admitted to the program. First time, full time students will also need to complete the First Year Seminar course. Some of the courses in this curriculum have specific prerequisites as indicated on the syllabi.

Students must have the following physical abilities: visual acuity, hearing ability, manual dexterity, and physical ability to stand for prolonged periods, lift objects of 35 pounds or more, push equipment, and maneuver in limited space.

The goal of the diagnostic medical sonography program is to prepare competent entry-level general sonographers in the knowledge, skills, and behaviors required. Additionally, the goal is to produce graduates who meet the requirements set by the American Registry for Diagnostic Medical Sonography certification examination upon completion of the program.

Program Outcomes:

Apply effective oral, visual, and written communication skills. Demonstrate knowledge and understanding of human sectional anatomy relative to normal and abnormal sonographic imaging.

Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.

Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.

Apply ultrasound principles and instrumentation relative to imaging and image quality.

Demonstrate appropriate ergonomic scanning applications. Demonstrate the ability to provide patient care while following ethical standards, HIPAA guidelines, and maintain professionalism.

Recognize and use resources to enhance professional development.

Demonstrate employability skills.

Course Sequence: The sequence that follows reflects courses required for the AAS degree. This particular sequence is recommended. Individualized schedules can be developed with the help of an advisor. The core diagnostic medical sonography courses must be taken in the order presented, and concurrently when applicable.

Recommended Sequence of Courses

Prerequisite Semester	Credit Hours
CURR 100 First Year Seminar	1
MATH 113 College Algebra	3
BIOL 257 Human Anatomy and Physiology	3
BIOL 258 Human Anatomy and Physiology Lab	2
ENGL 101 English Composition I	3
Total	12
Apply for Program Acceptance	
Semester I	
DMS 100 Intro to Diagnostic Medical Sonography	3
DMS 105 Sonography Princip. & Instrument. I (1st 8 wks)	3
DMS 110 Sonography Princip. & Instrument. II (2nd 8 wks)	3
CSIS 100 Computer Concepts and Applications	3
Total	12
Semester II	
ALHT 115 Math Statistics for Allied Health	1
DMS 115 Abdominal Sonography I	3
DMS 120 OB/GYN Sonography I	3
DMS 125 Sonography Clinical Practice I	1
PHYS 100 Introductory College Physics	4
PHYS 130 Introductory College Physics Lab	1
Total	13
Semester III	
DMS 130 Neurosonography & Small Parts Ultrasound	4
DMS 135 Sonographic Clinical Practice II	2
Total	6
Semester IV	
PSYC 155 General Psychology	3
DMS 201 Abdominal Sonography II	2
DMS 205 OB/GYN Sonography II	3
DMS 215 Sonography Clinical Practice III	4
Total	12
Semester V	
COMM 213 Interpersonal Communication	3
DMS 220 Diagnostic Medical Sonography Seminar	3
DMS 225 Vascular Ultrasound	3
DMS 250 Sonography Clinical Practice IV	4
Total	13
Total AAS Degree Program Credits	68

For more information, contact:

Program advisor
Crystal Conroy 785-248-2829
cconroy@neoshu.edu

Dietary Manager Program Certificate

Dietary Managers work as food specialists who oversee the daily management of a food production facility. Roles include menu planning, food purchasing, employee hiring and supervision, food production and service, attention to nutritional needs of clients, maintaining sanitation and food service standards, and more.

This 16-credit hour Dietary Manager certificate program follows the standards set by the Association of Nutrition & Foodservice Professionals. Upon completion of the program, students will be prepared to sit for the certified dietary manager credential.

A certified dietary manager has the education, training, and experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally-recognized CDM Credentialing Exam and fulfilling the requirements needed to maintain certified status. CDM's work together with Registered Nutritionists to provide quality nutritional care in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation. <https://www.anfponline.org/become-a-cdm/cdm-cfpp-credential>

General Education Courses

The Dietary Manager certificate program is designed as a terminal certificate program. Certificate students are not required to take specific general education courses.

Program Outcomes

1. Apply nutrition principles.
2. Demonstrate foodservice principles.
3. Demonstrate personnel management and effective communication.
4. Apply sanitation and food safety standards.
5. Demonstrate basic business operations.

Course Sequence

The listing that follows is a recommended sequence of courses for 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 Dietary Manager certificate issued by the college.

Recommended Sequence of Courses

Semester I

DIET 102	Nutrition for Dietary Managers	2
DIET 104	Foodservice, Sanitation, and Safety	4
Total		6

Semester II

DIET 202	Business Operations, Personnel and Communication	3
*DIET 204	Food Production	4
*DIET 210	Dietary Manager Fieldwork Experience	3
Total		10

*Prerequisite DIET 102 & 104

Total Certificate Credits **16**

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.

For more information, contact:

Program advisor
Brenda Krumm 620-432-0364
bkrumm@neosho.edu

Electrical Technology Certificate AAS Degree (option)

The Electrical Technology certificate program is a 30-credit hour program that includes theory and hands-on application. The program prepares students to take the Journeyman Electrician exam. In Kansas, individual cities and counties issue licenses for electricians. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam. Graduates of a college program need only one additional year of field experience (2,000 hours) under the supervision of a licensed journeyman or master electrician in order to sit for the journeyman licensing exam.

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 program will cover NCCER Core and Electrical Level 1. Successful students will also obtain OSHA 10 certification. This program is aligned with the Kansas Board of Regents Electrical Technology Program CIP: 46.0302.

Electricians install, maintain, and repair electrical power, communications, lighting, and control systems in homes and businesses. Students may enter the industry as journeyman electricians, ready to perform on-the-job training in preparation for licensure. US Department of Labor Bureau of Labor Statistics indicates employment of electricians is expected to grow 9 percent from 2016 to 2026. The median annual wage for electricians was \$52,720 in May 2016.

In this program, students will learn about the electrical trade with strong emphasis on electrical safety. Students will learn electrical theory and the National Electric Code. Students will obtain hands-on experience with electrical circuits, device boxes, raceways and fittings, conductors and cables. Additionally, students will learn how to read electrical construction drawings and how to use electrical testing equipment.

Electrical Technology Certificate Program Outcomes

1. Demonstrate an understanding of OSHA safety standards.
2. Demonstrate the ability to correctly use power and hand tools.
3. Demonstrate the ability to read blueprints.
4. Use and interpret the National Electric Code.
5. Demonstrate an understanding of AC/DC Circuits.
6. Demonstrate safe and proper residential wiring methods.
7. Demonstrate safe and proper commercial wiring methods.
8. Demonstrate basic employability skills.

Sequence of Courses

		Cr Hrs
Semester I		
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
ELEC 102	Print Reading	3
	Total	7
Semester II		
ELEC 106	AC/DC Circuits I	4
ELEC 108	Residential Wiring I	4
	Total	8
Semester III		
ELEC 104	National Electrical Code I	4
ELEC 206	Commercial Wiring I	4
	Total	8
Semester IV		
ELEC 204	National Electrical Code II	4
ELEC 210	Electrical Externship	3
	Total	7
Total Electrical Technology Certificate Credits		30

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology should visit with an advisor to determine general education requirements. The AAS Degree requires 64 credit hours including a minimum of 42 technical credits hours. First-time, full-time students are required to take CURR 100, First Year Seminar.

Required General Education Courses include:

- ▶ ENGL 101 English Composition I, 3 cr hrs
 - ▶ COMM 213 Interpersonal 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:
Wendy Rossman, 785-248-2821
wrossman@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 Mandatory Placement Policy, 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: 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

Program Elective Courses

AT LEAST 4 REQUIRED: ENGL 215 Introduction to Mythology, ENGL 220 American Literature I, ENGL 230 American Literature II, ENGL 240 English Literature I, ENGL 241 English Literature II, ENGL 250 Introduction to Creative Writing, ENGL 260 Short Fiction, ENGL 298 Independent Study.

Program Outcomes

1. Compose well-crafted essays on a variety of topics for a variety of audiences.
2. 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. Compose a written analysis of a literary work within the context of its historical and cultural background.
5. Interpret literature in the context 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

		Cr Hrs
(Fall) Semester I		
ENGL 101	English Composition I	▶ 3
ENGL 113	General Literature	▶ 3
CURR 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	▶ 3
CSIS 100	Computer Concepts and Applications	▶ 3
PSYC 155	General Psychology	▶ 3
Total		16
(Spring) Semester II		
ENGL 289	English Composition II	▶ 3
ENGL 240	English Literature I or	3
ENGL 241	English Literature II	
HPER 150	Lifetime Fitness	1
MATH 113	College Algebra	▶ 3
	Biological Science w/Lab or	5
	Physical Science w/Lab*	
Total		15
(Fall) Semester III		
ENGL 220	American Literature I or	▶
ENGL 230	American Literature II	▶ 3
	English Elective	3
	Arts and Humanities Elective	3
	Biological Science w/out Lab or	3
	Physical Science w/out Lab*	
	Social/Behavior Science Elective	3
Total		15
(Spring) Semester IV		
	English Elective	3
	Arts and Humanities Elective	3
	Social/Behavior Science Elective	3
	Free Electives	9
Total		18
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
 Megan Goins, 785-248-2815
mgoins@neosho.edu
 George Staten 620-432-0405
gstaten@neosho.edu

Health Care Coding Certificate

This program of study prepares individuals to perform specialized data entry, classification, and recordkeeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. It includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.

Completion of this Health Care Coding Certificate program will prepare students to sit for the Certified Physician Coding (CPC) examination offered through AAPC and the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA). Program graduates should investigate requirements through ahima.org for CCS or CCS-P advanced coding exams.

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, but are encouraged to do so. 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

All courses, or their equivalent courses transferred from other institutions listed on the recommended sequence of courses, must be passed with a C or better; a GPA of 2.0 or higher is required for graduation.

Program Outcomes

1. Interpret health data content to support the assignment of correct medical codes and for reimbursement.
2. Apply computer technology in the completion of health information processes.
3. Follow health information requirements and standards.
4. Differentiate among the different reimbursement methodologies.
5. Comply with established legal and ethical standards of health information practice.
6. Accurately code diagnoses and procedures in a variety of healthcare settings using currently accepted coding systems.

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

		Cr Hrs
Semester I		
ALHT 110	Intro to Health Information Technology	3
ALHE 105	Medical Terminology	▶ 3
ALMA 145	Anatomy & Physiology for Allied Health#	4
ALHT 250	Reimbursement Methodologies	3
	Total	13
Semester II		
CSIS 100	Computer Concepts and Applications	▶ 3
ALHT 210	Legal & Ethical Issues in Healthcare	3
*ALHT 190	Pathopharmacology#	4
*ALHT 225	International Classification of Diseases Coding	3
	Total	13
Semester III		
ALHT 230	Current Procedural Terminology Coding	3
ALHT 170	Electronic Health Records	3
ALHT 265	Advanced Coding and Review	2
ALHT 255	Prof Practice Experience in Revenue Mgmt	1
ALHT 260	Revenue Cycle and Billing	1
	Total	10
Total Certificate Credits		36

Optional Additional Study

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

#Students pursuing a bachelor's degree following graduation should take BIOL 257 Human Anatomy & Physiology Lecture and BIOL 258 Human Anatomy & Physiology Lab, in place of ALMA 145 Anatomy & Physiology for Allied Health. Additionally, NURS 230 Pathophysiology and ALHE 122 Introduction to Pharmacology can be taken in place of ALHT 190 Pathopharmacology for transferability to other programs.

*BIOL 257 & BIOL 258, or ALMA 145, are pre-requisites for ALHT 190, NURS 230, and ALHT 255.

Students should work closely with their advisor to determine the most efficient method of obtaining their career goals.

For more information, contact:

Jennifer Brown, Program Director, 620-432-0323
jbrown@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, 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 listed on the recommended sequence of courses (or equivalent courses transferred from other institutions) 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 placement policy, or by taking the required classes. Some of the courses in this curriculum have specific prerequisites. For specific requirements please refer to the College Catalog. Note: any required developmental courses are not offered in the online format.

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. Apply principles of information governance, data content and structure.
2. Identify information protection standards with regard to privacy and security principles, access, and disclosure.
3. Identify the principles of data analytics and data use.
4. Evaluate the principles of revenue management and reimbursement.
5. Comply with established legal and ethical standards of health information practice and compliance.
6. Integrate principles of leadership in the health information field.

Course Sequence

The listing that follows is a recommended sequence of courses, but the student should work with the program advisor regarding their individual course schedule needs. All courses must be passed with a C or better; a GPA of 2.0 or higher is required for graduation.

Recommended Sequence of Courses

Semester I	
CURR 100	First Year Seminar 1
ALHE 105	Medical Terminology T 3
ALMA 145	Anatomy and Physiology for Allied Health# 4
ALHT 110	Intro to Health Information Technology 3
ALHT 250	Reimbursement Methodologies 3
	Total 14
Semester II	
CSIS 100	Computer Concepts and Applications T 3
ENGL 101	English Composition I T 3
ALHT 115	Math Statistics for Allied Health# 1
*ALHT 225	International Classification of Diseases Coding 3
*ALHT 190	Pathopharmacology# 4
	Total 14
Semester III	
ALHT 256	Healthcare Delivery Systems 3
ALHT 170	Electronic Health Records 3
ALHT 230	Current Procedural Terminology Coding 3
ALHT 205	Healthcare Statistics and Analysis 3
	Total 12
Semester IV	
ALHT 265	Advanced Coding and Review 2
ALHT 255	Prof Practice Experience in Revenue Mgmt 1
ALHT 260	Revenue Cycle and Billing 1
PSYC 155	General Psychology T 3
ALHT 210	Legal & Ethical Issues in Healthcare 3
ALHT 221	Current Events in Healthcare 3
	Total 13
Semester V	
ALHT 215	Quality Improvement 3
COMM 213	Interpersonal Communication T 3
ALHT 220	Management and Supervision 3
ALHT 200	Prof Practice Experience in Data Mgmt 1
Elective	Elective course as approved 1
	Total 11
	Total Program Credits 64

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.

#Students pursuing a bachelor's degree following graduation should take BIOL 257 Human Anatomy & Physiology Lecture and BIOL 258 Human Anatomy & Physiology Lab (in place of ALMA 145). Additionally, NURS 230 Pathophysiology and ALHE 122 Intro to Pharmacology, (in place of ALHT 190 Pathopharmacology) and MATH 143 Elementary Statistics (in place of ALHT 115) can be taken for transferability to other programs.

*BIOL 257 & BIOL 258, or ALMA 145, are pre-requisites for ALHT 190, NURS 230, and ALHT 255. Note: MATH 143 Elem Stats has a pre-requisite of MATH 112, or equivalent/higher credit, or placement.

