



This print edition of the Independence Community College Catalog is the unofficial version, and is accurate only as of the date of its publication. Regulations, policies, and requirements may change over time, and the up-to-date version maintained on the college's website at www.indycc.edu is the official version. Please refer to the official version when making important academic decisions or determining graduation or program requirements.

Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

Independence Community College
1057 West College Avenue
Independence, Kansas 67301-0708

<http://www.indycc.edu>

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INDEPENDENCE COMMUNITY COLLEGE

1057 W College Avenue - Independence, Kansas 67301

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www.indycc.edu

DIRECTORY

Academic Office Fax	620-331-6821
Accounts Payable	620-332-5416
Administration Fax	620-331-5344
Admissions Office	620-332-5400
Adult Education/GED	620-332-5630
Advising	620-332-5457
Allied Health	620-332-5636
Athletic Fax	620-331-0153
Bookstore	620-332-5440
Business Office	620-332-5416
Cafeteria - Great Western Dining	620-332-5455
Chief Academic Officer	620-332-5403
Cosmetology	620-332-5640
Director of Online Education	620-332-5635
Emergency Medical Education	620-332-5647
Financial Aid	620-332-5460
Fine Arts	620-332-5422
Fine Arts Fax	620-331-9022
Housing	620-331-8332
Human Resources	620-332-5606
Inge Office	620-332-5490/5492
Institutional Research	620-332-5419
Library	620-332-5468
Library Fax	620-331-8342
Marketing	620-332-5487
Recruiting	620-332-5605
Registrar	620-332-5430
Residence Hall Coordinator	620-331-8332
Security	620-331-8558
Student Life Coordinator	620-332-5580
Student Support Services	620-332-5423
Student Union Fax	620-331-0946
Tutoring Center Coordinator	620-332-5457
Upward Bound	620-332-5439
Veterinary Technology	620-332-5651
Vice President for Student Affairs and Athletics	620-332-5480

2016 - 2017 ACADEMIC CATALOG

COLLEGE CATALOG

This catalog is a description of the educational programs and activities available at Independence Community College and every effort has been made to ensure its accuracy. ICC makes no claims that enrolling in a particular class or following a particular course curriculum will produce a specific achievement, employment, qualification for employment, admission to upper degree programs, or licensure for a particular profession or occupation. It is understood that the ultimate responsibility for complying with degree requirements rests with the student. The College reserves the right to change, modify, or alter without notice all fees, charges, tuition expenses, and other costs. Any course offering or other information may be added or deleted in this catalog without notice. Class schedules published each term will indicate additions or other changes. Students are encouraged to keep a copy of this catalog for their records.

Changes in this catalog shall become effective whenever the proper authorities so determine and shall apply not only to prospective students but also to those who are enrolled in the College at the time. Exception: If the graduation requirements for a particular degree are changed after the time a student enrolls, the student will have the option of selecting the graduation requirements in effect at the time of initial enrollment at ICC or those in effect at the time of graduation. This option may not necessarily apply in cases where degree requirements are changed to conform with new regulations set by an outside licensing or accrediting agency.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, tenure, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Independence Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the following persons, who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Title IX Coordinator-Instructional Needs: The Chief Academic Officer
Office: Academic Building
Phone: 620-332-5403
Fax: 620-331-6821
Email:

Section 504 ADA Coordinator-Facility/Technical Needs: The Director of Maintenance
Office: Maintenance Building
Phone: 620-331-0815
Fax: 620-331-1553
Email: cmcdiarmid@indycc.edu

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Commission on Civil Rights
Central Regional Office
400 State Avenue, Suite 908
Kansas City, KS 66101
913-551-1400

U.S. Equal Employment Opportunity Commission
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
913-551-5655

MESSAGE FROM THE PRESIDENT

Welcome to Independence Community College!

On behalf of the College, I welcome you to one of the finest institutions of its kind: we are physically small yet nationally recognized, we offer an excellent education at a truly affordable cost, and our caring faculty and staff offer personalized attention that is second to none. Lives are changed by what happens here - including yours!



I came to this college because it is unique: tucked into a scenic corner of rural Kansas, the college has real personality, with a rich history of outstanding fine arts and sports achievement, in a historic community that is friendly and vibrant. If you are looking for an outstanding education at an institution that will prepare you for the workforce and to be a lifelong learner, you've found it at Independence Community College.

Each year, we prepare students for a new career, for further education, or for the pursuit of a rediscovered passion. While here, our students find that learning and development aren't limited to just the classroom. Our students are doers, not bystanders - many enjoy participation in our student clubs, sports, and local events. We offer both residential and non-residential options for our students, but in both cases, I hope you'll consider our close-knit campus your home away from home.

While you're here, I hope you'll ask questions, get to know your professors and our excellent staff, and above all, learn to love learning. I want to hear about your adventures here - friend me on Facebook, stop by my office, or send me an e-mail at dbarwick@indycc.edu. Like all of us at the college, I'm here to make you a success. We're glad you're here!

Sincerely,
Dan Barwick

GENERAL INFORMATION

ACCREDITATION

ICC is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (800) 621-7440. Credits earned are accepted by leading colleges and universities throughout the nation.

Additionally, the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) granted ICC's Veterinary Technology program with provisional accreditation, the highest ranking achievable by a new program. This status was granted in 2012 and will remain in effect until the Committee revisits in 2017.

Students who plan to enter a four-year college or university should study carefully the requirements of that school and select courses which will meet those requirements. Members of the faculty and the staff are assigned as advisors to assist students in the proper selection of courses.

ICC is a member of the Higher Learning Commission, the American Association of Community Colleges, the Kansas Association of Community College Trustees, and the Kansas Association of School Boards.

MISSION STATEMENT

Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

VISION STATEMENT

To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity, and enhancing character in a student and community centered environment.

PARTNERSHIPS FOR LEARNING

A collaborative set of 2+2 baccalaureate degree completion programs have been developed with four-year colleges and universities. See the ICC website.

COLLEGE LEGAL ASSURANCES

Independence Community College is committed to a policy of nondiscrimination on the basis of race, gender, national origin, religion, age, and disability in admissions, all as required by applicable law and regulations under

the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and Americans With Disabilities Act (ADA) of 1990.

Independence Community College supports the terms of the Americans With Disabilities Act of 1990, which ensures accessible facilities and fair employment practices.

Independence Community College policies provide classrooms, the college environment, and the workplace free of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature. Federal and State law, as well as Board of Trustees' policy, prohibit sexual harassment. If you have questions or believe that you have been subjected to sexual harassment, you should report it to the Vice President for Student Affairs and Athletics (if unavailable, then the Vice President for Academic Affairs).

In accordance with the *Family Education Rights and Privacy Act of 1974*, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except (1) ICC administrators and instructors, (2) certain federal officials specified in the act, (3) stated educational authorities, (4) accrediting agencies, (5) upon receipt of proper judicial orders, or (6) officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, even directory information will be withheld.

Upon written request the student may inspect information in his or her official file and will be given the opportunity to challenge information considered inaccurate. College practices concerning the confidentiality of student records are available on request from the Admission Office.

College policy and the *Drug-Free Schools and Communities Act of 1989* states that the unlawful possession, use, or distribution of illegal drugs, alcohol, and cereal malt beverages by students or employees on the property of Independence Community College or during activities involving the College is strictly prohibited.