For More Information, Contact:

Jennifer Brown, Program Director, 620-432-0323
jbrown@neosho.edu

Heating, Ventilation, and Air Conditioning

Certificate and Degree

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 certificate will cover NCCER Core Level 1 and Level 2 in addition to some portions of Level 3 and Level 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. The median annual wage in Kansas is \$52,270 according to the Kansas Department of Labor 2028 Employment Projections.

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

		Cr Hrs
Semester I		
CMCT 105	OSHA 10 Safety Orientation	1
HVAC 102	General Construction Skills	4
HVAC 103	Electrical Fundamentals	4
	Total	9
Semester II		
HVAC 101	Workplace Skills	1
HVAC 107	Heating System Fundamentals	3
HVAC 109	Heating Systems Lab	5
	Total	9
Semester III		
HVAC 120	EPA 608	1
HVAC 122	HVAC Fundamentals	4
HVAC 124	HVAC Lab	4
	Total	9
Semester IV		
HVAC 202	Advanced HVAC I	5
HVAC 204	Advanced HVAC II	4
	Total	9
Total HVAC Certificate Credits		36
Semester V Required for AAS Degree		
HVAC 206	Pipefitting	3
HVAC 208	Commercial HVAC	5
ETEC 136	Industrial Internship	3
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 Law and Museum studies.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, 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 US History I (to 1877), HIST 202 U.S. History II (1877 to present), HIST 101 World Civilizations I (to 1500), HIST 102 World Civilization II (since 1500), HUM 206 Eastern Civilizations, HIST 207 World Geography, HUM 133 World Religions, SOSC 100 Introduction to Sociology, and SOSC 101 American Government.

Program Elective Courses

Elective courses for this program include SOSC 200 Intro to Cultural Anthropology, ECON 200 Microeconomics, ECON 201 Macroeconomics, and SOSC 220 Social Problems.

Program Outcomes

1. Frame inquiries and gather and present historical and cultural information using basic research methodology.
2. Explain the theoretical foundations of social and behavioral sciences.
3. Analyze the role that differences in culture play 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

		Cr Hrs
(Fall) Semester I		
SOSC 101	American Government	▶ 3
HIST 201	U.S. History I (to 1877)	▶ 3
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
Total		16

(Spring) Semester II		
HIST 202	U.S. History II (1877 to present)	▶ 3
SOSC 102	State and Local Government	▶ 3
ENGL 289	English Composition II	▶ 3
MATH 113/111	College Algebra or College Algebra Workshop	▶ 3-5
PSYC 155	General Psychology	▶ 3
HPER 150	Lifetime Fitness	▶ 1
Total		16-18

(Fall) Semester III		
HIST 101	World Civilizations I (to 1500)	▶ 3
SOSC 100	Intro to Sociology	▶ 3
	Biological Science w/Lab or Physical Science w/Lab*	5
	Program Elective	3
ART 102	Art Appreciation or	▶ 3
MUSI 120	Music Appreciation or	▶ 3
COMM 105	Theatre Appreciation	▶ 3
Total		17

(Spring) Semester IV		
HIST 207	World Geography	▶ 3
HIST 102	World Civilizations II (Since 1500)	▶ 3
HUM 206	Eastern Civilizations	▶ 3
HUM 133	World Religions	▶ 3
	Biological Science w/out Lab or Physical Science w/out Lab*	3
	Program Elective	3
Total		18

Total Program Credits **64-66**

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

For more information contact:

Program advisor
Melinda "Mindy" Herron, 620-432-0314
mherron@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 Mandatory Placement Policy, 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		Cr Hrs
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 116	Gas Tungsten Arc Welding	3
CSIS 100	Computer Concepts and Applications	▶ 3
ENGL 101	English Composition I	▶ 3
MATH 122	Plane Trigonometry or	
MATH 113	College Algebra or higher	▶ 3
CURR 100	First Year Seminar	1
Total		17

(Spring) Semester II		
MFGT 118	Shielded Metal Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
COMM 213	Interpersonal Communication	▶ 3
	Approved General Education Course	3
Total		15

(Fall) Semester III		
MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 126	Advanced Gas Metal Arc Welding	4
PHYS 100	Introductory College Physics I or	
	approved General Education course	▶ 3
PHYS 130	Introductory College Physics I Lab or	
	approved General Education course	▶ 2
HPER 150	Lifetime Fitness	1
	Approved Technical Course	3
Total		17

(Spring) Semester IV		
MFGT 128	Advanced Shielded Metal Arc Welding	4
MFGT 130	Specialized Welding	4
MGMK 101	Intro. to Business	▶ 3
OTEC 108	Career Life Skills	1
	Approved Technical Course	3
Total		15

Total Program Credits **64**

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

For more information contact:

Program advisors
 Curtis Hughes 620-432-0355
chughes@neosho.edu
 Brenda Krumm, 620-432-0364
bkrumm@neosho.edu

Industrial Maintenance Technology Certificate

Industrial maintenance mechanics work in every industry that uses machinery. Examples include cement manufacturing plants, petroleum refineries, clothing manufacturers, transportation manufacturers, and food processing to name a few.

Industrial maintenance mechanics install and maintain equipment with the goal of ensuring that all machines function properly. They perform preventative maintenance, troubleshoot problems, and repair machines. Students must have technical/mechanical aptitude, the ability to handle and operate hand-held power tools, mobility, and the ability to stand and sit at a workstation for several hours.

The Bureau of Labor Statistics forecasts that employment of industrial maintenance mechanics will grow 5 percent through 2028. The need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for these workers. The average entry wage is \$32,446 according to the Kansas Department of Labor's 2026 employment projections.

This program is designed to prepare students to obtain the National Center for Construction Education and Research (NCCER) certification as an Industrial Maintenance Mechanic. In addition, the program prepares students to take the Society for Maintenance & Reliability Professionals Certifying Organization's exam to become a Certified Maintenance & Reliability Technician (CMRT).

General Education Courses

The Industrial Maintenance Technology certificate program may be a terminal certificate program leading directly to employment. Certificate students are not required to take specific general education courses. Students wishing to pursue continued education, may apply the Industrial Maintenance Technology credits toward the Associate of Applied Science (AAS) in Industrial Engineering Technology degree. The AAS degree requires 64 credit hours, which includes technical courses, general education courses and electives.

Program Outcomes

1. Demonstrate an understanding of safety, responsibility, and OSHA standards.
2. Assemble, install, and ensure operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines.
3. Utilize diagrams, blueprints, operations manuals, manufacturer's instructions, and engineering specifications to ensure proper mechanical operations.
4. Demonstrate an understanding of electrical control, motor drives, and programmable logic controllers.
5. Demonstrate an understanding of hydraulic and pneumatic installation and troubleshooting.
6. Demonstrate laser shaft alignment.
7. Demonstrate variable frequency drives installation and repair.
8. Demonstrate effective troubleshooting skills.

9. Remove defective parts by dismantling devices using hoists, cranes, and hand and power tools.
10. Determine changes in dimensional requirements of parts by inspection using rules, calipers, micrometers, and other measuring instruments.
11. Adjust functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
12. Demonstrate employability skills necessary for a career as an industrial maintenance mechanic.

Course Sequence

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

Recommended Sequence of Courses

Semester I		
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
IMT 102	Mechanical Systems	3
IMT 104	Industrial Maintenance Technology I	3
	Total	10
Semester II		
IMT 112	Industrial Programmable Logic Controls	3
IMT 114	Industrial Maintenance Technology II	3
HVAC 103	Electrical Fundamentals	4
	Total	10
Semester III		
IMT 202	Mechanical Systems Reliability	3
IMT 204	Industrial Maintenance Technology III	3
IMT 206	Electrical Control Systems I	2
ETEC 136	Industrial Internship	2
	Total	10
Semester IV		
IMT 210	Industrial Process Control	3
IMT 212	Industrial Fluid Power	4
IMT 214	Industrial Maintenance Technology IV	3
IMT 216	Electric Control Systems II	2
ETEC 136	Industrial Internship	3
	Total	15

Total Certificate Credits 45

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

For more information, contact:

Program advisor
Brenda Krumm 620-432-0364
bkrumm@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 Mandatory Placement Policy 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

(Fall) Semester I		Cr Hrs
MGMK 101	Intro to Business	▶ 3
ACCT 108	College Accounting	3
CSIS 100	Computer Concepts and Applications	▶ 3
ENGL 101	English Composition I	▶ 3
CURR 100	First Year Seminar	1
	Approved Business Program Electives	3
	Total	16

(Spring) Semester II		
COMM 213	Interpersonal Communications or	▶ 3
MGMK 135	Human Relations and Supervision	
MGMK 147	Intro to Management	▶ 3
ACCT 201	Financial Accounting I	▶ 3
MGMK 251	Marketing	▶ 3
ECON 201	Macroeconomics	▶ 3
	Total	15

Level I Certificate Credits **30-33**

(Fall) Semester III		
MGMK 141	Mid-Management Field Study	2
CSIS 117	Intro to Web Design	1
ACCT 202	Managerial Accounting	▶ 3
MGMK 105	Small Business Management	3
BUSI 118	Business Communications	3
	Approved Business Program Electives	5
	Total	17

Level II Certificate Credits **46-49**

(Spring) Semester IV		
COMM 207	Fundamentals of Speech	▶ 3
SOSC 101	American Government	▶ 3
MATH 113	College Algebra	▶ 3
PSYC 155	General Psychology	▶ 3
	Approved Business Program Electives	4
	Total	16

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 Mandatory Placement Policy, 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 Sales, 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

(Fall) Semester I		Cr Hrs
MGMK 101	Intro to Business	▶ 3
ACCT 108	College Accounting	3
CSIS 100	Computer Concepts and Applications	▶ 3
ENGL 101	English Composition I	▶ 3
CURR 100	First Year Seminar	1
	Approved Business Program Electives	3
	Total	16

(Spring) Semester II

COMM 213	Interpersonal Communications or	▶ 3
MGMK 135	Human Relations and Supervision	
MGMK 132	Principles of Sales	3
ACCT 201	Financial Accounting I	▶ 3
MGMK 251	Marketing	▶ 3
ECON 201	Macroeconomics	▶ 3
	Total	15

Level I Certificate Credits **30-33**

(Fall) Semester III

MGMK 138	Marketing Education Field Study	2
CSIS 117	Intro to Web Design	1
ACCT 202	Managerial Accounting	▶ 3
MGMK 105	Small Business Management	3
BUSI 118	Business Communications	3
	Approved Business Program Electives	5
	Total	17

Level II Certificate Credits **46-49**

(Spring) Semester IV

COMM 207	Fundamentals of Speech	▶ 3
SOSC 101	American Government	▶ 3
MATH 113	College Algebra	▶ 3
PSYC 155	General Psychology	▶ 3
	Approved Business program Electives	4
	Total	16

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 Mandatory Placement Policy, 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 143 Elementary Statistics, and MATH 255 Differential Equations.

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

(Fall) Semester I		Cr Hrs
COMM 207	Fundamentals of Speech	▶ 3
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	▶ 3
MATH 150	Analytic Geometry and Calculus I	▶ 5
	Arts/Humanities Elective or General Ed Elective	3
	Total	15

(Spring) Semester II		
ENGL 289	English Composition II	▶ 3
MATH 143	Elementary Statistics	▶ 3
MATH 155	Analytic Geometry and Calculus II	5
PSYC 155	General Psychology	▶ 3
	Arts/Humanities Elective	3
	Total	17

(Fall) Semester III		
CSIS 100	Computer Concepts and Applications	▶ 3
MATH 253	Analytic Geometry and Calculus III	3
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
	Physical Science Elective	3
	Physical Science Elective Lab	2
	Total	17

(Spring) Semester IV		
MATH 255	Differential Equations	3
HPER 150	Lifetime Fitness	1
	Biological Science Elective	3
	Biological Science Elective Lab	2
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Total	15

Total Program Credits **64**

For more information contact:

Program Advisors

Paul Walcher, 620-432-0416

pwalcher@neosho.edu

Kim Christensen, 785-248-2832

kchristensen@neosho.edu

Medical Assistant Certificate

The Medical Assistant certificate program prepares students to be proficient in the clinical and administrative tasks of the profession. Upon successful completion of this program, the student will have the skills required to obtain an entry-level position in the medical assisting profession and sit for the RMA (Registered Medical Assistant) examination through the American Medical Technologists (AMT).

General Education (GE) Courses

The medical assistant program is designed as a terminal certificate program. Certificate 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

All courses listed on the recommended sequence of courses (or equivalent courses transferred from other institutions) are required for the completion of the program and must be passed with a C or better and a GPA of 2.0 or higher is required for graduation. *Students completing courses in the Cert A "Medical Assistant Trainee" option, will be ineligible to sit for the national RMA exam.

Program Outcomes

1. Perform fundamental safety procedures and quality control.
2. Explain and perform specimen collection and processing, venipuncture, and capillary punctures.
3. Employ fundamental workplace computer skills.
4. Identify fundamental aspects of anatomy and physiology.
5. Explain and perform point of care testing (POCT).
6. Communicate effectively in various formats and when instructing patients.
7. Analyze legal and ethical concepts in healthcare.
8. Evaluate time management and organizational strategies.
9. Perform fundamental clinical medical office procedures.
10. Evaluate elements in the reimbursement and claims process.
11. Identify operational functions in the medical office.
12. Analyze aspects of pharmacology and the various forms of medication administration.

For more information, contact:

Program advisor
Jen Brown (620)432-0323
jbrown@neosho.edu

Course Sequence

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

Recommended Sequence of Courses

(Summer) Semester I Cr Hrs

ALHE 102	Nurse Aide OR	6
ALHT 250	Reimbursement Methodologies AND	3
ALHT 210	Legal and Ethical Issues in Healthcare>	3
	Total	6

(Fall) Semester II

ALHE 105	Medical Terminology*	3
ALMA 155	Emergency Preparedness*	1
ALMA 156	Patient Care Assessments*	1
ALMA 157	Clinical Aspects of Patient Care*	1
ALMA 123	Fundamentals of Phlebotomy*	3
CSIS 100	Computer Concepts and Applications OR	3
CSIS 105	Computer Literacy	1
ALMA 145	Anatomy & Physiology for Allied Health*#OR	4
BIOL 257/258	Human Anatomy and Physiology with Lab	5
	Total	14-17

(Spring) Semester III

ALMA 110	Medical Professional Issues*	2
ALHT 170	Electronic Health Records*	3
ALMA 132	Phlebotomy Procedures*	1
ALMA 165	Patient Care Application*	2
ALMA 120	Medical Administrative Aspects (Lab 1)	4
ALHE 104	Medication Aide or	5
ALHE 122	Introduction to Pharmacology*	3
	Total	15-17

(Summer) Semester IV

^ALMA 181	Patient Care in Practice*	2
^ALMA 180	Medical Assistant Externship	4
	Total	6

Total Certificate Credits (Minimum) 41-46

^Must show proof of CPR certification, immunizations, etc. prior to entering into a clinical rotation.