Independence Community College annually distributes the college security report, as required by the *Student-Right-To-Know and Campus Security Act of 1990*.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Independence Community College provides a link on the campus web site to the Kansas Bureau of Investigation Registered Offender Search Page so that interested parties can search for registered sex offenders attending or working at Independence Community College. Interested

individuals will find this link at <http://www.indycc.edu/campus-security/>.

In accordance with the Wetterling Act, any registered sex offenders who attend Independence Community College will have their name, address, picture, and offense posted on the Independence Community College web site.

Basic Education Center are located at the Independence Community College West Campus.

COLLEGE HISTORY

Independence Community College (ICC) is located south of Independence, Kansas, on 68 acres of beautiful rolling grounds. Independence, a city of 9,000 population located in southeastern Kansas, is the county seat of Montgomery County.

Independence's downtown shopping area, with its award-winning "Main Street" appearance, has much to offer in shopping and services. There are several parks and recreational lakes near the city, including Riverside Park and Zoo, Big Hill Reservoir, and Elk City Reservoir.

A diversified industrial base of manufacturers and processors provide employment for citizens throughout Southeast Kansas and includes Cessna Aircraft Company, Sedan Floral, Standard Motors, Hackney and Sons (Midwest) Inc., MatcorMetal Fabrication, Inc., and others.

The ICC campus is part of the area's civic and cultural excellence. ICC is an educational service center for communities in the Southeast Kansas area. It attracts students from area high schools, other states, and several foreign countries.

Thousands of students have attended ICC since it was founded in 1925 as grades 13 and 14 of the Independence public school system. Until 1970 the students attended classes in the senior high school buildings.

In 1967 the college was legally separated from the Independence public school district. A bond issue was passed in 1968 to build a new college campus on the site formerly occupied by the Independence Country Club.

Construction of the new community college began in the summer of 1969 and was completed in the summer of 1970. The buildings were occupied for the first time in September 1970.

The 68-acre campus includes the Academic Building, Fine Arts Building, Student Union, Cessna Learning Center, Field House, Administration Building, Maintenance Building, Esch Observatory, parking lots, athletic and physical education practice fields, a lake, and a multi-structure living center complex with 96 beds, as well as a 200 bed residence hall, and apartment style suites in The Villas.

The ICC School of Cosmetology, Allied Health, Veterinary Technology, Culinary Arts, and the Adult

ADMISSION

ADMISSION POLICIES

ICC is an open-door institution. However, students wishing to earn a degree or receive financial aid, must meet one of the following requirements:

1. A graduate of a high school that is accredited by the Kansas State Board of Education or a recognized state accrediting agency may be granted admission to ICC if the graduate's classes meet the minimum requirements of the state of Kansas for a high school diploma. (Four units of English Language Art, which include three units of English; three units of social studies, which shall include one unit of United States history and at least 1/2 unit of United States government; two units of science, including one unit as a laboratory course; two units of mathematics; one unit of physical education; nine units of elective courses; minimum of 21 units of credit shall be required for each graduating class) High school applicants with high school certificates of performance, high school special education, or high school career and technical diplomas must take and pass an approved high school equivalency examination.
2. A transfer student, in good standing, from a regionally accredited university/college.
3. A successful completer of an approved high school equivalency examination.
4. A high school sophomore, junior, senior, or high school student enrolled in a recognized gifted program with written permission from the high school principal/counselor.
5. Home school students, refer to page 8.

ADMISSION PROCEDURE

NEW STUDENTS

Students must obtain, complete, and submit the following:

1. An Application for Admission
2. An official high school transcript, including final grades, grade point average, class ranking (if available), and graduation date or an official copy of approved high school equivalency examination scores needs to be sent directly to the Office of Admission.
3. An official copy of transcripts from each university/college attended prior to enrollment must be sent directly to the Office of the Registrar.

4. All first-time students are required to have ACT, SAT, COMPASS, or Accuplacer scores on file prior to enrollment for placement purposes. These scores must not be older than 2 years. Students who have not previously taken a placement test will be given the Accuplacer assessment test. This test will be given by appointment in the Tutoring Center. Contact Admissions or the Tutoring Center to make an appointment.
5. A completed medical form is required for all students in residential halls and athletic programs. Students in these programs will be advised according to departmental policy and the appropriate forms will be provided.

Applicants are strongly advised to take the ACT/SAT for scholarship, advising, and counseling purposes. ICC's ACT code is 014220.

FORMER/RETURNING STUDENTS

Students who miss a full academic year or more will be required to submit a new Application for Admission. Official transcripts of all college credits earned since the last attendance must be mailed to the Admission Office/Registrar prior to the student's enrollment in any subsequent semester. Students will be returning under the catalog in effect upon return.

HIGH SCHOOL STUDENTS

High school students may enroll concurrently in college courses with written permission of their high school principal/counselor. The permission forms must be completed and on file at the time of their enrollment. Failure to do so will classify students as "course auditors" and no credit will be awarded.

High school students younger than sophomores enrolled in a recognized gifted program may enroll in college courses. Written permission of their school principal/counselor and a copy of the student's Individual Education Plan (IEP) must be on file in the Registrar's Office for college credit to be granted. The IEP must be renewed each academic year. High school students wishing to enroll in Independence Community College classes that are offered at the high school must follow the same requirements, guidelines, and standards as on-campus students.

READMISSION

An academically suspended student may apply for readmission by submitting a petition for readmission at least two weeks prior to the beginning of the semester or summer session for which the student seeks enrollment. The petition will be reviewed by the Vice President for Academic Affairs.

The Chief Academic Officer may elect to uphold suspension, approve the petition as submitted, approve the petition with condition (e.g., limited coursework, specific classes allowed, other classes denied, academic renewal, etc.), or take action which is deemed in the best interest of the student. If the student is readmitted, he/she will automatically be placed on academic probation.

HOME SCHOOL STUDENTS

Individuals over the age of sixteen (16) currently enrolled in an educational program through a non-accredited high school may enroll in courses at Independence Community College. A transcript reflecting the Qualified Admissions Curriculum Standards as established by the Kansas Board of Regents (KBOR), as well as ACT, SAT, COMPASS, or Accuplacer scores must be on file at the time of enrollment. Additional admission requirements may apply. Please contact the Office of Admission for more information. Supplementary admission information is available at the KBOR Qualified Admissions web site. (www.kansasregents.org/qa/index.html.)

OUT-OF-STATE STUDENTS

K.S.A. 71-406: "Out-of-State and Foreign Residence. Persons enrolling in a community college who, if adults, have not been, or if minors, whose parents have not been residents of the State of Kansas for six (6) months prior to enrollment for any term or session are non-residents for student tuition purposes." The state law definition of "domiciliary resident" is "a person who has present and fixed residence in Kansas where the person intends to remain an indefinite period and to which the person intends to return following absence." The K.A.R. 88.3-2 definition is "residence means a person's place of habitation, to which, whenever the person is absent, the person has the intention of returning. A person shall not be considered a resident of Kansas unless that person is in continuous physical residence and intends to make Kansas a permanent home, not only while in attendance at an educational institution, but indefinitely thereafter as well."

Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates. The six-month

requirement may be waived, upon appeal to the Registrar's Office, if the student (or parent of a dependent student) was transferred or recruited by a Kansas company as a full-time employee to work in the state and he/she has established a residence in Kansas. A letter of verification from the company is required.

After a student has established they have continuously resided in Kansas for six months, he/she may petition for in-state residency status. He/she must complete an Affidavit of Residency form prior to the first day of the semester or the summer session. This form may be obtained from the Registrar's Office. A student can be a resident of only one state. If a student leaves the state and claims residency in another state, he/she forfeits Kansas residency regardless of the time spent out of state.

The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas Board of Regents, the student must raise the question to the Registrar's Office prior to the first day of classes of any given semester. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all terms during which the student was incorrectly registered.

A student who is classified as a non-resident for tuition purposes when enrolling who disagrees with that classification shall be entitled to an appeal, provided that a written appeal is filed with the Registrar's Office within 30 days from the date of enrollment. A student who is classified as a resident for tuition purposes at the time of enrollment and who subsequently is reclassified as a non-resident for such purposes and who disagrees with that reclassification may make an appeal provided that a written appeal is filed with the Registrar's Office within 30 days of notification of reclassification. If a student fails to file an appeal in the allocated time and manner stated above, the classification or reclassification determined by the Registrar's Office shall, upon expiration of the appeal period, become final.

INTERNATIONAL STUDENTS

International students are welcome at Independence Community College. Applications will be evaluated by the Primary Designated School Official, but the following specific conditions must be completed before an I-20 form will be issued:

1. Candidates must submit an application form to the Admission Office along with a non-refundable application/processing fee of \$50.00.

2. If you are NOT a citizen of one of the following countries, you will need documentation of your English proficiency:

- a. Commonwealth Caribbean (does not include the Dominican Republic, Haiti, or the Dutch Isles)
- b. English-speaking Canada
- c. United Kingdom
- d. Australia
- e. South Africa
- f. New Zealand
- g. Republic of Ireland

If you are not a citizen of one of the countries listed above, you must submit original documentation of English proficiency from one of the options below:

- a. Provide official TOEFL scores of:
 - 500 or above on the paper-based test, or
 - 173 or above on the computer-based test, or
 - 61 or above on the internet-based test, OR
- b. Provide an official IELTS score of 4.5, or
- c. Provide an official PTE score of 70, or
- d. Provide an official TOEIC score of 525, or
- e. Submit official transcripts from a U.S. College or University documenting you have completed the equivalent of ICC's English Composition I with a grade of "C" or better, or
- f. Submit official transcripts from a U.S. College or University documenting the completion of a minimum of 12 credit hours of general education credit with a grade of "C" or better, or
- g. Submit official high school transcripts documenting the completion of one academic year of study in the U.S. with an equivalent GPA of 2.5 or better, or
- h. Official transcript documenting at least 24 credit hours of English-As-A-Second-Language (ESL) course work with a 2.5 GPA or higher

Though you may be from an English-speaking country not listed above, ICC follows the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). These recommendations identify countries recognized as using English predominantly for industry, government, and education.

3. Candidates must submit a bank statement indicating they have adequate funds to pay for one year of college (\$14,000 or more), and sign the official ICC form agreeing to payment of balance.

4. Candidates must submit an official high school transcript translated into English mailed in with the official seal.

5. International students are required to have proof of health insurance.

6. International students must submit admission materials to the Admissions Office by July 1st for the fall semester, November 1st for the spring semester, and May 1st for the summer semester.

International students will be classified as non-residents and will be required to pay international tuition and fees. International students will also be required to take a TB skin test within one week of arrival. The cost of the TB skin test will be the student's responsibility.

All new students are required to take ACCUPLACER before enrolling in courses unless they have transferred from another American Institution. Depending on the results of the placement test, international students will be required to enroll in the appropriate courses according to the placement policy.

RETENTION OF RECORDS

Credentials of applicants who do not register for the term to which they have been admitted are normally retained by the Admission Office for one year. Students registering after one year will be required to resubmit application information.

ENROLLMENT AND REGISTRATION

STUDENT CREDIT HOUR LOAD

In most areas of study, a normal credit hour load is considered to be 15 - 19 credit hours per semester. For summer courses, the total number of credit hours for a student may not exceed 12 credit hours, or more than 6 hours during any one session. If a student seeks to enroll in more, the student must complete (prior to registration) the Special Approval section of the Course Scheduling Form. The form must be signed by appropriate college personnel. Students must have at least a 2.5 cumulative grade point average to take more than 21 credit hours per spring or fall semester.

ENROLLMENT

Enrollment begins well in advance of the beginning of each semester and summer session. Currently enrolled students are given the opportunity to select classes before enrollment is opened to new students. Early enrollment is highly recommended for students to secure the most opportune class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Early enrollment for the summer and fall semesters begins in April. Enrollment for the spring semester begins in November.

LATE ENROLLMENT

Students may not enroll after completion of the first week of a regular session class without the approval of the instructor. No students may enroll after the first two weeks of the term. In the case of short-term or mid-term classes, this enrollment deadline will be prorated (e.g., for an eight-week class, no student may enroll after one week).

CONCURRENT ENROLLMENT

High school students wishing to enroll in Independence Community College classes that are offered at the high school must follow the same requirements, guidelines, and standards as on-campus students. This includes an application on file, placement test scores, and enrolling in the class either through the site coordinator or the Internet.

In addition, the same add/drop/withdrawal procedures are required according to the established guidelines.

PLACEMENT ASSESSMENT

ICC enforces a mandatory placement policy for English and mathematics. To ensure the success of students at Independence Community College, all students are required to take developmental courses if placement testing, ACT, SAT, COMPASS, and/or Accuplacer have indicated they are not fully prepared for college work. All students, full and part-time, are required to take the placement testing prior to enrolling. Test results must be available at the time of enrollment. To meet academic needs, Independence Community College offers developmental courses in reading skills, writing, English, and mathematics. These courses are designed to give students the needed skills to succeed in their college level classes and do not count toward graduation or transfer. Please refer to the ICC web site for ACT, COMPASS and Accuplacer placement score requirements.

All required developmental courses must be passed with a "C" or higher grade prior to enrolling in a higher level course in the curricular continuum. Students must enroll in required developmental courses during the first session of attendance at ICC and continue to enroll in required developmental courses until all required developmental classes are passed.

Students who are exempt from placement testing include:

1. Students who have earned an associate's degree or a bachelor's degree.
2. Students who have successfully completed ("C" or higher) a college credit level or above in mathematics are exempt from the requirement for assessment in mathematics.
3. Students who have taken the ACT/SAT/COMPASS/Accuplacer test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

Any exceptions to placement requirement must be approved by the Chief Academic Officer.

Students may take the Accuplacer one time at no charge. Students may retake the Accuplacer at a cost of \$15.00, paid to the Business Office prior to the time of testing, per section for the following reasons:

1. Students feel placement results do not accurately reflect their abilities.

2. Students feel they have improved their skills through refresher work or previous developmental course work.

ADVISEMENT

Academic advising is available to students for assistance with enrolling. The student is ultimately responsible for the success, certificate/degree requirements, and transferability of his/her own education plan.

Advisors will be assigned at the beginning of each semester. Students may change their advisors by completing a Change of Advisor form. Each student is responsible for working out a plan of education with his/her advisor.

STUDENT CLASSIFICATION

1. Full-Time: Students carrying at least 12 credit hours per semester
2. Part-time: Students carrying fewer than 12 credit hours per semester
3. Special: Students pursuing high school graduation requirements and concurrently enrolled in college courses
4. Freshman: Students carrying 12 or more credit hours per semester with fewer than 32 credit hours completed
5. Sophomore: Students carrying 12 or more credit hours per semester with at least 32 credit hours completed
6. Non-Degree Seeking: Students who have not completed their high school diploma or passed an approved high school equivalency examination

IDENTIFICATION CARDS

During enrollment periods, the college will issue (or update) a photo identification card for all students. These cards are available in Admissions. ID cards should be carried at all times to take advantage of a number of activities and events free of charge. The I.D. card entitles the student to the following:

1. Admittance to Campus Activities Board events, home athletic events, drama and musical presentations sponsored by the college
2. A vote in all college elections such as student government offices and college royalty contests
3. Entry to the college cafeteria for those who have contracted for meals

Lost ID cards should be reported and can be replaced for a \$10.00 charge. In order to receive a replacement ID card, the fees for the replacement must be paid in full and

cannot be put “on account.” ID cards must be shown to faculty and staff upon request.

DROPPING CLASSES

Classes dropped prior to the refund deadline (see policy below) will not appear on the students transcript.

REFUND POLICY

Spring and Fall Sessions

First through 10th day of the semester – Full Refund
After 10th day of semester – No Refund

Evening, Mini, Mid-Term or Summer Sessions

Prior to second class meeting – Full Refund
Remaining Class Days – No Refund

To receive a refund, the student must officially drop the class and have it recorded in the Registrar’s Office within the period of time given above.

AUDIT STUDENTS

Students may choose to audit a class, which means they attend a class regularly but elect not to earn credit. Regular tuition and fees will be charged. Students must declare their intention to audit at the time of enrollment by completing a Request to Audit a Course form and the option CANNOT be changed once the class begins. A course originally completed under the audit option cannot later be converted to a grade. Preference for available seats will be given to those students taking the course for credit.

The Request to Audit a Course form requires the student to obtain the course instructor’s approval and is then submitted to the Registrar’s Office for processing. The student will receive a grade of AU on the transcript, which does not affect GPA or count toward graduation requirements.

WITHDRAWING FROM CLASSES

A request for withdrawal from a course may be initiated by a student. The grade will be recorded as a “W” with no grade points or credit hours earned by the student if the withdrawal is completed prior to the posted deadline. Students who withdraw will also be required to pay the full amount for the course. Classes from which a student has withdrawn are not calculated into the student’s grade point average.

Instructors may withdraw a student for lack of attendance, but only after certification date and on or before the last date to withdraw for the semester. If an instructor

exercises this option, a grade of WN will be recorded, and all of the course charges/fees will be applied to the student's account. Students who do not complete and submit a Withdrawal Form will receive the grade earned based on the course requirements, and that grade will be entered on the student's transcript. Please see the Registrar for the last date to withdraw during a semester.

COSTS

TUITION

In-District	\$53.50	per credit hour
In-State	\$59.50	per credit hour
Border State	\$67.00	per credit hour
Out-of-State	\$99.50	per credit hour
International	\$151.00	per credit hour

FEES

All courses are assessed academic or vocational fees at the rate of \$40.00 per credit hour and ICC Innovation fees at the rate of \$23.00 per credit hour.

HIGH SCHOOL STUDENT FEES

ICC Innovation Fee	\$23.00	per credit hour
ICC NOW	\$55.00	per credit hour

Innovation fees cover the costs of online courses, additional lab supplies, testing fees, technology, security, and facility services and improvements.

The ICC NOW fee covers the costs of academic or vocational fees, online courses, additional lab supplies, testing fees, technology, security, and facility services and improvements.

FEE PAYMENT

At the time of the student's semester bill being calculated, the student should pay the bill in full or a standard payment plan should be created for that student. (A tentative agreement, with the student being informed of estimated financial aid and what their responsibility will be for the present semester, should be provided to the student.) If a payment plan is created, the student is required to sign an agreement specifying the due dates and amounts due at those times. The student must be made aware that any missed payments will be cause foer action by the college to prevent future enrollment and a possibility of removal from classes and the residence halls (if applicable). On advisement day, any student with payments in good standing will be allowed to enroll. The student's balance must be \$200 or less.

Payments for outstanding balances owed to the college may be made in person in the Business Office, or paid online with debit or credit care. ICC accepts Visa, Mastercard, and Dis

PAYMENT POLICY

1. Students must be paid in full or set up payment plans on all accounts with the College prior to the first day of class each semester. Beginning with registration each semester, tuition, fees, and other charges not covered by financial aid will be due and payable by the first day of class. If a student leaves the College with unpaid accounts, his/her academic records will be withheld and no transcript of record or academic recommendation will be issued until the account is paid in full.
2. Students who fail to pay or set up a payment plan by the first day of class will be dropped from all classes.
3. Late enrollment: Students who enroll or add classes after the first day of class, are expected to make payment in full or set up a payment plan at the time of enrollment.
4. Charges will be assessed for non-return of books, library books, equipment checked out to student, or athletic items determined by the appropriate coach for the student athletes.
5. Holds will also be placed on student accounts for other financial obligations to the College (i.e., unpaid student housing or payments due to a student organization for travel expenses).
6. Holds will be placed on records (transcripts) of students for not completing Financial Aid Exit Counseling.

Balances more than 6 months past due will be sent to collections.

PAYMENT PLAN POLICY

Students who wish to enroll but who are unable to pay 100% of their expenses by the first day of class may elect to utilize the Payment Plan option.

1. Students must be paid in full or signed up for the Payment Plan by the first day of each semester.
2. Students may elect to finance their account balance via a payment plan.
 - Only awarded financial aid will be considered in the balance due. Any unpaid balances must be settled through the payment plan.
 - Awarded financial aid means all documents have been submitted to financial aid, reviewed, and approved for disbursement.
3. Students may set up a payment plan or they may authorize a parent, guardian, or other individual to set up a payment plan on their behalf.
4. A non-refundable fee will be assessed to establish a payment plan.

5. Students defaulting on payments will have a hold placed on their account. Until the account is paid in full, students will not be able to enroll or receive academic records.
6. Balances more than 6 months past due will be sent to collections.

RESIDENCE HALL COST

The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for 19 meals per week each semester. This amount is subject to change. Students interested in living in the residence hall should call the Student Life Coordinator at (620) 332-5413 for current costs, contracts, payment plans, and additional information. (See Student Handbook and Residence Guidebook at <http://www.indycc.edu/residence-life>)

TEXTBOOK COSTS

Textbooks are available for check out for a semester at a time at no extra cost to the student. Workbooks, software, and consumables must be purchased by the student at an additional cost. Students will be charged the new retail price for any textbook not returned in good condition during finals week at the end of the semester. A printed schedule is required to check out textbooks. Textbooks may be picked up at the Pirate Bookstore located in the Academic Building next to the Library on the upper level.