#Students pursuing an associates or advanced degree following graduation should take BIOL 257 Human Anatomy & Physiology Lecture and BIOL 258 Human Anatomy & Physiology Lab in place of ALMA 145 Anatomy and Physiology for Allied Health.

*Courses designated for Cert A "Medical Assistant Trainee" (25 credits) are intended to prepare students with minimal clinical skills to obtain direct entry-level employment. However, students are ineligible to sit for national examination unless all medical assistant program courses are successfully completed (2.0 or better) in all courses required for graduation.

>Students should work with their advisor in advance if they wish to substitute courses.

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 college 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 (Instrument/Voice/Piano), MUSI 110 Band or MUSI 114 Vocal Ensemble, MUSI 104 Music Theory I, MUSI 108 Aural Skills I, MUSI 120 Music Appreciation or MUSI 123 Music in America, These courses are the fundamental building blocks to work toward a four-year degree.

Program Elective Courses

MUSI 101 Music Fundamentals, MUSI 140 Music in the Elementary Classroom, MUSI 187 Concert Choir, 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.

For more information contact:

Program advisor
Alan Murray, 620-432-0377
amurray@neosho.edu

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
MUSI 110	Band or	
MUSI 114	Vocal Ensemble or	
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 101	Music Fundamentals and	2
HPER 150	Lifetime Fitness or	
	Arts/Humanities Elective	1
CURR 100	First Year Seminar	1
ENGL 101	English Composition I	▶ 3
MUSI 120	Music Appreciation or	▶ 3
MUSI 123	Music in America	
COMM 207	Fundamentals of Speech	▶ 3
	Total	16

(Spring) Semester II		
MUSI 110	Band or	
MUSI 114	Vocal Ensemble or	
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 104	Music Theory I or	
MUSI 140	Music in the Elementary Classroom	3
ENGL 289	English Composition II	▶ 3
PSYC 155	General Psychology	▶ 3
HPER 150	Lifetime Fitness or	
	Arts/Humanities Elective	1
MATH 113	College Algebra	▶ 3
	Total	16

(Fall) Semester III		
MUSI 110	Band or	
MUSI 114	Vocal Ensemble or	
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
CSIS 100	Computer Concepts and Applications	▶ 3
MUSI 108	Aural Skills I	2
	Biological Science w/Lab or	
	Physical Science w/Lab	5
	Social Science Elective	3
	Total	16

(Spring) Semester IV		
MUSI 110	Band or	
MUSI 114	Vocal Ensemble or	
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
	Biological Science w/out Lab or	
	Physical Science w/out Lab*	3
	Arts/Humanities Elective	6
	Social Science Electives	3
	Free Elective	1
	Total	16

Total Program Credits **64**

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

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. Please see the Criteria for Determination of Course Grade Policy and the Interpretation of Grade in *myNeosho* Procedure for clarification of expectations in the nursing courses.

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 103 Strategies for Nursing Student, NURS 010 Pre-Nursing Math, ALHE 105 Medical Terminology, ALHE 122 Intro to Pharmacology, NURS 220 Intravenous Therapy, NURS 150 Nursing Roles in the Hospital, NURS 151 Nursing Roles in the Community, NURS 152 Nursing Care of the Dying Patient, and NURS 154 Pediatric -Camp Barnabas.

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 inter-professional 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

e 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 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.

Nursing (continued)

CHANUTE CAMPUS Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses (Semester I)		Cr Hrs
BIOL 257	Human Anatomy and Physiology	▶ 3
BIOL 258	Human Anatomy and Physiology Lab	▶ 2
PSYC 155	General Psychology	▶ 3
ENGL 101	English Composition I	▶ 3
Total		11

(Fall) Semester II		Cr Hrs
NURS 113	Nursing Assessment	3
NURS 114	Patient-Centered Care I	4
NURS 116	Practicum I	4
PSYC 263	Developmental Psychology	▶ 3
Total		14

(Spring) Semester III		Cr Hrs
NURS 122	Pharmacology for Nursing	3
NURS 124	Patient-Centered Care II	4
NURS 126	Practicum II	4
NURS 127	Professional Nursing Concepts Level I	3
Total		14

Total PN Level I Credits (includes prerequisites) 39

LPNs from another institution bridging into RN Level II must complete:

(Summer)		Cr Hrs
NURS 201	Intro to Professional Nursing	5

Associated Degree Nursing – Level II -AAS Sequence of Courses

Prerequisite Courses		Cr Hrs
All courses listed for Level I		39

(Fall) Semester IV		Cr Hrs
NURS 230	Pathophysiology	3
NURS 234	Patient-Centered Care III	3
NURS 235	Professional Nursing Concepts III	1
NURS 236	Practicum III	3
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
Total		15

(Spring) Semester V		Cr Hrs
NURS 244	Patient-Centered Care IV	3
NURS 245	Professional Nursing Concepts IV	1
NURS 246	Practicum IV	3
ENGL 289	English Composition II	▶ 3
CSIS 105	Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total		10

Total ADN Level II Credits 25

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

Prerequisite Courses (Semester I)		Cr Hrs
BIOL 257	Human Anatomy and Physiology	▶ 3
BIOL 258	Human Anatomy and Physiology Lab	▶ 2
PSYC 155	General Psychology	▶ 3
ENGL 101	English Composition I	▶ 3
Total		11

(Spring) Semester II		Cr Hrs
NURS 113	Nursing Assessment	3
NURS 114	Patient-Centered Care I	4
NURS 116	Practicum I	4
PSYC 263	Developmental Psychology	▶ 3
Total		14

(Fall) Semester III		Cr Hrs
NURS 122	Pharmacology for Nursing	3
NURS 124	Patient-Centered Care II	4
NURS 126	Practicum II	4
NURS 127	Professional Nursing Concepts Level I	3
Total		14

Total PN Level I Credits (includes prerequisites) 39

LPNs from another institution bridging into RN Level II must complete:

(Summer)		Cr Hrs
NURS 201	Intro to Professional Nursing	5

Associated Degree Nursing – Level II -AAS Sequence of Courses

Prerequisite Courses		Cr Hrs
All courses listed for Level I		39

(Spring) Semester IV		Cr Hrs
NURS 230	Pathophysiology	3
NURS 234	Patient-Centered Care III	3
NURS 235	Professional Nursing Concepts III	1
NURS 236	Practicum III	3
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
Total		15

(Fall) Semester V		Cr Hrs
NURS 244	Patient-Centered Care IV	3
NURS 245	Professional Nursing Concepts IV	1
NURS 246	Practicum IV	3
ENGL 289	English Composition II	▶ 3
CSIS 105	Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total		10

Total ADN Level II Credits 25

Total Program Credits for AAS Degree 64

For more information contact:

Ottawa Site Coordinator: Kristy Snyder 785-248-2831 ext. 330
ksnyder@neosho.edu or Melodie Milliken 620-248-2827 ext. 314
mmilliken@neosho.edu

Occupational Therapy Assistant

Associate of Applied Science

An 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 2018, occupational therapy assistants held approximately 51,700 jobs. The median annual wage for occupational therapy assistants was \$61,510 in May 2019. Source: US Bureau of Labor Statistics, 2019.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

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.

For More Information Contact:

Peggy Carman – OTA Program Director
785-248-2806 or pcarman@neosho.edu

Program Prerequisites General Education		Cr. Hrs
*CURR 100	First Year Seminar	1
ENGL 101	English Composition I	▶ 3
ALHE 105	Medical Terminology	▶ 3
CSIS 105	Computer Literacy	1
PSYC 155	General Psychology	▶ 3
BIOL 257	Human Anatomy and Physiology	▶ 3
BIOL 258	Human Anatomy and Physiology Lab	▶ 2
All A & P courses must be taken within 5 years of starting OTA courses.		

Total **16**

The above general education courses must be completed with a grade of A, B, or C prior to taking OTA courses.

*Students entering NCCC direct from high school are required to enroll in CURR 100. Students transferring in 15 or more credits from an accredited post-secondary institution are exempt from enrolling in CURR 100.

Program Requirements

Spring Semester

OTA 100	Principles & Practice of Occupational Therapy	3
OTA 102	Occupational Therapy Skills Through the Lifespan	3
OTA 103	OTA Fieldwork Level I-A	1
OTA 104	Clinical Conditions & Activity Analysis for OTA	3
OTA 110	Kinesiology for OTA	2
OTA 111	Kinesiology for OTA Lab	1
**PSYC 263	Developmental Psychology	▶ 3
Total		16

Summer Semester

OTA 200	Mental Health & Psychosocial Practice for OTA	2
OTA 202	Documentation for OTA	1
OTA 204	Pediatric Practice for OTA	3
**COMM 207	Fundamentals of Speech OR	▶ 3
**COMM 213	Interpersonal Communication	
Total		9

Fall Semester

OTA 205	OTA Fieldwork Level I-B	1
OTA 206	Core Skills & Modalities for OTA	3
OTA 208	Adult Physiological Applications for OTA	3
OTA 210	Adult Neurological Applications for OTA	3
OTA 212	Management & Professional Development for OTA	2
**SOSC 100	Introduction to Sociology	▶ 3

**General education program requirements can be taken any time before OR during semesters of OTA coursework (excluding Fieldwork-Level II semester).

Total **15**

Spring Semester (2nd Year)

OTA 214	OTA Fieldwork Level II-A	6
OTA 216	OTA Fieldwork Level II-B	6
Total		12

Total Program Credits **68**

The occupational therapy assistant program has full accreditation status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Blvd., Suite 200, North Bethesda, MD 20852-4929. 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.

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 Mandatory Placement Policy, 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 or COMM 207 Fundamentals of Speech, 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

O TEC 101 Keyboarding I, O TEC 102 Keyboarding II, O TEC 123 Office Machines, O TEC 107 Office Systems and Procedures, ACCT 205 QuickBooks Accounting, MGMK 147 Intro to Management, ACCT 107 Payroll Accounting, and CSIS 117 Intro to Web Design.

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.
9. Prepare the required Federal and Kansas payroll reports.
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		Cr Hrs
O TEC 101/102	Keyboarding I or II	3
CSIS 100	Computer Concepts and Applications	▶ 3
ACCT 108	College Accounting	3
BUSI 106	Business Math or Approved Math Course	3
CURR 100	First Year Seminar	1
PSYC 155	General Psychology	▶ 3
Total		16

(Spring) Semester II

O TEC 123	Office Machines	2
BUSI 118	Business Communications	3
MGMK 101	Intro to Business	▶ 3
MGMK 135	Human Relations and Supervision	3
ACCT 205	QuickBooks Accounting	3
	Approved Business Program Course	3
Total		17

Level I Certificate

30-33

(Fall) Semester III

O TEC 107	Office Systems and Procedures	3
O TEC 102	Keyboarding II or	
ACCT 107	Payroll Accounting	3
CSIS 117	Intro to Web Design	1
ECON 201	Macroeconomics	▶ 3
COMM 213	Interpersonal Communications or	▶ 3
COMM 207	Fundamentals of Speech	▶ 3
ENGL 101	English Composition I	▶ 3
Total		16

Level II Certificate

46-49

(Spring) Semester IV

CSIS 229	Advanced Web Design	3
BUSI 114	Business Law	▶ 3
MGMK 147	Intro to Management	▶ 3
HPER 150	Lifetime Fitness	1
	Field Study or other Business Course	2
	Approved General Ed Elective	3
Total		15

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
Tanner Balsters, 620-432-0306
tbalsters@neosho.edu

Paralegal

Certificate/Associate of Applied Science

This program prepares students for a successful career as a paralegal. Paralegals perform delegated legal work such as drafting documents, conducting legal research, interviewing and investigating and assisting attorney with a variety of tasks. According to the Kansas Occupational Projections 2016 - 2026 there is an expected growth of 19.9% in the paralegal field and a median wage of \$40,035.

Students entering the program with an associate of arts, associate of science, or bachelor degree from an accredited college, or who desire only to obtain the certificate will take the **Paralegal Certificate** pathway. Students without a degree who desire a degree will be on the **Associate of Applied Science Degree in Paralegal** pathway.

Upon successful completion of the course requirements with a grade of a "C" or better in the paralegal certificate courses, students will be eligible to apply for one of two national examinations. Those examinations are:

1. National Association of Legal Assistants, Inc. exam to become a Certified Paralegal (CP), or
2. NALS ... *the association for legal professionals'* exam to become a Professional Paralegal (PP) or Accredited Legal Professional (AL)) or a Certified Legal Professional (CLP).

Students will have the opportunity to become members of the Heartland Paralegal Association (HPA) which is a not-for-profit professional organization dedicated to the advancement of the paralegal profession.

General Education Courses

The Paralegal AAS degree program requires students to take English Composition I and II, Computer Concepts and Applications, American Government, General Psychology, Introduction to Sociology and Fundamentals of Speech. New students who have not already completed 15 credit hours or a similar course at another institution and desire to obtain a degree are required to take First Year Seminar.

Program Outcomes

1. +Describe an overview of the legal system, the role of the paralegal, and other participants in the legal system.
2. +Understand and employ ethical responsibilities of the paralegal.
3. +Demonstrate effective and persuasive written legal communication skills.
4. +Employ effective legal research skills including traditional methods and technology-supported research.
5. +Exhibit effective legal analysis skills.
6. +Apply critical thinking skills in paralegal work assignments.
7. +Prepare accurate legal documents including memoranda, motions, pleadings, and other related court documents.
8. +Differentiate between authorized and unauthorized practices of law.
9. +Understand contract concepts and accurately draft a variety of contract documents.
10. Prepare and complete real estate transactions.
11. +Demonstrate appropriate interviewing and investigating skills.
12. +Demonstrate employability skills.
13. +Describe the substantive and procedural principles of family law.

14. +Describe the substantive and procedural principles of civil law.
15. +Describe the substantive and procedural principles of criminal law.
16. Describe the formation, operation, and dissolution of multiple business organizations and prepare and complete a variety of documents relating thereto.
17. Analyze labor and employment law and identify basic federal and state laws, requirements and resources.
18. Draft wills, estates, and trusts.

Program outcomes identified with "+" apply to degree and certificate programs. Unmarked outcomes apply to the AAS degree only.