RETURNED CHECK POLICY

If a check made payable to the college is returned by the bank for insufficient funds, account closed or any other reason, the student's account for whom the check was written will be charged 1) the amount of the check, 2) a returned check fee of \$30.00, and 3) the actual cost of a certified letter informing the student of the returned check. Following the second occurrence of the college receiving a returned check on a student's account, said student may be put on a "cash only" basis.

FINANCIAL AID

SERVICES

The Office of Student Financial Aid is committed to helping Independence Community College students reach their educational goals. Students may contact the office for answers to questions about applying for aid, receiving aid, and transferring to another college.

For specific information, contact the Financial Aid Office at (620) 332-5460 or by email at financialaid@indycc.edu.

APPLICATION PROCESS FOR FEDERAL AID

To apply for Federal Student Financial Aid, students are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov. The student's official high school transcript or approved high school equivalency examination results and all college/university transcripts must be on file in the Registrar's Office. If the student qualifies, payment of grants are made each semester to pay for tuition, fees, books, transportation, housing, food, clothing, etc. To receive the full grant award, a student must enroll full-time and maintain satisfactory academic progress in his/her eligible program of study. If the applicant's Student Aid Report is selected for verification, the student will be asked to provide additional documentation. No aid will be disbursed until any/all conflicting information has been resolved and the financial aid file is complete. The FAFSA is required for all ICC institutional scholarships.

STUDENT ELIGIBILITY REQUIREMENTS

Students interested in the following Federal Aid opportunities must meet these criteria:

1. United States citizenship or eligible non-citizen
2. Registered with the Selective Service, if an 18-25 year old male
3. Completed the Free Application for Federal Student Aid (FAFSA)
4. High school graduate or has passed an approved high school equivalency examination
5. Have not earned a bachelor's degree
6. Enrolled in an eligible program of study
7. Must be degree or certificate seeking
8. Maintain satisfactory academic progress

9. Not in default or overpayment on any Federal loan or grant

FEDERAL COLLEGE WORK-STUDY PROGRAM

The Federal Work-Study Program (FWS) employs students who qualify for additional federal financial assistance. Pay is at the federal minimum wage rate. The application process for Campus Employment will begin at www.indycc.edu/jobs.

Students employed through the Federal Work Study Program may work only those hours required to meet their financial need and may not exceed their cost of attendance as determined by the Office of Student Financial Aid. Students applying for Campus Employment and their supervisors will be provided a budget and the number of hours the students are eligible to work per week.

Student Labor may be available to students who do not qualify for the Federal Work Study program. Student Labor is determined by work requirements and budgets of individual departments.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program at ICC provides direct awards for college students in amounts ranging from \$100 to \$800 per year. Students who complete the FAFSA and enroll are automatically considered for FSEOG awards. FSEOG awards are need-based grants.

FEDERAL FINANCIAL AID DISBURSEMENT

At ICC, Title IV funds (Pell, FSEOG & loans) are disbursed each semester. Students who enroll in mid-semester classes may receive a split disbursement. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

FEDERAL STAFFORD DIRECT LOAN PROGRAM

The college participates in the Federal Stafford Loan Program. Up to \$5500 per academic year may be borrowed by qualified first-year students. Qualified sophomores may be eligible for up to \$6500. Student Stafford Loan and Parent PLUS Loan applications are available online.

Stafford loans may be subsidized and/or unsubsidized. Subsidized loans are interest and payment free during college attendance. Unsubsidized loans require interest to be paid quarterly or to accrue on the principal of the student's loan. Repayment of a Federal Stafford Loan or Plus Loan begins six months after a student leaves college or falls below part-time enrollment.

EXIT COUNSELING

The Department of Education requires students who have taken out student loans to complete exit counseling when they leave ICC. Academic transcripts will be placed on hold until the Office of Student Financial Aid receives notification that exit counseling has been completed.

Exit Counseling is completed online at www.studentloans.gov.

RETURN OF TITLE IV (FEDERAL FINANCIAL AID) FUNDS

When students fail to attend classes or withdraw from classes, the student may no longer be eligible for the full amount of Title IV funds that the student is scheduled to receive or already disbursed.

The amount of Title IV program assistance that has been earned up to that point is determined via the Federal Formula for Return of Title IV funds, as specified in Title IV, Part G, Section 485 Institutional Refunds, as amended Section 484B of the Higher Education Act.

The portion of unearned funds are returned to the Department of Education by ICC. The amount of unearned funds returned to the Department of Education will be charged to the student's account at ICC.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

To be eligible to receive Federal Title IV student aid (Pell Grant, Federal SEOG, Federal Work Study or Federal Direct Loans), all financial aid applicants must meet Satisfactory Academic Progress (SAP). The student must be enrolled in a qualifying certificate or degree program. The progress is measured at the end of each semester according to three factors:

- * The current/previous semester and overall grade point average (GPA)
- * Completion rate (CR) of credit hours
- * The time frame for completing a certificate or degree

Our policy is designed to encourage students to improve their academic performance and to meet graduation requirements. All financial aid applicants (full-time, part-time, undergraduates, transfer students, etc.) and qualifying certificate or degree-seeking students are reviewed under the Federal Financial Aid SAP policy.

As per federal regulations, all official academic transcripts, including credits transferred and accepted from a different school, will be reviewed to determine SAP standards whether or not financial aid was received. All grades (A, B, C, D, P, CR, XF, F, IP, W, WN, NC*) will be included in the review, excluding, non-accepted credits.

*NC for credit courses only

Good Academic Standing:

Students maintaining the following *minimum* criteria will be considered in *Good Academic Standing* for Federal Financial Aid purposes.

- GPA: 2.0 semester and overall GPA. GPA is determined by dividing quality points earned by hours attempted.
- Completion Rate: 67% minimum, semester and overall. Completion rate is determined by dividing the hours passed by hours attempted.
- Students must also stay below the maximum timeframe allowed (see below).

Financial Aid Warning:

Under any of the following conditions students are placed on financial aid warning:

- Failure to maintain a career cumulative GPA of 2.0 or greater.
- Failure to maintain a 67% completion rate.

*If student receives all non-passing grades in a semester, including but not limited to F, XF, I, W, FNC, INC, WND, NR, I/F in a course required for their degree they will not be eligible for Financial Aid Warning and will be placed on Financial Aid Denial even if their career cumulative GPA meets or exceeds 2.0.

Students placed on Financial Aid Warning will be e-mailed a notification letter and their Student Information System page, as well as the ICC "holds" system will be updated to indicate SAP status for financial aid purposes.

Financial Aid Denial:

Students meeting any of the following criteria will be placed on Financial Aid Denial:

- Receiving unsuccessful grades in all courses required for the degree, in one term;
- Failing to pass at least one, three-credit hour course, required for degree in one term;
- Having one semester of financial aid warning and failing to maintain a career cumulative minimum GPA of 2.0 or 67% CR for a second consecutive semester
- Currently on financial aid probation and did not meet probation requirements; or
- Attempting 96 or more credit hours without an Academic Plan

All students on Financial Aid Denial will receive a Financial Aid Denial notification letter with instructions to complete an appeal form at the end of the semester/term. An appeal form is also available through the Office of Student Financial Aid or on the ICC website (indycc.edu/financialaidforms). All students placed on Financial Aid Denial have the right to appeal except Terminated Academic Plans and those with Academic Amnesty. Students on Financial Aid Denial are not eligible for any type of Federal Financial Aid, specifically, Federal Pell grants, SEOG grants, Federal Work Study or Federal Direct Student Loans.