Recommended Sequence of Courses

Prerequisite Semester

CURR 100 First Year Seminar	1
ENGL 101 English Composition I	3
CSIS 100 Computer Concepts and Applications	3
COMM 207 Fundamentals of Speech	3
SOSC 101 American Government	3
+PLGL 100 The Paralegal in the Legal System [virtual hybrid]	3
Total	16

Apply for Program Acceptance

Semester I

ENGL 289 English Composition II	3
SOSC 100 Introduction to Sociology	3
+PLGL 105 Civil Procedure I [8wks][virtual hybrid]	3
+PLGL 110 Civil Procedure II [8wks][virtual hybrid]	3
+PLGL 115 Contracts [online]	3
Total	15

Semester II

PSYC 155 General Psychology	3
PLGL 120 Real Property Law [online]	3
+PLGL 125 Legal Research and Writing [8wks][virtual hybrid]	3
+PLGL 130 Adv Legal Research and Writing [8wks] [online]	3
+PLGL 135 Family Law [virtual hybrid]	3
Total	15

Semester III

+PLGL 210 Ethics, Interviewing & Investigation [8wks][virtual hybrid]	3
+PLGL 215 Criminal Law [8wks][virtual hybrid]	3
PLGL 220 Wills, Estates, and Trusts [online]	3
PLGL 225 Labor and Employment Law [8wks] [online]	3
PLGL 230 Business Organizations [8wks] [online]	3
Total	15

Semester IV (Final Semester)

+PLGL 250 Paralegal Internship	3
Total	3
Total AAS Degree	64

CERTIFICATE PATHWAY

Certificate pathway students must successfully complete (2.0 or better) all courses identified with an "+" above.

For more information, contact:

Melissa Dugan 620-432-0452

mdugan@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 Mandatory Placement Policy, 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; HIST 101 World Civilizations I (to 1500), HIST 102 World Civilizations II (Since 1500), HIST 207 World Geography, SOSC 200 Introduction to Cultural Anthropology.

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, MUSI 120 Music Appreciation

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		Cr Hrs
ENGL 101	English Composition I	3
HUM 103	Introduction to Philosophy	3
CURR 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications	3
PSYC 155	General Psychology	3

Total 16

(Spring) Semester II

ENGL 289	English Composition II or	3
ENGL 299	English Composition II-Honors	
HUM 102	Logic and Critical Thinking	3
HPER 150	Lifetime Fitness	1
MATH 113	College Algebra	3
	Biological Science w/Lab or	5
	Physical Science w/Lab	

Total 15

(Fall) Semester III

HUM 104	Ethics	3
HUM 133	World Religions or	3
HUM 206	Eastern Civilizations	
HIST 101	World Civilizations I (to 1500)	3
	Biological Science w/out Lab or	3
	Physical Science w/out Lab	
SOSC 200	Introduction to Cultural Anthropology	3

Total 15

(Spring) Semester IV

HIST 102	World Civilizations II (since 1500)	3
HIST 207	World Geography	3
	Arts and Humanities Elective	3
	Social/Behavior Science Elective	3
	Free Electives	6

Total 18

Total Program Credits 64

For more information contact:

Program Advisors
 Ruth Zollars, 620-432-0424
rzollars@neosho.edu
 Kevin Blackwell, 785-248-2801
kblackwell@neosho.edu

Phlebotomy

Certificate

The Phlebotomy certificate program prepares students to be proficient in their profession and to demonstrate successful competence in phlebotomy and lab skills.

Upon successful completion of this program, the student will have the skills to obtain an entry-level position in the phlebotomy technician profession and sit for the RPT (Registered Phlebotomy Technician) examination administered by American Medical Technologists (AMT).

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

All courses listed on the recommended sequence of courses (or equivalent courses transferred from other institutions) are required for the completion of the program and must be passed with a C or better and a GPA of 2.0 or higher is required for graduation

Program Outcomes

1. Perform fundamental safety procedures and quality control.
2. Explain and perform specimen collection and processing, venipuncture, and capillary punctures.
3. Employ fundamental workplace computer skills.
4. Identify fundamental aspects of anatomy and physiology
5. Explain and perform point of care testing (POCT).
6. Communicate effectively in various formats and when instructing patients.
7. Analyze legal and ethical concepts in healthcare.
8. Evaluate time management and organizational strategies.

Course Sequence

The listing that follows is a recommended sequence of courses. 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

Semester I

ALHE 105	Medical Terminology	3
ALMA 110	Medical Professional Issues	2
ALMA 123	Fundamentals of Phlebotomy	3
ALMA 157	Clinical Aspects of Patient Care	1
	Total	9

Semester II

ALHT 170	Electronic Health Records	3
ALMA 155	Emergency Preparedness	1
ALMA 132	Phlebotomy Procedures	1
ALMA 181	Patient Care in Practice	2
	Total	7

Total Certificate Credits **16**

For more information, contact:

Program advisor
Jennifer Brown, 620-432-0323
jbrown@neosho.edu

Physics and Pre-Engineering Technology

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 Mandatory Placement Policy, 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		Cr Hrs
COMM 207	Fundamentals of Speech	▶ 3
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		15

(Spring) Semester II		
ENGL 289	English Composition II	▶ 3
MATH 155	Analytic Geometry and Calculus II	5
PSYC 155	General Psychology	▶ 3
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
Total		17

(Fall) Semester III		
PHYS 104	Engineering Physics I	▶ 4
PHYS 140	Engineering Physics I Lab	▶ 1
MATH 253	Analytic Geometry and Calculus III	3
HPER 150	Lifetime Fitness	1
	Arts/Humanities Elective	3
	Biological Science and Lab	5
Total		17

(Spring) Semester IV		
PHYS 105	Engineering Physics II	▶ 4
PHYS 145	Engineering Physics II Lab	▶ 1
MATH 255	Differential Equations	3
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Program Elective (s)	3-5
Total		17-19

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
Advising, 620-432-0311
advising@neosho.edu

Psychology

Associate of Science

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 Mandatory Placement Policy, 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, and PSYC 274 Psychology of Adjustment. 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. 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.
7. Demonstrate an understanding of how human behavior is influenced by interaction at the individual, group, and environment/societal levels.
8. Identify and describe the major theories of personality and its development.

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

	Cr Hrs
(Fall) Semester I	
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	
PSYC 274 Psychology of Adjustment	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: Mark Johnston
 620-432-0313
mjohnston@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, hospital 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 Mandatory Placement Policy, 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 (To 1877), 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.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
SOSC 100	Intro to Sociology	▶ 3
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	College Algebra	▶ 3
Total		16
(Spring) Semester II		
SOSC 220	Social Problems	▶ 3
PSYC 155	General Psychology	▶ 3
ENGL 289	English Composition II	▶ 3
SOSC 101	American Government or	▶ 3
SOSC 102	State and Local Government	
	Physical Science and Lab	▶ 5
Total		17
(Fall) Semester III		
HPER 150	Lifetime Fitness	1
SOSC 236	Marriage and the Family	▶ 3
ECON 201	Macroeconomics	▶ 3
	Biological Science and Lab	5
	Program Elective	3
Total		15
(Spring) Semester IV		
ENGL 113	General Literature or	▶ 3
ENGL 221	Intro to Western Literature	
HUM 110/120	Humanities I or II	3
	Arts and Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	1-3
Total		16-18
Total Program Credits		64-66

For more information contact:

Program advisor
 Sociology Instructor: Advising Staff 620-432-0495
advising@neosho.edu

Surgical Technology

Associate of Applied Science

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 \$48,300 in 2019. **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. Demonstrate 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 a 66 credit hour associate's degree program in Applied Science of Surgical Technology.

Course Sequence: The listing that follows reflects courses required for the 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.

Sequence of Required Courses

Prerequisites	Credit Hours
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Developmental Reading/English, Math, and/or Biology if placement test scores indicate need.

Semester I	
SURG 100	Introduction to Surgical Technology 4
BIOL 257	Human Anatomy and Physiology 3
BIOL 258	Human Anatomy and Physiology Lab 2
ALHE 105	Medical Terminology 3
CURR 100	First Year Seminar (only if < 15 cr completed) 1
ENGL 101	English Composition I 3
	Total 16

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

Summer	
^ALHE 141	Basic Life Support/Professional Rescuer 1
SOSC 100	Introduction to Sociology 3
COMM 213	Interpersonal Communication 3
	Total 7

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 AAS Degree Program Credits	66

^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 Mandatory Placement Policy, 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 is intended to give students hands on experience in play production.

Program Elective Courses

Program elective courses are taken from the Communication and Humanities section of the college catalog.

Program Outcomes

Students will develop an understanding of the following:

1. Identify the essential components of theatre throughout history to the present day using professional terminology.
2. Demonstrate proficiency in the basic use of the actor's instrument in movement and voice.
3. Demonstrate proficiency in the basic elements of theatrical design through conceptual and practical application.
4. Implement the acting process from auditioning to performing in front of an audience.
5. Implement the technical theatre process safely from production assignment to building an opening production.
6. Analyze a diverse and inclusive repertoire of plays from varying 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

(Fall) Semester I		Cr Hrs
COMM 105	Theatre Appreciation	▶ 3
ENGL 101	English Composition I	▶ 3
CURR 100	First Year Seminar	1
COMM 120	Fundamentals of Acting or	
COMM 107	Stagecraft	▶ 3
CSIS 100	Computer Concepts and Applications	▶ 3
	Social and Behavioral Science Elective	3
	Total	16

(Spring) Semester II		
ENGL 289	English Composition II	▶ 3
MATH 113	College Algebra	▶ 3
PSYC 155	General Psychology	▶ 3
HPER 150	Lifetime Fitness	1
COMM 104	Theatre Design or	
COMM 216	Advanced Acting	▶ 3
	Arts/Humanities Elective	3
	Total	16

(Fall) Semester III		
COMM 207	Fundamentals of Speech	▶ 3
	Program Elective	3
	Biological Science w/Lab or	
	Physical Science w/Lab*	5
	Social and Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Total	17

(Spring) Semester IV		
COMM 206	Theatre Workshop (Drama)	▶ 1
	Biological Science w/out Lab or	
	Physical Science w/out Lab*	3
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	2
	Total	15

Total Program Credits **64**

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

For more information contact:

Program advisor
Theatre Professor: Paula Makar 620-432-0311
pmakar@neosho.edu

Welding – Level I & II Certificates

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 fulfills the guidelines of Excel in Career and Technical Education, which provides students with a technical education background to prepare them for college and a career. Students will learn GMAW, GTAW, SMAW, FCAW processes as well as various cutting processes. First year students will take part in the American Welding Society (AWS) 1G, 2G, 1F, and 2F Welder Procedure Qualification Records (WPQR). Second year students will participate in AWS 3G, 4G, 3F, and 4F Welder Procedure Qualification Records (WPQR). Advanced students will also have a chance to participate in (AWS/API/ASME) 6G. These qualification records will demonstrate that a student possess the knowledge to perform industry standard weld procedures that readily translate to the workplace.

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

Level I Certificate

		Cr Hrs
Semester I		
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 118	Shielded Metal Arc Welding	3
	Total	7

Semester II

MFGT 116	Gas Tungsten Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
	Total	9

Total Level I Certificate Credits **16**

Level II Certificate

Level I Certificate requirements **16**

Semester III

MFGT 126	Advanced Gas Metal Arc Welding	4
MFGT 128	Advanced Shielded Metal Arc Welding	4
	Total	8

Semester IV

MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 130	Specialized Welding	4
	Total	8

Total Level II Certificate Credits **32**

To earn the certificates, students must earn a minimum cumulative GPA of 2.0 in 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 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 - Garnett
Curtis Hughes, 620-432-0355
chughes@neosho.edu

Johnnie Curl - Chanute program
jcurl@neosho.edu

David "Blaine" Crellin - LaHarpe program
dcrellin@neosho.edu

Brandon Sprague - Ottawa and Lawrence programs
bsprague@neosho.edu

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

- Students must graduate from NCCC with an AAS degree in Industrial Engineering Technology.
- Students must have graduated from NCCC with a minimum 2.5 GPA.

BAS Graduation Requirements

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

Welding: Technical Education Course from NCCC

Sequence of Courses

Level I Certificate

Semester I

MFGT 112	Welding Safety/OSHA 10
MFGT 114	Welding Cutting Processes
MFGT 118	Shielded Metal Arc Welding
Total	

Semester II

MFGT 116	Gas Tungsten Arc Welding
MFGT 120	Gas Metal Arc Welding
MFGT 122	Welding Blueprint Reading
Total	

Total Level I Certificate Credits

Level II Certificate

Level I Certificate requirements

Semester III

MFGT 126	Advanced Gas Metal Arc Welding
MFGT 128	Advanced Shielded Metal Arc Welding
Total	

Semester IV

MFGT 124	Advanced Gas Tungsten Arc Welding
MFGT 130	Specialized Welding
Total	

Total Level II Certificate Credits

Other NCCC Technical Education Recommendations

	Cr Hrs
ACCT 201	Financial Accounting I ▶ 3
ETEC 160	Special Skills in Welding 3
ETEC 192	Selected Topics in Technical/Industrial Education or 1-3
ETEC 136	Industrial Internship 1-3
ETEC 194	Introduction to Technology Systems 3

Technical Education from NCCC must total a minimum of 42 credit hours

NCCC General Education Requirements

* 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

Other NCCC General Education Recommendations

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

MATH 113	College Algebra	▶ 3
SOSC 100	Introduction to Sociology	▶ 3
ART 178	Introduction to Visual Art	3
MATH 143	Elementary Statistics	▶ 3
BIOL 115	Environmental Science	▶ 3
BIOL 116	Environmental Science Lab	▶ 2
PHYS 171	Physical Science	▶ 3
PHYS 172	Physical Science Laboratory	▶ 2

General Education from NCCC must total a minimum of 12 credit hours

16 *The Associate of Applied Science Degree requires a minimum of 64 credit hours*

Cr Hrs

16 **For more information contact:**

Program Advisor
Curtis Hughes, 620-432-0355
chughes@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

Pre-Professional Studies

Your coursework at NCCC can give you a solid foundation to prepare for various pre-professional studies. Many professions require advanced academic work beyond the earning of a two-year or four-year degree, but you can begin building your skills to succeed in these advanced programs and in a professional career with your courses at NCCC. Below are recommended elective and general education courses for students who are considering becoming a professional. While NCCC does not have specific programs for the professions listed below, the electives listed under each profession can help you gain a solid and rigorous preparation for the career of your choice.

Pre-Architecture

To prepare for a career as an architect, the following general education and elective courses are recommended: ART 100 Design, ART 113 Drawing I, ART 114 Drawing II, MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab, PHYS 104 and 140 Engineering Physics I and Lab, PHYS 105 and 145 Engineering Physics II and Lab.

Pre-Chiropractic

To prepare for a career as a chiropractor, the following general education and elective courses are recommended: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab

Pre-Dentistry

The following elective and general education courses are recommended to help prepare you for dental school: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, BIOL 280 Human Dissection, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Law

Law schools generally do not require a specific major or emphasis, but most law school applicants have undergraduate degrees in History, Political Science or Philosophy. Regardless of their undergraduate major, lawyers need a strong background in logic and critical thinking. Here are suggested electives to help prepare you for a legal career: SOSC 101 American Government, SOSC 102 State and Local Government, HIST 201 United States History I (To 1877), HIST 202 United States History II (1877 to Present), HUM 102 Logic and Critical Thinking, HUM 104 Ethics, BUSI 222 Business Law, CRIM 121 Criminal Law, CRIM 122 Criminal Procedure.