SAP Review:

All grades (A, B, C, D, P, CR, XF, F, I, IP, W, WN, NC*), including accepted transfer credits, will be included in the review, excluding non-accepted credits and lowest grades on a repeated course.

- Courses approved for academic amnesty or renewal will be included in SAP calculations.
- All grades will be calculated as attempted financial aid hours.
- Developmental (remedial) and CR, P courses will be counted in 67% completion rate and in career cumulative Grade Point Average (GPA).
- Audit and non-credit classes are not considered for financial aid and not included in GPA or completion rate calculations

*NC for credit courses only

Transfer credits are included in the SAP review, excluding credits transferred from non-accredited institutions.

If a course is **repeated**, the grade and grade points earned with from the highest grade point(s) earned will be used for calculating the cumulative GPA. **All** attempted grades and the grade points will be used in calculating the Completion Rate.

If a student completes a course that he/she received an incomplete grade or **In Progress** “IP” due to extending into the next semester, the student must notify the financial aid

office, in writing, in order for SAP to be reviewed again upon completion.

ICC’s criteria for qualitative and quantitative measures of progress are:

- Students must maintain a career cumulative GPA of 2.0 or greater;
- Students must have a 67% completion rate. (Number of cumulative attempted hours/number of cumulative completed hours); and
- Students who have attempted 96 or more credit hours will be required to submit an academic plan.

Successfully completed grades include A, B, C, D, P, CR. Unsuccessful completed grades include F, XF, X, I, IP, W, WN, NC*

*NC for credit courses only

Students on Financial Aid Denial may have transcripts evaluated at the end of the denial semester upon request. Notice of Financial Aid Denial may be retroactively issued based on an evaluation of the student’s previous academic record.

Financial Aid Probation

A student whose financial aid denial is accepted through the appeal process will be placed on **financial aid probation** for approved semester.

At the end of each semester that the student is on probation, academic performance will be evaluated. At that time, one of the following actions will occur:

- If the student has achieved a career cumulative GPA of 2.0 or greater and 67% completion rate and not attempted 96 or more credit hours, will be reinstated to good academic standing.
- If the student has successfully followed the terms of her academic plan and appeal but cannot yet be returned to good academic standing, the student will remain on financial aid probation.
- If the student earns a semester GPA of 2.0 but cannot yet be returned to good academic standing based on not meeting a career cumulative 2.0 or greater and not having a 67% or greater completion rate, the student will remain on financial aid probation.

If none of the above conditions have been met, the student will be placed on financial aid denial.

Financial Aid Appeal Process

Step 1: Complete and submit the appeal form, with required supporting documents, by the deadline

indicated on the appeal form to the financial aid office.

Step 2: Appeals are reviewed by the Financial Controller. Appeals that are denied will proceed to Step 3.

Step 3: Appeals are reviewed by the Financial Aid Appeal Committee within four weeks. Following the review of the appeal, the student will be contacted via email. Committee decisions are final and are not subject to further review.

Financial Aid Reinstatement: Students who are on Financial Aid Denial may be reinstated under the following conditions:

- Self-Reinstatement - If an appeal is not submitted or granted, a student must:
 - a. Meet the minimum criteria for Good Academic Standing with both a semester and overall GPA of 2.0 or greater and a 67% or greater Completion Rate, and
 - b. Cannot owe a repayment or overpayment of Federal Financial Aid.
- Submit a Financial Aid **Appeal Form**, with required supporting documents, by the deadline indicated on the appeal form to the Office of Student Financial Aid. Appeals will be reviewed by the Financial Controller. Appeals that are denied will proceed to the Financial Aid Appeal Committee within four weeks. Following the review of the appeal, the student will be contacted via email. Committee decisions are final and are not subject to further review during the semester appeal submitted for

Appeal Letter Guidelines

1. Address your letter to the Financial Aid Appeal Committee.
2. Explain in detail the reason(s) for not meeting satisfactory academic progress.
3. Give a detailed explanation for how the student plans to correct academic progress deficiencies and prevent this from happening again.
4. List the details of any extenuating circumstance(s) the Committee should be aware and attach supporting documents.
5. This is also an opportunity to include letters of support from professors, physicians, etc., if appropriate.

All official college transcripts must be on file with the Registrar by the appeal deadline for the semester the appeal is being submitted.

The decision of this appeal process takes precedence over any previous award notifications received for the academic semester indicated above.

Appeal deadlines are stated on the Appeal forms. Students who fail to submit an appeal, and have official transcripts on file with the Registrar by the appropriate deadline will remain on financial aid denial.

Academic Plans

Students who have attempted 72-95 hours will be placed on an academic plan warning. Students will receive a letter recommending meeting with an advisor to develop an **Academic Plan** to prevent being placed on future financial aid denial.

Students who have attempted 96 or more credit hours will be placed on an **Academic Plan**. Academic Plans outline a course-by-course plan for degree/certificate completion and a timeframe in which the academic plan will be completed. Academic Plans must be completed and signed by an academic advisor and the student. For financial aid to be reinstated, students must follow their academic plan in order to retain eligibility for financial aid.

Academic Plans may be terminated for receiving excessive "F's" or withdraws.

Academic Plans will be terminated for not meeting the criteria for Good Academic Standing and/or excessive change of majors.

Exceptions may be approved in cases of extreme exceptional circumstances. If a student runs out of fundable hours OR it is determined that no hours are needed, the student is not eligible for additional Federal Financial Aid.

Federal Financial Aid will only pay for the courses outlined on the academic plan and enrollment status (full-time, three-quarter time, half-time, less than half time) will be based on the number of hours eligible for federal financial aid.

Academic plans will be evaluated at the beginning of each semester of enrollment.

Initial academic plans will need to be submitted with the financial aid appeal form and a letter stating academic goals in order to be reviewed and approved by the Financial Aid Director.

In order to change an academic plan a student must complete the academic plan appeal process.

Students who have 96 or more credit hours and have completed their academic plan must complete the appeal process to request a new academic plan to pursue a second certificate or degree.

Appeal deadlines are stated on the Appeal forms. Students who fail to submit an appeal, and have official transcripts on file with the Registrar, by the appropriate deadline will remain on financial aid denial.

Academic plan warning and academic plan notifications will be mailed to students during the semester SAP Review Process

Academic Plan Appeal Process

1. Meet with your academic advisor
2. Address your letter to the Financial Aid Appeal Committee.
3. Your letter of appeal should state your desired intentions, projected graduation time frame and how you plan to meet satisfactory academic progress.
4. Your letter of appeal should state your educational goals and professional intentions.
5. If you are appealing to change an academic plan, explain why this change is being requested.
6. This is also an opportunity for you to include letters of support from professors, physicians, etc. if appropriate.
7. **All official transcripts must be on file with the Registrar by the appeal deadline for the semester the appeal is being submitted.**

Change of Major

For financial aid purposes, academic majors may be changed a maximum of three times during a student's academic career.