Pre-Pharmacy

The following elective and general education courses are recommended to help prepare you for pharmacy school: BIOL 251 and 252 Biology I and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, , MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Veterinary Medicine

The following elective and general education courses are recommended to help prepare you for a career as a veterinarian: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Respiratory Care

The following elective and general education courses are recommended to help prepare for a career in respiratory therapy: BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, MATH 143 Elementary Statistics, PHYS 100 and 130 College Physics I and Lab.

Pre-Physician Assistant

The following elective and general education courses are recommended to help prepare for a career as a physician assistant: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 143 Elementary Statistics.

Pre-Optometry

To prepare for a career as an optometrist, the following general education and elective courses are recommended: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 257 and 258 Human Anatomy and Physiology and Lab, BIOL 271 and 272 Microbiology and Lab, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Pre-Med

The American Medical Association recommends a rigorous course of undergraduate study to prepare for medical school. Here are suggested courses to help you prepare: BIOL 251 and 252 Biology I and Lab, BIOL 255 and 256 Biology II and Lab, BIOL 271 and 272 Microbiology and Lab, BIOL 280 Human Dissection, CHEM 215 and 216 College Chemistry I and Lab, CHEM 225 and 226 College Chemistry II and Lab, MATH 143 Elementary Statistics, MATH 150 Analytic Geometry & Calculus I, PHYS 100 and 130 College Physics I and Lab, PHYS 101 and 135 College Physics II and Lab.

Regional Program Offers

Allen, Fort Scott, and Neosho County Community Colleges are pleased to be working in collaborations to serve our students and our communities. These program options – listed below – are unique to each of the three community colleges in the region. Students may wish to start their general education courses at their home college and progress to program courses at the college offering their program of interest.

Allen Community College

Contact: advisor@allencc.edu

Early Childhood Education	CIP 19.0708	Online Learning
Pharmacy Technician	CIP 51.0805	Online Learning
Production Media	CIP 11.0801	Iola Campus
Web Design	CIP 11.0801	Iola Campus

Fort Scott Community College

Contact: advising@fortscott.edu

Agricultural Technology (JD)	CIP 01.0205	Fort Scott Campus
Cosmetology	CIP 12.0401	Fort Scott, Pittsburg
Environmental Water Technologies	CIP 15.0506	Locations vary by semester
Motorcycle Service Technology (HD)	CIP 47.0611	Frontenac

Neosho County Community College

Contact: advising@neosho.edu

Court Reporter	CIP 22.0303	Ottawa Campus
Health Information Technology	CIP 51.0707	Online Learning
Medical Assistant	CIP 51.0801	Chanute Campus
Occupational Therapy Assistant	CIP 51.0803	Ottawa Campus
Surgical Technology	CIP 51.0909	Ottawa Campus



COURSE PREFIXES

ACCT	Accounting	Accounting	ACCT
AERO	Aerostructures	Aerostructures	AERO
ALHE	Allied Health	Allied Health	ALHE
ALHT	Health Information Technology	Health information Technology	ALHT
ALMA	Medical Assistant	Medical Assistant	ALMA
ART	Art	Art	ART
BIOL	Biological Science	Biological Science	BIOL
BUSI	Business	Business	BUSI
CHEM	Chemistry	Chemistry	CHEM
CMCT	Construction Technology	Construction Technology	CMCT
COMM	Communication	Communication	COMM
CRIM	Criminal Justice	Criminal Justice	CRIM
CSIS	Computer Science Information Systems	Computer Science Information Systems	CSIS
CURR	Curriculum	Curriculum	CURR
ECON	Economics	Economics	ECON
EDUC	Education	Education	EDUC
ELEC	Electrical Technology	Electrical Technology	ELEC
ENGL	English	English	ENGL
ENTR	Entrepreneurship	Entrepreneurship	ENTR
ETEC	Industrial Engineering Technology	Industrial Engineering Technology	ETEC
DIET	Dietary Manager Program	Dietary Manager Program	DIET
DMS	Diagnostic Medical Sonography	Diagnostic Medical Sonography	DMS
FLAN	Foreign Language	Foreign Language	FLAN
HPER	Health, Physical Education, and Recreation	Health, Physical Education, and Recreation	HPER
HVAC	Heating, Ventilation, and Air Conditioning	Heating, Ventilation, and Air Conditioning	HVAC
HIST	History	History	HIST
HUM	Humanities	Humanities	HUM
IMT	Industrial Maintenance Technology	Industrial Maintenance Technology	IMT
MATH	Mathematics	Mathematics	MATH
MFGT	Manufacturing Technology	Manufacturing Technology	MFGT
MGMK	Management/Marketing	Management/Marketing	MGMK
MUSI	Music	Music	MUSI
NURS	Nursing	Nursing	NURS
OTA	Occupational Therapy Assistant	Occupational Therapy Assistant	OTA
OTEC	Office Technology	Office Technology	OTEC
PLGL	Paralegal	Paralegal	PLGL
PHYS	Physical Science / Physics	Physical Science / Physics	PHYS
PSYC	Psychology	Psychology	PSYC
RCR	Court Reporting	Court Reporting	RCR
SOSC	Sociology	Sociology	SOSC
SURG	Surgical Technology	Surgical Technology	SURG
TST	Technology Studies	Technology Studies	TST

COURSE DESCRIPTIONS

▶ Courses marked with this symbol are approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. Additional courses may be eligible for transfer. Please visit the NCCC Registrar to learn more. Visit Kansas Board of Regents Transfer and Articulation [website](#) for additional information.

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

An introductory course of the QuickBooks® accounting software, which includes setting up a new company; recording transactions with customers, vendors, and employees; managing lists; running and customizing reports; banking; and end-of-period procedures. The current QuickBooks® online or desktop version will be used. *Prerequisite: ACCT 108 College Accounting or the equivalent.*

AERO 114 PRECISION INSTRUMENTS

1 credit hour

This course includes basic concepts and terminology related to precision instruments. Students will learn to use the following: precision rule, dial caliper, vernier micrometer, small hole gauge, counter sink gauge, grip gauges, rivet height gauges, and other precision instruments. *Prerequisite: None*

AERO 115 AEROSRUCTURE BLUEPRINT READING

2 credit hours

This course teaches basic concepts associated with blueprints including production line, terminology, comparing blueprint elements, interpreting lines, identifying dimension and tolerance, interpreting common geographic dimension and tolerance symbols, interpreting fastener symbols and common aircraft symbols.

Prerequisite: None

AERO 116 BASIC DRILLING AND RIVETING

3 credit hours

This course provides specific technical skills necessary to safely drill and countersink quality holes for work as an assembly mechanic in the aerospace industry. *Prerequisite: None*

AERO 120 AEROSTRUCTURES ASSEMBLY

5 credit hours

This course includes instruction and hands-on application of skills such as drilling holes, riveting, countersinking, and final product assessment. Prerequisites/Co-requisites: *AERO 114, AERO 115, AERO 116 or permission of the instructor*

AERO 122 INTRODUCTION TO SEALING

2 credit hour

This course covers the basic concepts associated with the aerospace sealant process including the hazards and personal protective equipment (PPE) associated with sealants, selecting the appropriate sealant, preparing the surface for sealing, and the process for using a sealing gun. *Prerequisite: None*

AERO 124 AEROSTRUCTURES ADHESIVE BONDING

2 credit hour

This course covers the concepts associated with aerospace bonding processes including safety, composites and metals, resins, vacuum bagging, honeycomb core and lay-up methods. Prerequisite/Co-requisites: *AERO 114, AERO 115, AERO 116 or permission of the instructor*

ALHE 100 EMERGENCY MEDICAL TECHNICIAN

12 credit hours

This course 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. *The candidate must be 17 years of age to challenge the EMT state board exam. Note: EMT courses are not eligible for federal financial aid. The EMT course may be offered for 16 weeks (or more).*

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 Aging and Disability Services/Health Occupations Credentialing-KDADS/HOC. CMA may not be eligible for federal financial aid. *Prerequisite: Must be a Kansas State Certified Nurse Aide. Students must be able to read at KDADS/HOC specified reading level. The student must be 18 years of age by the end date of the course and to be certified as a medication aide.*

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**.5,1 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 health care field, the health information profession, basic knowledge of the health information department, and functions of the health record including issues of compliance. *Prerequisites/Co-requisites- None*

ALHT 115 MATH STATISTICS FOR ALLIED HEALTH**1 credit hour**

This course will introduce the allied health student to ways mathematics impact healthcare. Students will identify the standard deviation in a data set and interpret data presented in graphs. It does not replace the college level math statistics course that should be taken if the student desires to transfer to a university. *Prerequisite: None*

ALHT 170 ELECTRONIC HEALTH RECORDS**3 credit hours**

This course addresses concepts of health information systems and public health applications. Students will be introduced to health information technology (HIT) standards, health-related data structures, and software applications. *Prerequisite: None*

ALHT 190 PATHOPHARMACOLOGY**4 credit hours**

This course is designed for the allied health student to study the disease processes affecting the human body through an integrated approach to specific disease entities, including the study of causes, diagnosis and treatment of disease. Pharmacology content emphasizes understanding of the action of drugs, including the absorption, distribution, metabolism, and excretion of drugs by the body. This course does not replace NURS 230 Pathophysiology, required for nursing students, or NURS 122 Pharmacology for Nursing. *Prerequisites: Anatomy and Physiology (BIOL 257/258 or ALMA 145), or permission of program advisor.*

ALHT 200 PROFESSIONAL PRACTICE EXPERIENCE IN DATA MANAGEMENT**1 credit hour**

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to the health information management department at an affiliated clinical setting, designed to give students real world experience in the day-to-day operations of the health information management department, and necessary functions within this operational area with assigned projects and/or coursework for RHIT exam preparation. *Prerequisite: ALHT 215 Quality Improvement or by Program Director permission.*

ALHT 205 HEALTHCARE STATISTICS AND ANALYSIS**3 credit hours**

This course provides an introduction to principles of data evaluation through calculations of common health statistics, presentation of statistical data for reporting, and analytics specific to the field of health information management. *Prerequisite/Co-requisite: ALHT 115 or MATH 143, or permission of program director.*

ALHT 210 LEGAL AND ETHICAL ISSUES IN HEALTH CARE**3 credit hours**

This course focuses on medico-legal principles that govern the health care profession. These principles include sources of law and the legal system, the judicial process, access to health information, confidentiality, privacy, and data breaches common in the health information management department setting. *Prerequisite/Co-requisite: None*

ALHT 215 QUALITY IMPROVEMENT**3 credit hours**

This course provides an introduction to concepts in health care quality improvement with an emphasis on managing data for performance improvement, utilization management, and risk management. *Prerequisite/Co-requisite: None. Students should have knowledge in working with graphs and diagrams.*

ALHT 220 MANAGEMENT AND SUPERVISION**3 credit hours**

This course introduces students to fundamental management theory applicable to the health information environment. Course content will address leadership styles and human resource strategies, as well as fiscal responsibility, compliance standards, and problem solving techniques. *Prerequisite: None*

ALHT 221 CURRENT EVENTS IN HEALTH CARE**3 credit hours**

This course consists of review and discussion of current trends, regulations and best practices that affect today's health care landscape. These topics will change as new areas of interest develop. *Prerequisite/Co-requisite: None*

ALHT 225 INTERNATIONAL CLASSIFICATION OF DISEASES CODING**3 credit hours**

This course readies students for the identification, coding, and sequencing of principle, primary, and secondary diagnoses, as well as diagnostic and therapeutic procedures. Students will assign International Classification of Diseases (ICD diagnostic and procedure codes. *Prerequisites and/or co-requisites: ALMA 145 Anatomy and Physiology for Allied Health or BIOL 257/258 Human Anatomy and Physiology and Lab.*

ALHT 230 CURRENT PROCEDURAL TERMINOLOGY CODING**3 credit hours**

This course readies students for the identification and coding of procedures, DME, and physician services through CPT and HCPCS code assignment involved in ambulatory care. *Prerequisite/Co-requisite: None*

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 completion of claims for a variety of healthcare settings and an introduction to the medical coding nomenclatures. Reimbursement will be determined and source documents interpreted (e.g., explanation of benefits, Medicare Summary Notices, etc.). *Prerequisite/Co-requisite: None*

ALHT 255 PROFESSIONAL PRACTICE EXPERIENCE IN REVENUE MANAGEMENT**1 credit hour**

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to an affiliated clinical setting, designed to give students real world experience in a variety of revenue functions and/or assigned projects and coursework associated with the coding professional and national exam. *Prerequisite: ALHT 225 International Classification of Disease and ALHT 2230 Current Procedural Terminology (CPT) Coding, or by program director.*

ALHT 256 HEALTHCARE DELIVERY SYSTEMS**3 credit hours**

This course provides an introduction to the historical perspective and evolution of modern American health care systems. Students will differentiate various types of standards in various health care delivery settings, and address future issues as health care continues to transform. *Prerequisite/Co-requisite: None*

ALHT 260 REVENUE CYCLE AND BILLING

1 credit hour

This course is intended to provide an overall understanding of the interdepartmental dependencies and facility contributors in revenue cycle management (RCM), and how charges become revenue. This course will prepare students for national certification in medical billing. Prerequisite/Co-requisite: ALHT 250 Reimbursement Methodologies, or permission of program director.

ALHT 265 ADVANCED CODING AND REVIEW

2 credit hours

This course is designed to prepare the student for national coding certification through advanced coding concepts, including code assignment in the inpatient facility setting. Content will focus on national coding exam certification through AHIMA or AAPC. Prerequisite/Co-requisite: ALHT 225 ICD Coding, or permission of program director.

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 123 FUNDAMENTALS OF PHLEBOTOMY

3 credit hours

This course introduces students to the foundations of phlebotomy including technique, blood collection, and professional considerations of the phlebotomist profession.

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 132 PHLEBOTOMY PROCEDURES

1 credit hours

This course requires the student to demonstrate clinical competencies in the controlled environment of the skills laboratory. Students will experience hands-on application of capillary punctures and venipunctures. *Prerequisite: ALMA 123 Fundamentals of Phlebotomy*

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 145 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH

4 credit hours

This course utilizes a body systems approach to focus on the organization, function, and structure of the human body including common conditions diagnosed and treated in the healthcare setting. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems and become familiar with this terminology. This course is designed as an option for students needing anatomy and physiology where an on-campus setting is not possible, but is not intended for transfer to other programs outside of medical assisting and health information technology. Students should speak with an advisor if wishing to transfer anatomy and physiology credit to another college or university.