Notification

Students who are not meeting financial aid SAP standards are notified of their ineligibility for Title IV aid by certified mail. Notifications of Title IV ineligibility include information on the SAP appeal process and how the student may re-establish eligibility to receive Title IV aid and information, what the student must submit regarding why SAP was not met, and what has changed in the student's situation that will allow SAP to be met during the next evaluation. Students notified by certified mail will incur a \$20 charge.

Regaining Eligibility

A student not making SAP may re-establish eligibility on their own. Other than when an appeal is granted, a student can regain eligibility only by taking action that brings them into compliance with components of the SAP standards.

The student is responsible for contacting the financial aid office to request an evaluation of the transcript to determine eligibility status.

Maximum Time Frame:

Students who have exceeded the 150% maximum time frame are not eligible for Federal Financial Aid and need to submit an Appeal Form for possible further funding.

150% Maximum Time Frame for an Associate Degree: 96 credit hours attempted

150 % Maximum Time Frame for a Certificate : 45 credit hours attempted

- For students with a 2.0 GPA and 67% CR, few exceptions will be made
- Reviewed in conjunction with the Academic Advising office
- Granted only for the classes required to complete your degree/certificate/transfer requirements (if approved)
- Students granted appeal will be put on an Academic Plan

ICC SCHOLARSHIPS

Each year, ICC awards more than \$1,000,000 in scholarship aid to deserving students to help offset the costs of attendance. All students interested in scholarship assistance are required to complete a Scholarship Application and the FAFSA. Applications are available online at <http://www.indycc.edu/financial-aid-application> and through the student's online financial aid system.

Scholarship Requirements

ICC awards scholarships on a semester-by-semester basis to students who meet the College's expectations in both academic standards and behavior. Scholarship awards may only be used toward the cost of tuition or ICC room and/or board. Students with previous college enrollment are required to have an official copy of their transcript sent directly to ICC from every previously attended institution; it is the student's responsibility to make sure that each transcript is sent to ICC.

All expenses not met by scholarship awards - including special fees and other charges or expenses - are the responsibility of the student to pay on a semester-by-semester basis.

Students must complete the FAFSA and scholarship application each year.

ACADEMIC SCHOLARSHIPS:

Presidential Scholarship: 3.5-4.0 GPA, 27 or higher ACT, 2002-2013 GED® Average Score of 640 or higher, or 2014 or later GED® Total Score of 680-800– Tuition up to 36 hours per award year. Must be enrolled in at least 15 hours. (International students can only receive up to the out-of-state tuition rate.)

Vice President’s Scholarship: 3.0-3.49 GPA, 23-26 ACT, 2002-2013 GED® Average Score of 580-630, or 2014 or later GED® Total Score of 660-679 – Up to \$1000 annually (\$500 per Fall/Spring semester) toward tuition. Must be enrolled in at least 15 hours.

Concurrent Transfer Scholarship: High school graduates who maintained 2.75 GPA in 12 hours of ICC classes while enrolled in high school – Tuition up to 36 hours per award year. Must be enrolled in at least 15 hours and maintain a cumulative 3.0 GPA.

Academic Athlete Scholarship: Awarded to students on an athletic letter of intent and having a cumulative 3.5 GPA - \$1,000 annually (\$500 per Fall/Spring semester)

ATHLETIC SCHOLARSHIPS:

Athletic Scholarships cover the cost of Tuition for up to 36 hours per award year. Must be a full-time student and have a signed Letter of Intent (LOI). Athletic scholarships do not cover the cost of student fees.

- **Football (M)**
- **Baseball (M)**
- **Golf (M)**
- **Softball (W)**
- **Volleyball (W)**
- **Men’s & Women’s Basketball**

CO-CURRICULAR SCHOLARSHIPS:

Co-Curricular Scholarships cover the cost of Tuition for up to 36 hours per award year. Students must be full-time, maintain a 2.0 cumulative GPA and fulfill the scholarship contract agreements. Co-curricular scholarships do not cover the cost of student fees.

- **Art**
- **Athletic Training**
- **Band**
- **Cheer/Dance**
- **Speech/Debate**
- **Sports Management**
- **Student Ambassador**
- **Team Manager**
- **Theatre/Playwriting**
- **Vocal Music**
- **Writing**

OTHER TUITION SCHOLARSHIPS

- **In-District** (Reside in ICC tax district)*
- **Senior Citizen** (55 and older)*

*These awards do not require completion of scholarship application or FAFSA.

ACADEMIC AND STUDENT POLICIES AND PROCEDURES

STUDENT RESPONSIBILITIES

Students enrolling for college work at ICC are expected to assume responsibility for the following:

1. Planning a semester schedule or program of study and completion of all these requirements. Instructors, admission counselors, and administrators are available to advise. The college catalog and supplementary bulletins are sources of information for academic matters. Students are encouraged to stay on track with their degree plan.
2. Observance of all college regulations as specified in the college catalog, the Student Handbook, the Residential Life Handbook, and other bulletins.

UPDATING STUDENT INFORMATION

Students needing to change their recorded information including name or social security number must complete a "Student Data Change Form" available at the Registrar's Office. Changing a name requires a copy of a marriage certificate or court order. Changing or correcting erroneously reported social security number requires a copy of the official social security card.

ADVANCED PLACEMENT

Students who have completed any of the Advanced Placement (AP) tests should have Educational Testing Service send an official report of their scores to the Registrar's Office to receive credit. A maximum of 15 credit hours may be awarded.

A score of "3" or higher is required to receive credit for an equivalent class. A grade of "CR" is recorded on the student's transcript with AP noted as the "transfer institution". Courses with the grade of "CR" are not calculated into GPA but these courses do count toward graduation.

The AP tests and their equivalent ICC courses are available in the Registrar's Office.

COLLEGE LEVEL EXAMINATION PROGRAM

Students who have completed any of the College Level Examination Program tests should have an official report of their scores sent to the Registrar's Office to receive Credit for Prior Learning hours. A maximum of 15 credit hours may be awarded for CLEP testing. Only 15 hours

of any form of Credit for Prior Learning can be used to meet degree requirements.

A score of "50" or better is required to receive credit for an equivalent class. A grade of "CR" is recorded on the student's transcript with CLEP noted as the "transfer institution".

The CLEP tests and their equivalent ICC courses are available in the Registrar's Office.

CREDIT BY CHALLENGE EXAM

It may be possible to earn credit for a specific course by demonstrating a satisfactory level of achievement on a comprehensive departmental examination. Students must inquire with the subject instructor or department as to exam availability. Not all courses offer a challenge exam option. If a Challenge Exam for the subject is an option, the student must complete a Request for Credit by Challenge Exam form. Examinations may be written, oral, practical or any combination of these. Exams are evaluated by the subject faculty. There is a non-refundable Challenge Exam fee. A student may attempt any one particular CE only once. Credit granted will be noted as a grade of "CR" and a maximum of 15 credit hours may be awarded for Challenge Exams.

The Request for Credit by Challenge Exam form is available in the Registrar's Office and requires the signature of the faculty exam administrator. The completed form must be returned by the student to the Registrar's Office with a receipt from the Business Office for the exam fee before an exam will be scheduled. The Registrar's Office will notify the faculty administrator of receipt of request and fee. The faculty administrator will assign an exam time and once the exam is completed, will notify the Registrar's Office of appropriate grade. If the student fails to show for the exam as instructed, the grade will be "NC". The Registrar's Office will note the course with the appropriate grade (CR or NC) on the transcript.