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.*

ALMA 156 PATIENT CARE ASSESSMENTS

1 credit hour

This course requires the student to demonstrate clinical competencies in the controlled environment of the skills laboratory. Students will experience hands-on application of clinical procedures including components of documentation and screening procedures.

ALMA 157 CLINICAL ASPECTS OF PATIENT CARE

1 credit hour

This course requires the student to demonstrate clinical competencies in the controlled environment of the skills laboratory. Students will experience hands-on application of fundamental point-of-care testing (POCT) and quality control.

ALMA 165 PATIENT CARE APPLICATIONS

2 credit hour

This course requires the student to demonstrate clinical competencies in the controlled environment of the skills laboratory. Students will experience hands-on application of fundamental diagnostic procedures, sterile techniques, and medication administration.

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. This course requires the student to complete a minimum number of clock hours in a supervised practical experience at a program-approved site. The course may include one or more conference sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. *Prerequisite: successful completion of ALMA 110, ALMA 120, ALMA 156, ALMA 157, ALMA 165 and ALMA 132 or instructor approval.*

ALMA 181 PATIENT CARE IN PRACTICE

2 credit hours

This course requires the student, in the controlled environment of the healthcare facility, to demonstrate the clinical competencies practiced. Students will experience the hands-on application of clinical and professional procedures. This course requires proof of 40 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. *Prerequisite: ALMA 123 Fundamentals of Phlebotomy, ALMA 132 Phlebotomy Procedures..*

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 Patient Care in Practice, and ALMA 182 Phlebotomy Clinical Lab.*

ART 100 2D 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. *Prerequisite; None*

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 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: 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: 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 106 Topics in KS Nature Studies**2 credit hours**

This repeatable seminar is a course designed to explore several topics relating to the natural world of Kansas. These seminars will involve both course work and field trips. Specific topics will include plant life in Kansas, insect life in Kansas, bird and animal life in Kansas, as well as others. Once the subject is chosen a statement of the course objectives/outcomes will be attached to this general syllabus.

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 203 NUTRITION †

3 credit hours

This course is a study of the basic principles of nutrition as they relate to the well-being of individuals, current concepts, and selection of food over the life span. *Prerequisite: None*

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 place 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 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.*

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 215 College Chemistry I.*

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 movement, voice, stage presence, spontaneity, and ensemble work as it relates to improvised acting. 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 204 INTRODUCTION TO MASS COMMUNICATION

3 credit hours

This course consists of an overview of the history of media and the current state of mass communications. Students will access, analyze, and evaluate information in a variety of media and demonstrate an understanding of diversity and the impact of mass communication in a global society. Student will also look at social, ethical, and legal issues in the media. *Prerequisite/Co-requisite: None*

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 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 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 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 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 101 STUDY SKILLS AND 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.*

DIET 102 NUTRITION FOR DIETARY MANAGERS**2 credit hours**

The course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP). Training Program requirements. This course covers nutrition information including the fundamentals of nutrition as well as medical nutrition therapy. *Prerequisites: None*

DIET 104 FOODSERVICE, SANITATION, AND SAFETY**4 credit hours**

This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course covers aspects of foodservice, sanitation, and safety. *Prerequisites: None*

DIET 202 BUSINESS OPERATIONS, PERSONNEL & COMMUNICATION

3 credit hours

This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course covers aspects of business operations, personnel, and communications. *Prerequisites: None*

DIET 204 FOOD PRODUCTION

4 credit hours

This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course teaches serving food in quantity, food production tables, and food production. The course is 30% lecture and 70% food production lab. *Prerequisites: DIET 102 Nutrition for Dietary Manager and DIET 104 Foodservice, Sanitation, and Safety*

DIET 210 DIETARY MANAGER FIELD WORK EXPERIENCE

3 credit hours

This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course provides fieldwork experience in five specific areas: nutrition, foodservice, safety and sanitation, business operations, and personnel and communication. Excellent employability skills will be expected of students. *Prerequisites: DIET 102 Nutrition for Dietary Manager and DIET 104 Foodservice, Sanitation, and Safety*

DMS 100 INTRODUCTION TO DIAGNOSTIC MEDICAL SONOGRAPHY

3 credit hours

This course provides a basic understanding of the field of diagnostic medical sonography. The course will cover the history of medical ultrasound, the role of the diagnostic medical sonographer, related medical terminology, and a comparison of sonography to other imaging disciplines. Students will be introduced to sonography equipment and body imaging. Additional topics include professionalism, communication, patient care, vitals, medical ethics, legal issues, scope of practice, certification, and accreditation. *Prerequisites: Students must be admitted to the program or have program director approval to enroll.*

DMS 105 SONOGRAPHY PRINCIPLES AND INSTRUMENTATION I

3 credit hours

This course provides an introduction to the physics of diagnostic ultrasound and the instruments and equipment utilized in the conversion of soundwaves into diagnostic information. *Prerequisites: Students must be admitted to the program or have program director approval to enroll. DMS 105 unless otherwise approved by the program director. Co-Requisite: DMS 100, unless otherwise approved by the program director.*

DMS 110 SONOGRAPHY PRINCIPLES AND INSTRUMENTATION II

3 credit hours

This course builds on the information learned in Sonography Principles and Instrumentation I. Advanced scanning features, pulsed wave Doppler, color flow imaging, image artifacts, bioeffects, ALARA (As Low As Reasonable Achievable) principle, the importance of quality assurance, and current developments in sonography are covered. *Prerequisites: Students must be admitted to the program or have program director approval to enroll.*

DMS 115 ABDOMINAL Sonography I

3 credit hours

This course provides a comprehensive student of abdominal structures. Concepts related to normal abnormal structures including organs, vasculature, muscles, ligaments, and other structures in the adult abdomen will be presented. Students will learn ultrasound scanning techniques. This course has a laboratory component. *Prerequisites –Students must have successfully completed DMS 100, 105, 110 or program director approval to enroll.*

DMS 120 OB/GYN SONOGRAPHY I

3 credit hours

This course relates sonography to the female pelvis, including scanning techniques, transducer selection, scanning protocols, patient histories, and laboratory data. Students will recognize and identify normal

sonographic anatomy of the non-gravid and gravid uterus, ovaries, and non-gravid pelvic pathology. Additionally, students will identify common fetal, placental, and uterine anomalies and pathologies, and first trimester fetal development. *Prerequisites: Students must have successfully completed DMS 100, 105, and 110 or program director approval to enroll. Co-requisites: DMS 115 and 125, unless otherwise approved by the program director.*

DMS 125 SONOGRAPHY CLINICAL PRACTICE I

1 credit hours

This introductory clinical experience offers an opportunity to observe the clinical competence of professionals performing quality patient care and optimal examination techniques. A minimum of 45 hours are required in the clinical setting. *Prerequisites: Students must have successfully completed DMS 100, 105, and 110, or program director approval to enroll. Co-requisite: DMS 115 and 120.*

DMS 130 NEUROSONOGRAPHY AND SMALL PARTS ULTRASOUND

4 credit hours

The focus of this course is the use of diagnostic imaging on the neonatal brain and spine, male pelvis, and musculoskeletal joint structures. *Prerequisites: Student must have successfully completed DMS 100, 105, 110, 115, 120, and 125 or program director approval to enroll. Co-requisites: DMS 135, unless otherwise approved by the program director.*

DMS 135 SONOGRAPHY CLINICAL PRACTICE II

2 credit hours

This second clinical experience offers an opportunity for hands-on experience in a clinical environment. Students will begin to produce images with instructor, guidance, and supervision. A minimum of 90 hours are required in the clinical setting. *Prerequisites: Students must have successfully completed DMS 100, 105, 110, 115, 120, and 125, or program director approval to enroll. Co-requisite: DMS 130 or director approval.*

DMS 201 ABDOMINAL SONOGRAPHY II

2 credit hours

This course provides a continuation of the study of abdominal structures. Concepts related to normal and abnormal structures including organs, vasculature, muscles, ligaments, and other structures in the adult abdomen will be presented. Students will expand knowledge in evaluating scanning protocol and become proficient in the scanning techniques. This course has a laboratory component. *Prerequisites: Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, and 135 or program director approval to enroll. Co-requisites: DMS 205 and 215 or program director approval to enroll.*

DMS 205 OB/GYN SONOGRAPHY II

3 credit hours

This course continues the studies of the female pelvis including pathology, physiology, pathophysiology, sonographic technique, measurements, sonographic appearances, Doppler patterns in gynecologic disease processes, and obstetric abnormalities. Attention is given to interventional, invasive, and advanced procedures. Attention is given to common fetal, placental, and uterine anomalies and pathologies. Additionally, second and third trimester fetus development are covered. *Prerequisites: Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, and 135 or program director approval to enroll. Co-requisites: DMS 201 and 215, unless otherwise approved by the program director.*

DMS 215 SONOGRAPHY CLINICAL PRACTICE III

4 credit hours

This third clinical experience offers additional opportunity for hands-on experience in a clinical environment, including attention to neurosonography, abdominal and OB/GYN scans. Students will produce images with guidance and supervision. A minimum of 180 hours are required in the clinical setting. *Prerequisites: Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, or program director approval to enroll. Co-Requisites: DMS 201 and 205 or director approval.*

DMS 220 DIAGNOSTIC MEDICAL SONOGRAPHY SEMINAR

3 credit hours

This course is a comprehensive review of all aspects of the digital medical sonography curriculum to prepare students to sit for the American Registry of Diagnostic Medical Sonography examinations. *Prerequisites:*

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, 201, 205, and 215, or program director approval to enroll. Co-requisites: DMS 225 and 250, or director approval.

DMS 225 VASCULAR ULTRASOUND

3 credit hours

The focus of this course is the use of diagnostic imaging to examine the vasculature of the human body. Diseases of the circulatory system, history of diagnosis and treatments of the vascular system, and alternative diagnostic tools will be discussed. Students will learn to perform the vascular tests commonly performed in the healthcare setting. *Prerequisites: Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, 201, 205, 215, or program director approval to enroll. Co-requisites: DMS 220 and 250, unless otherwise approved by the program director.*

DMS 250 SONOGRAPHY CLINICAL PRACTICE IV

4 credit hours

This final clinical experience offers additional opportunity for hands-on experience in a clinical environment. Students will produce images with supervision. At the conclusion of the course students will be prepared to enter the workforce as an entry-level sonographer. A minimum of 180 hours are required in the clinical setting. *Prerequisites: Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, 201, 205, 215, or program director approval to enroll. Co-requisites: DMS 220, and 225 or program director approval.*

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 pre-school 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 270 EDUCATING THE EXCEPTIONAL STUDENT †

3 credit hours

This course will introduce the concept of special education for exceptional students with a focus on the legal context for services for exceptional students and the different types of exceptionalities that impact students and challenge educators. *Pre-requisite: EDUC 104 Introduction to Teaching and EDUC 105 Introduction to Teaching Lab.*

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.

ELEC 102 PRINT READING**3 credit hours**

This course teaches students to read specification manuals and prints as applied to residential, commercial, and industrial buildings.

ELEC 104 NATIONAL ELECTRICAL CODE I**4 credit hours**

This is an introductory course on the use and interpretation of the current national electric code (NEC), covering chapters 1- 4.

ELEC 106 AC/DC CIRCUITS I**4 credit hours**

This course addresses the basics of alternating currents (AC) and direct current (DC) circuits

ELEC 108 RESIDENTIAL WIRING I**4 credit hours**

This is an introductory course on residential wiring methods, which includes practical applications and hands-on experience in implementing code requirements.

ELEC 204 NATIONAL ELECTRICAL CODE II**4 credit hours**

This course is a continuation of the National Electrical Code I course on the use and interpretation of the current National Electrical Code (NEC), covering chapters 5 – 9.

ELEC 206 COMMERCIAL WIRING I**4 credit hours**

This is an introductory course on commercial wiring methods, which includes practical applications and hands-on experience in implementing code requirements.

ELEC 210 ELECTRICAL EXTERNSHIP**3 credit hours**

This course provides an opportunity for formal classroom training to be applied in a supervised work experience. A minimum of 135 hours of work under a licensed electrician is required.

NOTE: ALL STUDENTS ENROLLING IN ENGLISH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE SECTION ON PLACEMENT TESTING.
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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 ENGL 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: 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 CREATIVE WRITING †

3 credit hours

This course provides a forum for the presentation of student work in Poetry, fiction and Creative Non-Fiction works and for the discussion of the creative process and product. *Prerequisites and/or Co-requisites: None*

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.*

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

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 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. Individual goals to be obtained by the student in the course will be worked out jointly with the student, or their employer and the instructor. *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.*

EETEC 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.*

EETEC 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.

EETEC 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.*

EETEC 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 CIVILIZATIONS I (TO 1500) †

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 CIVILIZATIONS II (SINCE 1500) †

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 (TO 1877) †**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 (1877 TO PRESENT) †**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 exams 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 AND 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. This course may be repeated for credit. *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.

IMT 102 MECHANICAL SYSTEMS

3 credit hours

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Students will also design basic mechanical transmission systems using chains, v-belts and gears. *Prerequisite: None*

IMT 104 INDUSTRIAL MAINTENANCE TECHNOLOGY I

3 credit hours

This course is the first of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This first course covers an orientation to the trade, tools of the trade and a solid introduction to the variety of responsibilities of an industrial maintenance mechanic. *Prerequisite: None*

IMT 112 INDUSTRIAL PROGRAMMABLE LOGIC CONTROLS

3 credit hours

This course examines types, installation and troubleshooting of programmable logic controllers (PLC). Hardware and programming aspects, as well as ladder logic symbols and operations necessary to develop a PLC program are covered in this course. *Prerequisite: None*

IMT 114 INDUSTRIAL MAINTENANCE TECHNOLOGY II

3 credit hours

This course is the second of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This course covers twelve additional topics that are critical to the occupation from layout to pressure systems and heat exchange units. *Prerequisite: None*

IMT 202 MECHANICAL SYSTEMS RELIABILITY

3 credit hours

This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design mechanical drive systems using right angle gears, bearings and couplings. Students learn how to setup and operate laser shaft alignment and apply vibration analysis to various power transmission systems. *Prerequisites: IMT 112, IMT 114 and HVAC 103 or permission of instructor*

IMT 204 INDUSTRIAL MAINTENANCE TECHNOLOGY III

3 credit hours

This course is the third of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This course covers eight additional topics that are critical to the occupation from advanced trade math to installing mechanical seals. *Prerequisites: IMT 112, IMT 114 and HVAC 103 or permission of instructor*

IMT 206 ELECTRICAL CONTROL SYSTEMS I

2 credit hours

This course covers electric control systems including principles of motor control, control devices, symbols and schematic diagrams. *Prerequisites: IMT 112, IMT 114 and HVAC 103 or permission of instructor*

IMT 210 INDUSTRIAL PROCESS CONTROL

3 credit hours

This course provides understanding of different types of process control systems like temperature, flow and level control. The course includes process control principles, thermocouples, RTD's, temperature measurement devices, ON/Off temperature controlled, programmable process heat controllers, transmitters, process loop tests and operation systems found in industrial applications. *Prerequisites: IMT 202, IMT 204, IMT 206 and ETEC 136 or permission of instructor*

IMT 212 INDUSTRIAL FLUID POWER

4 credit hours

This course covers basic principles of hydraulic and pneumatic power systems. Topics include hydraulic fluids, distribution systems, energy input and output transfer devices, reservoirs, filters, and accumulators. . *Prerequisites: IMT 202, IMT 204, IMT 206 and ETEC 136 or permission of instructor*

IMT 214 INDUSTRIAL MAINTENANCE TECHNOLOGY IV

3 credit hours

This course is the fourth of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This course covers eight additional topics that are critical to the occupation from preventive and predictive maintenance to troubleshooting and repair. *Prerequisites: IMT 202, IMT 204, IMT 206 and ETEC 136 or permission of instructor*

IMT 216 ELECTRICAL CONTROL SYSTEMS II

2 credit hours

This course covers electrical control systems with a focus on variable speed control. *Prerequisites: IMT 202, IMT 204, IMT 206 and ETEC 136 or permission of instructor*

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 who wish to complete a MATH 113 College Algebra requirement. In addition to the normal material from MATH 113, this class will give a review of algebra concepts that may not have been learned well enough to succeed in a 3 credit hour College Algebra course. Midway through the semester (typically after the twenty-first day of class) the course will be split into a 3 credit MATH 113 section and a 2 credit MATH 111 section and identical gradebooks will be maintained. 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. Student 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 graphing calculator (TI-83 is recommended). *Prerequisites: For specific placement requirements for this class, please refer to the Mandatory Placement Policy in the College Catalog.*

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 Intermediate 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: Completion of MATH 112 or its equivalent/higher credit or placement.*

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 demonstrate 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.

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 SMAW 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 or with instructor permission.*

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 or with instructor permission.*

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 or with instructor permission.*

MFGT 130 SPECIALIZED WELDING

4 credit hours

Students will select a welding specialty and develop skill in that specialty area. By the conclusion of the course students will demonstrate an understanding of chosen welding specialty and perform specialty welding techniques.

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 objections, 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

Human Relations and Supervision, also called Organizational Behavior, is the study of human behavior within an organizational setting. This includes the behavior of individuals, encompassing motivation, attitudes, values, and leadership. It also includes the study of group behavior, such as the interactions of individuals within groups and the resulting effects on team performance. It also includes organization practices and the effects those practices have on the individual, for example training, compensation, and human development. Many topics use self-introspection, considering one's own knowledge, attitudes, and abilities, as a pathway to a better understanding of both oneself and other individuals within an 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 260 MANAGEMENT AND MARKETING SEMINAR

1-3 credit

This course is designed to provide an opportunity for the instructor and student to pursue specific topics or units of study within the management or marketing field. This course may be repeated for credit.

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 101 MUSIC FUNDAMENTALS

2 credit hours

This course encompasses the theoretical aspects of music, combined with practice in the skills of sight-singing and ear training. The course considers the basic properties and notation of tones: tonality, key, mode, and scale. 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 104 MUSIC THEORY I

3 credit hours

The study of music notation and common practices used in beginning music composition. This is accomplished by listening and writing music, as well as playing basic chord patterns and chord progressions at the piano keyboard. *Prerequisite/Co-requisite: Music Theory Placement Exam score of 80% or better, or completion of Music Fundamentals (Musi 101) with a grade of "C" or better, or Instructor Permission.*

MUSI 108 AURAL SKILLS I

2 credit hours

This course is an introduction to sight singing and ear training. Basic methods of reading music are presented and practiced. Students are also trained to recognize aurally and notate the basic elements of music: intervals, diatonic melodies, simple rhythms, chord qualities, and basic harmonic progressions.

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 110 COLLEGE BAND

1 credit hour

Student enjoyment and musical growth through the study and performance of a variety of band and wind ensemble literature. Open to all students. May be repeated for credit.

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 SKILLS

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 103 STRATEGIES FOR NURSING STUDENT SUCCESS

2 credit hours

This course will assist the nursing student in developing skills for problem-solving, and decision making (critical thinking). The student will learn skills to improve success in nursing school by developing time management, study, and test taking skills to achieve their goals of completing the program successfully. *Prerequisite: Admission to the nursing program.*

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.

NURS 114 PATIENT-CENTERED CARE I

4 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.*

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, Practicum I and Nursing Assessment.*

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. Evidence-based caring is applied in the care of individuals in diverse populations to ensure safe and effective clinical judgements and quality outcomes. Tools of communications 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, Professional Nursing Concepts I and Nursing Assessment.*

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. *Prerequisites: Admission to NCCC and Mary Grimes School of Nursing. Must successfully complete Nursing Assessment, Patient Care I, Professional Nursing Concepts I, and Practicum I. May be taken with instructor permission.*

NURS 124 PATIENT-CENTERED CARE II

4 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

1 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 127 PROFESSIONAL NURSING CONCEPTS – LEVEL I

3 credit hours

Students will explore professional concepts of nursing as they relate to the individual, the unit of care and the healthcare 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 identify how their life experiences, beliefs and values will impact their philosophy of professional nursing practice. The student will use these concepts to interpret and draw conclusions about patient needs, concerns or health problems to improve patient response. *Prerequisites: Admission to the college and the nursing program. NURS 113 Nursing Assessment, NURS 114 Patient-Centered Care I, and NURS 116 Practicum I. Co-requisites: NURS 124 Patient-Centered Care II and NURS 126 Practicum II. NURS 122 Pharmacology for Nursing must be taken and passed prior to or in the same semester as NURS 127 Professional Nursing Concepts Level I, NURS 124 Patient-Centered Care II and NURS 126 Practicum II in order to progress in the nursing program.*

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.

NURS 152 NURSING CARE OF THE DYING PATIENT

2 credit hours

This course is designed to introduce students to care of the patient at the end of life. Students will explore the physical, psychosocial, spiritual, and cultural aspects of end of life care for patients across the lifespan. *Prerequisite: Admission to the college and Mary Grimes School of Nursing.*

NURS 153 PEDIATRIC INTENSIVE-CAMP BARNABAS

1 credit hour

This elective, practicum course will offer student's the ability to compare and contrast growth and development of children while helping them to adapt and manage health conditions while attending Camp Barnabas. Camp Barnabas is a summer camp that offers the camping experience for children with special needs. The student will be exposed to children and young adults with a variety of chronic conditions. Students will be supervised by nursing faculty while at the camp experience. *Prerequisites: Completed first year of nursing course work with 80% or higher.*

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 and has completed IV certification. Admission criteria as defined by admission policies.

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 at the molecular, cellular, tissue and organ system levels that may develop in disease states across the human life span. This course is designed for health care professionals to understand and interpret these basic principles and concepts that occur physiologically due to different situations and disease states. *Prerequisite: Admission to nursing program and completion of first semester, or Introduction to Professional Nursing, or permission of instructor.*

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: Admission to nursing program and completion of first semester, or Introduction to Professional Nursing, or permission of instructor. 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: Completion of Level one nursing program and/or Introduction to Professional Nursing. Co-requisites: patient-Centered Care 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: Completion of Level one nursing program and/or Introduction to Professional 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 241 EXPLORING NURSING ROLES

2 credit hours

Successful completion of NURS 113, NURS 114, NURS 115,, and NURS 116 or NURS 201. This is an elective course for students in the nursing program

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: Completion of level one nursing courses, Patient-Centered Care III, Professional Nursing Concepts III, Practicum III and Pathophysiology and/or Introduction of Professional Nursing. 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: Completion of level one nursing courses, Patient Centered Care III, Professional Nursing Concepts III, Practicum III, Pathophysiology and/or Introduction of Professional Nursing. 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: Completion of level one nursing courses, Patient Centered Care III, Professional Nursing concepts III, Practicum III, Pathophysiology and/or Introduction of Professional Nursing. Co-requisites: Professional Nursing Concepts IV, Patient-Centered Care IV.*

NURS 247 PROFESSIONAL NURSING CONCEPTS – LEVEL II

3 credit hours

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. The student will analyze their role as it applies to healthcare delivery systems. *Prerequisites: Completion of level one nursing course, NURS 234 Patient-Centered Care III, NURS 236 Practicum III, NURS 230 Pathophysiology and/or NURS 201 Introduction of Professional Nursing. Co-requisites: NURS 244 Patient-Centered Care IV and NURS 246 Practicum IV.*

OTA 100 PRINCIPLES AND PRACTICE OF 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 heal, philosophy and theories of occupational therapy, ethics and standards of practice, and key documents for the occupational therapy profession. Students learn the parts of the Occupational Therapy Practice Framework: Domain and Process as the language used to describe the many elements of occupational therapy. *Prerequisites: Admission into OTA program. See OTA Program Path for coursework requirements.*

OTA 102 OCCUPATIONAL THERAPY SKILLS THROUGH THE LIFESPAN

3 credit hours

This course presents information on the occupation-based viewpoint of human development and performance throughout all life stages with an emphasis on the factors that influence daily participation and optimal performance of desired life tasks. In addition, this course will discuss the impact of disease or disability, cultural influences, public policy, and contextual environments on human occupational therapy practitioners throughout the life span. Students will learn how prevention of disease and promotion of wellness impact a persons' function throughout the life span. *Prerequisites: Admission to the OTA program. See OTA Program Path for coursework requirements.*

OTA 103 OTA FIELDWORK LEVEL 1-A

1 credit hour

This course provides the opportunity for OTA students to apply didactic learning and theories of occupational therapy in a virtual, video, simulated or community-based setting, under the supervision of an OT, OTA or other qualified personnel. Students will practice therapeutic use of self, develop group interventions, and will promote Occupational Therapy by educating other professionals, service providers, and consumers. The focus of this fieldwork will be to address psychological and social factors influencing engagement in occupation for persons or groups with disabilities. *Prerequisites: Admission into OTA program. See OTA Program Path for coursework requirements.*

OTA 104 CLINICAL CONDITIONS AND ACTIVITY ANALYSIS FOR OCCUPATIONAL THERAPY ASSISTANT
3 credit hours

Students will explore diseases and conditions common to occupational therapy practice. Through class and experiential activities, students will examine interventions and the meaning of occupation, client factors, performance skills/patterns and context/environment. Students will apply the occupational profile and activity analysis techniques for exploring various treatment methods to meet client and population needs. *Prerequisite: admission to OTA program.*

OTA 106 CORE SKILLS AND MODALITIES IN OCCUPATIONAL THERAPY ASSISTANT
3 credit hours

This course explores the treatment continuum beginning with the onset of injury or disability and ending with the restoration of the client to maximal independence. The treatment continuum includes preparatory and adjunctive techniques, enabling and simulation activities, and purposeful tasks performed routinely during occupational roles. Students develop clinical skills for assessment and treatment techniques related to sensory, motor, psychosocial, vision deficits, and perceptual dysfunction. Topics include: assessment of pain, modalities, transfer techniques, wheelchair assessment and modifications, adaptive dressing techniques, splinting, hand injury assessment, adaptive equipment training, and exercise protocols. *Prerequisite: admission to OTA program. See OTA Program Path for coursework requirements*

OTA 108 OTA FIELDWORK AND PRACTICE – LEVEL I-B
1 credit hour

This course provides the opportunity for OTA students to apply didactic learning and theory of occupational therapy in a virtual, video, simulated or clinical setting under the supervision of an OT (Occupational Therapist), 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. The focus of this fieldwork will be to address how physical, cognitive, or sensory deficits influence engagement in occupation for persons or groups with disabilities. *Prerequisite: admission to OTA program.*

OTA 110 KINESIOLOGY FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)
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. Students apply this information to evaluation/screening results, intervention implementation, and discharge planning. *Admission to OTA Program. See OTA Program Path for coursework requirements. Co-requisite: OTA 111 Kinesiology for Occupational Therapy Assistant (OTA) Lab.*

OTA 111 KINESIOLOGY FOR OCCUPATIONAL THERAPY ASSISTANT (OTA) 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. *Admission to OTA Program. See OTA Program Path for coursework requirements. Co-requisite: OTA 110 Kinesiology for Occupational Therapy Assistant (OTA).*

OTA 200 MENTAL HEALTH AND PSYCHOSOCIAL PRACTICE FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)
2-3 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. *Admission to OTA Program. See OTA Program Path for coursework requirements.*

OTA 202 DOCUMENTATION FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)

1 credit hours

In this course students will be introduced to the purpose and standards of occupational therapy documentation for various practice settings and different stages of the occupational therapy process. Students will learn how to use appropriate technical language, document skilled client care, provide feedback to the occupational therapist (OT), and communicate effectively to other disciplines. Students will learn and practice written and electronic documentation from case studies and videos presented. The S.O.A.P (Subject, Objective, Assessment, Plan) note format will be emphasized as well as electronic health record software commonly used in therapy settings. *Admission to OTA Program. See OTA Program Path for coursework requirements.*

OTA 204 PEDIATRIC PRACTICE FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)

3 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 205 OTA FIELDWORK AND PRACTICE – LEVEL I-B

1 credit hour

This course provides the opportunity for OTA students to apply didactic learning and theory of occupational therapy in a virtual, video, simulated or clinical setting under the supervision of an OT (Occupational Therapist), 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. The focus of this fieldwork will be to address how physical, cognitive, or sensory deficits influence engagement in occupation for persons or groups with disabilities. *Prerequisite: admission to OTA program.*

OTA 206 CORE SKILLS AND MODALITIES IN OCCUPATIONAL THERAPY ASSISTANT

3 credit hours

This course explores the treatment continuum beginning with the onset of injury or disability and ending with the restoration of the client to maximal independence. The treatment continuum includes preparatory and adjunctive techniques, enabling and simulation activities, and purposeful tasks performed routinely during occupational roles. Students develop clinical skills for assessment and treatment techniques related to sensory, motor, psychosocial, vision deficits, and perceptual dysfunction. Topics include: assessment of pain, modalities, transfer techniques, wheelchair assessment and modifications, adaptive dressing techniques, splinting, hand injury assessment, adaptive equipment training, and exercise protocols. *Prerequisite: admission to OTA program. See OTA Program Path for coursework requirements*

OTA 208 ADULT PHYSIOLOGICAL APPLICATIONS FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)

3 credit hours

This course combines theory with evidence-based functional content and provides students with the knowledge to develop clinical-reasoning skills for treatment application for adult physiological conditions. Students develop the foundation for assessing functional skills, developing creative and competent interventions, modifying environments and tasks, educating and training client, family and staff, communicating with clients and other professionals, making appropriate recommendations, and documenting the occupational therapy process. Compensatory techniques and adaptive equipment used to increase functional skills will be emphasized in this course. *Prerequisite: admission to OTA program. See OTA Program Path for coursework requirements*

OTA 210 ADULT NEUROLOGICAL APPLICATIONS FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)

3 credit hours

This course combines theory with evidence-based functional content and provides students with the knowledge to develop clinical-reasoning skills for treatment application for adult neurological conditions. Students develop the foundations for assessing functional skills, developing creative and competent interventions, modifying environments and tasks, educating and training client, family and staff, communicating with consumers and other professionals, making appropriate recommendations, and documenting the occupational therapy process. Neuromuscular techniques to normalized muscle tone for optimal functional movement will be emphasized in this course. *Prerequisite: Admission to the OTA Program. See OTA Program Path for coursework requirements.*

OTA 212 MANAGEMENT AND PROFESSIONAL DEVELOPMENT FOR OCCUPATIONAL THERAPY ASSISTANT (OTA)

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. *Prerequisite: Admission to OTA Program. See OTA Program Path for coursework requirements.*

OTA 214 OCCUPATIONAL THERAPY ASSISTANT (OTA) FIELDWORK – LEVEL II-A

5-6 credit hours

This course provides an opportunity for the Occupational Therapy Assistant student to apply didactic learning and theory of occupational therapy in a clinical setting under the supervision of an Occupational Therapist or Certified Occupational Therapy Assistant. 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. OTA 214 must reflect a different practice area from OTA 216. Students will be assigned to different fieldwork sites or settings for each Level II rotation. Students in OTA 214 and OTA 216 are evaluated on the same assessment tool which is represented in both syllabi outcomes. *Prerequisites: 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 Occupational Therapy Assistant course before Fieldwork Level II-A placement.*

OTA 216 OCCUPATIONAL THERAPY ASSISTANT (OTA) FIELDWORK – LEVEL II-B

5 -6 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. OTA 216 must reflect a different practice area from OTA 214. Students will be assigned to different fieldwork sites or settings for each Level II rotation. Students in OTA 214 and OTA 216 are evaluated on the same assessment tool which is represented in both syllabi outcomes. *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.*

O TEC 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.

O TEC 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.*

O TEC 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.

OTEC 123 OFFICE MACHINES

2 credit hours

This course emphasizes the development of competent skill in solving business problems with the use of desk-top electronic calculators.

OTEC 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**

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 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.*

PLGL 100 The Paralegal in the Legal System**3 credit hour**

This course provides a practical introduction to the legal field, particularly the role of the paralegal, and understanding of legal terms. Basic legal principles of ethical responsibility, organization and function of the course system, civil law, criminal law, family law, probate and specialized practice areas are explored.

PLGL 105 Paralegal: Civil Procedure I**3 credit hour**

This course is a continuation of the overall civil litigation process and will explore in depth pre-trial procedures advancing into post-trial practices. Students will learn the rules that govern civil litigation and the stages of civil litigation that involve the paralegal. Students will learn processes associated with discovery, document requests. Admission requests, settlements, dismissals, evidence gathering, motions, trial techniques, and post-trial practice relative to the civil litigation process. *Prerequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 110 Paralegal: Civil Procedure II

3 credit hour

This course is a continuation of pre-trial procedures advancing into post-trial practices. Students will learn the rules that govern civil litigation and the stages of civil litigation that involve the paralegal. Students will learn processes associated with document requests, admission requests, settlements, dismissals, trial techniques, and post-trial practice relative to the civil litigation process *Prerequisite and/or Corequisite: PLGL 105 Paralegal: Civil Procedures I and admission to the Paralegal Program or instructor approval.*

PLGL 115 Paralegal: Contracts

3 credit hour

This course provides an overview of contract law from formation through completion as well as an understand of breach and possible remedies. Students will become familiar with contract terms of art and the ability to draft standard contract provisions. In addition, this course covers contract review skills (manual and electronic), contract data extraction and data entry. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 120 Paralegal: Real Property Law

3 credit hour

This course presents concepts of real property law including definitions, rights and duties of ownership, land use, conveyances, and the recording of and searching for real estate documents. The course focuses on the paralegal's role in real property law. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 125 Paralegal: Legal Research and Writing

3 credit hour

This course introduces students to legal research and analysis, citation, and writing. Students will demonstrate the ability to retrieve data from authoritative legal sources both print and other media. Students will learn to analyze case law, statutes, and secondary legal authority and become familiar with blue book citations. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 130 Paralegal: Advanced Legal Research and Writing

3 credit hour

This course is a continuation of legal research and writing. It advances skills in research, writing, and legal analysis. Development of legal argument, format, and use of legal citations will be emphasized. Students will utilize Westlaw and/or LexisNexis, and the internet as research tools. The course includes writings such as memorandums of law, brief case opinions, and expands legal writing. This course also covers management of the research processes utilizing research models to enhance efficiency and effectiveness. *Prerequisite and/or Corequisite: Admission to the Paralegal Program and PLGL 125; or instructor approval.*

PLGL 135 Paralegal: Family Law

3 credit hour

This course reviews family law, including custody, divorce, separation, child support, adoptions, guardianships, third-party visitation, name change, protection orders, child in need of care, and premarital/post marital agreements. Students will learn to draft pleadings, including petitions, decrees, settlement agreements and motions for modifications. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 210 Paralegal: Ethics, Interviewing, and investigation

3 credit hour

This course covers ethical rules and standards governing paralegals, attorneys and the legal profession overall. Students will also develop skills to interview clients and witnesses, and investigative tasks associated with legal analysis and proceedings. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 215 Paralegal: Criminal Law**3 credit hour**

This course covers the role of the paralegal in regard to criminal law. An overview of criminal law will include the definitions and elements of common crimes against persons and property as well as various legal defenses available to criminal defendants. Procedures of criminal law will be covered to highlight the constitutional safeguards from arrest through trial. Students will learn to draft legal documents associated with criminal litigation. *Prerequisite and/or Corequisite: Admission to the Paralegal Program and PLGL 130; or instructor approval.*

PLGL 220 Paralegal: Wills, Estates, and Trusts**3 credit hour**

This course covers the role of the paralegal in regard to wills, estates, and trusts. Students will learn the appropriate procedures relevant to drafting and interpreting will and trust documents, and will become familiar with the processes of estate planning. Students will learn to draft legal documents associated with wills, estates, and trusts. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 225 Paralegal: Labor and Employment Law**3 credit hour**

This course covers laws regarding employment and employment discrimination. It examines the employer-employee relationship from the interview through separation. The course distinguishes the role of employee and independent contractor. Students will learn rules governing employment discrimination and will explore the "at will" employment doctrine. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 230 Paralegal: Business Organizations**3 credit hour**

This course covers principles pertaining to business organizations. Topics include the individual characteristics of various business organizations such as publicly held and closely held corporations, general partnerships, sole proprietorships, limited liability partnerships, limited liability corporations, laws governing the creation and operation of these entities, their dissolutions and liquidations. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

PLGL 250 Paralegal: Internship**3 credit hour**

This course provides work experience as a legal assistant under the supervision of a practicing attorney. The work experience will vary depending according to the particular attorney case load; however, legal ethics will be emphasized throughout. A minimum of 135 hours will be spent at the internship job site. *Prerequisite and/or Corequisite: Admission to the Paralegal Program or instructor approval.*

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.*

PSYC 289 RESEARCH METHODS IN SOCIAL SCIENCE

3 credit hours

This course is designed as an introduction to the research methods that are used in the social sciences. The course will emphasize understanding of the scientific method, ethics associated with doing research, types of research models, their application and statistical analysis of research results. Students will also have the opportunity to conduct research as part of the course. Upon successful completion of this course, the student will have a fundamental knowledge of planning, conducting and reporting research in the social sciences. *Prerequisites: PSYC 155 General Psychology or SOSC 100 Introduction to Sociology.*

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 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 110 INTRODUCTION TO WOMEN, GENDER, AND SEXUALITY STUDIES

3 credit hours

This course examines the central concepts and topics in the field of women, gender, and sexuality studies. Explores social structures and power relations among individuals and within economic, political, educational and other social structures, with special attention paid to women's issues and movements in the United States and globally. Through readings, this course examines and explores alternatives to traditional and/or normative constructions of gender and sexuality, and also considers other markers of difference, such as disability, race, class, and religion, which intersect with gender identity and sexual identity.

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 243 RACE AND ETHNICITY ▸

3 Credit hours

This course considers the relationships between racial, ethnic, and gender categories. Focus is placed on stereotypes, prejudices, discrimination and exploitation. Social, social-psychological, historical, and economic theories are employed. Major emphasis is placed upon racial and ethnic relations in the United States.

Prerequisites: SOSC100: Introduction to Sociology

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 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.*

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 the is 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 by admission policy. Successful completion of SURG 102 Principles and Practice of Surgical Technology and SURG 103 including clinical readiness exam. Must be taken concurrently with SURG 202 Surgical Procedures I.*

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
- Microbiology
- Surgical pharmacology
- Medical terminology
- Pathophysiology

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. Dennis Peters, Chair (2024)
Ms. Lori Kiblinger, Vice Chair (2024)
Mr. Bryan Schulz, Chanute (2026)
Mr. Charles Boaz, Chanute (2026)
Mr. David Peter, Chanute (2024)
Ms. Martha McCoy, Chanute (2026)

ADMINISTRATION

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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

RANABARGAR, KERRY.....VICE PRESIDENT FOR OPERATIONS
M.S., B.S., Friends University; A.S., Neosho County Community College

SOLANDER, SONDR..... CHIEF FINANCIAL OFFICER
M.S., B.S., Pittsburg State University; A.A., Allen County Community College; C.P.A., Kansas

COOMES, KERRIE DEAN OF STUDENT SERVICES
M.B.A., B.B.A., Pittsburg State University

KRUMM, BRENDADIRECTOR OF TITLE III AND OUTREACH
M.S., B.S., Fort Hays State University A.A., Barton County Community College

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

DOWELL, STEPHEN.....DEAN FOR ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS
B.A.; M.A., Missouri State University

FACULTY AND STAFF

ALEXANDER, KIM.....ASSOCIATE PROFESSOR, HEAD SOFTBALL COACH
B.S., Bacone College

ALLEN, KARL.....BUS DRIVER
B.S., Kansas State University; Diesel Mechanic Certs, North Central Kansas Area Vocational-Technical School

ARTHUR, MIKAHTALENT SEARCH ACADEMIC ADVISOR
B.S., Pittsburg State University; A.S., Neosho County Community College

ASHMORE, DAWSONASSIST BASEBALL COACH (PT)/COORD OF RESIDENCE AND STUDENT LIFE
B.S., Pittsburg State University; A.S., Neosho County Community College

BARKER, STEVESAFETY OFFICER

BARMAN, PAPRINURSING INSTRUCTOR (OTTAWA)
M.S.N, Washburn University; B.S.N, Washburn University

BEATTY, JESSICA ASSISTANT TRACK COACH (PT)
A.A., Southwest Community College; B.S., Northwest Missouri State University

BENTLEY, ADAMSTARS MATH SPECIALIST
M.S., University of West Florida; B.M.E., B.S., Pittsburg State University

BITTS, KENDALL..... MAINTENANCE
B.S., Pittsburg State University; A.A., Neosho County Community College

BLACKWELL, KEVINPROFESSOR, LIBERAL ARTS DIVISION CHAIR/HUMANITIES (Ottawa)
J.D., University of Missouri-Kansas City; B.A., Southwest Missouri State University

BLAUFUSS, AMBER.....ASSISTANT PROFESSOR, NURSING (Ottawa)
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BLAINE, JENNIFER.....CORE OTA FACULTY (Ottawa)
OTA Certificate, Neosho County Community College

BROWN, JENNIFER.....HEALTH INFORMATION TECHNOLOGY DIRECTOR
M.S. Champlain College; B.S., Stephens College; A.A.S. Hutchinson Community College; HITPro (CHTS) Trainer
Certificate, Walters State Community College; EMT, CNA/CMA, Independence Community College

BROWN, SHAY.....DIRECTOR OF FINANCE
B.S., Pittsburg State University; A.A., Labette Community College

BRUTON, TREY.....ASSISTANT PROFESSOR, HEAD TRACK AND CROSS COUNTRY COACH
M.A., Western Illinois University; B.A., Southwestern College

BURES, KYLE DIRECTOR OF THE TEACHING AND LEARNING CENTER (Ottawa)
M.S., Kansas State University; B.S., Kansas State University

BURK, CHERYLADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS

BUSBY, REBECCA.....CUSTODIAN

CADWALLADER, SARAHDIRECTOR OF INTERNATIONAL STUDENT SERVICES
B.S., Pittsburg State University; A.S., Neosho County Community College

CAIN, JENNIFERSURGICAL TECHNOLOGY PROGRAM DIRECTOR (Ottawa)
A.A.S., Cambridge College

CAMPBELL, MICHAEL PROFESSOR, BIOLOGICAL SCIENCE (Ottawa)
M.A., University of Kansas; B.S., University of Michigan

CARMAN, PEGGY.....OCCUPATIONAL THERAPY ASSISTANT PROGRAM DIRECTOR (Ottawa)
B.S., University of Kansas

CARPENTER, NANCYPROFESSOR, 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 UPWARD BOUND ACADEMIC COORDINATOR
B.G.S., Ft. Hays State University; A.A., Hutchinson Community College

CHADDERTON, ELLIOT HEAD MEN’S AND WOMEN’S SOCCER COACH
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CLEMENTS, LORI REGISTRATION SPECIALIST
B.S., University of Nebraska-Lincoln

COLLIER, JAMIE.....ABE INSTRUCTOR (Pittsburg)
M.S., B.S., Pittsburg State University

COLTER, KELLYDIRECTOR OF DEVELOPMENT & MARKETING
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COOPER, MICHAEL MAINTENANCE - HVAC

CONROY, CRYSTAL DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM DEVELOPER
B.S., Ottawa University; Certificate, Washburn University

COSBY, RACHELEHEALTH CARE CLINICAL SUPPORT COORDINATOR
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Notice of Non-Discrimination

Neosho County Community College affords equal opportunity to and does not discriminate 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.

Title VII, Age Discrimination Act, Title II, Kansas Acts Against Discrimination	Chief Human Resources Officer Neosho County Community College 800 W. 14th Street Chanute, KS 66720 HR@neosho.edu
Section 504, The Americans with Disabilities Act of 1990, The Americans with Disabilities Act Amendments Act of 2008	Chief Student Affairs Officer Neosho County Community College 800 W. 14th Street Chanute, KS 66720 Student.Services@neosho.edu
Title IX	Chief Academic Officer Title IX Coordinator Neosho County Community College 800 W. 14th Street Chanute, KS 66720 TitleIX@neosho.edu

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.

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