A student must meet all the following requirements to be eligible for credit by Challenge Exam:

- Be a current ICC student
- Be in good academic standing with at least a 2.0 cumulative GPA and not on Academic Probation
- Has not previously taken the course

Challenge Exam credit does not count for credit hour load for financial aid, scholarships, athletic eligibility, academic renewal, probation/suspension requirements, or VA benefits.

CREDIT FOR MILITARY SERVICE

Students who have previously served in any branch of the U.S. Military Services may receive credit for their military training, education, and experience. All military evaluations are based on the recommendations of the American Council on Education (ACE). A maximum of 15 credit hours of military service may be awarded. An official Joint Services Transcript of training credit must be submitted to the Registrar's Office in order for credit to be awarded.

COMPLETED VOCATIONAL PROGRAMS

ICC works cooperatively with Kansas Area Vocational Technical Schools. Students who have completed an approved technical course associated with KAVTS may transfer the completed program to ICC to satisfy corresponding technical requirements in an Associate of Applied Science Degree.

ATTENDANCE

Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. A student should inform instructors of special circumstances, such as participation in campus activities or sports, which make an absence necessary.

The number of classroom hours a student may miss in a particular course without penalty is determined by the instructor, and will be covered in the syllabus for that course.

FINAL EXAMINATIONS

All students are expected to complete final examinations. All classes shall meet at the time designated by the final examination schedule unless an exception is approved in writing by the Chief Academic Officer.

GRADING SYSTEM

ICC operates on the semester system. Two semesters comprise the academic year. The semester hour is used to designate the amount of college credit for a subject taken for one semester. One semester hour of credit usually represents one lecture or recitation per week. At least two additional hours each week in preparation or laboratory work may be required. A three semester hour course normally meets three 50 minute periods per week.

An average student credit hour load is 16 hours per semester. So that academic achievement may be recorded and made available for reference, when needed, the following system of recording grades is in effect. Letter grades are converted to grade points for each semester hour of credit earned. Note: Many four-year colleges may not accept a "D" as a transfer grade.

Grades which are included in computation of the GPA:

- A – 4 grade points per credit hour
- B – 3 grade points per credit hour
- C – 2 grade points per credit hour
- D – 1 grade point per credit hour
- F – 0 grade points per credit hour
- XF – Disciplinary, 0 points per credit hour
- [] - Repeated (beginning fall 2016)
- R - Repeated (prior to fall 2016)

Grades which are not included in computation of the GPA:

- W, WF, WP, WN – Withdrawn, Withdrawn Failing, Withdrawn Passing, Withdrawn Non-attending
- P – Passing
- I – Incomplete (will be converted to an F after one semester if the course requirements are not completed)
- AU – Audit
- CR – Credit
- CL – Academic Clemency
- *asterisk – Repeated course (prior to fall 2016)

Grade point average (GPA) is calculated by taking the total number of grade points earned divided by the total number of hours attempted for which grades A, B, C, D, F or XF are recorded. In classes where a grade of P or CR is recorded, the hours will not be used when calculating the final GPA.

Progress Indicators

In addition, faculty will post student progress indicators during weeks 5, 8, and 12 of each semester. These indicators are:

- A
- B
- C
- D
- F
- P -- Passing
- PC -- Passing, but Concerns
- FN -- Failing and Not Attending

Credit/Pass Grades

A "CR" or "P" grade indicates that the student has received credit for that course, but the grade is not calculated in the grade point average. The hours do count for graduation. A "CR" grade is assigned for credit in courses for which no letter grade is given such as seminars, workshops, or other similar learning experiences.

Pass/Fail Policy

A grading option of pass/fail may be requested by a student, with the approval of the instructor and the Chief Academic Officer. The request must be in writing to the instructor within the first two weeks of the course. The following conditions apply:

1. A maximum of 12 hours on the “Pass/Fail” system may be counted toward graduation.
2. Credit hours taken under the Pass/Fail option will not be used to compute grade point average when a grade of “P” (pass) is recorded.
3. The hours earned under this system will not be used to determine the honor roll or membership in honorary campus organizations.

Incomplete Grades

Students wishing to receive a grade of Incomplete for a course must request the grade from their instructor prior to the last day of class before finals. A student must have completed at least 50% of the coursework. A Request/Approval for Incomplete Grade form must be completed by the student and instructor and submitted to the Registrar’s Office. The student has one successive semester to complete the coursework, or other shorter agreed upon timeframe as noted on the request form. If the coursework is not completed in the required time, the “I” will be converted to an “F”. Once an Incomplete has been assigned, the course cannot be withdrawn from. An instructor must submit a Change of Grade Request form to change the “I” to the final grade earned.

Repeated Courses

If a course is repeated, the grade and grade points earned the second time will be recorded if they are higher than those first recorded. The previous grade and the grade points will not be used in calculating the GPA but will remain on the transcript.

Grade Appeals

Students have the right to appeal grades or standards by:

- Initiating their appeal in writing with the course instructor.
- The next step is to appeal the grade or standard in writing with the Chief Academic Officer within 60 days after a grade is posted. The CAO will review the information available, deliberate, and render a decision in writing to the student with a copy to the instructor within 15 days of receipt of the appeal.

Should the student’s appeal be approved at any stage in the process, the appropriate change will be made to the student’s official transcript by the college registrar within

30 days of notification. Grade appeals that are received after the 60-day deadline will not be considered.

Grade Changes

Grade Change forms are submitted directly to the Registrar’s Office by the instructor who taught the course. A failing grade will not be changed to a passing grade without the signature of the Chief Academic Officer.

Grade changes must be submitted to the Registrar’s Office within one semester of the student’s initial enrollment in the course.

Academic Integrity

ICC expects its students to exhibit the highest level of academic integrity and maintains a “no tolerance” policy regarding behaviors that violate this expectation.

The following actions constitute violations of academic integrity:

- A student submits an assignment which is not his/her own work
- A student copies or takes answers from another student or uses unauthorized materials during an exam
- A student uses words or ideas which are not his/her own without including the original source of the material
- A student submits a paper or other assignment in multiple classes without permission from the instructor(s)
- A student uses resources or assistance which are prohibited by an instructor to complete an exam or assignment
- A student obtains a copy of an exam, answers to an assignment, or any other resource belonging to an ICC faculty or staff member without permission
- A student knowingly assists another student in violating any part of the academic integrity policy
- A student who uses a demonstrably false excuse to delay testing and solicit a special make-up exam, thereby receiving unfair additional study time by lying and deception

Instructors who determine that a student is in violation of the ICC academic integrity policy may impose any of the following sanctions:

- An instructor may require the student to submit a different assignment
- An instructor may assign a grade of “F” (zero) for the assignment
- An instructor may assign a grade of “F” for the course
- An instructor may assign a grade of “XF” for the course; a transcript notation will include that the student has failed the course for disciplinary reasons

In the case of extreme or repeated violations the Chief Academic Officer will administratively withdraw the student from classes and make a notation of the infractions on the student's transcript. Following this action the Vice President for Student Affairs and Athletics will expel the student from campus.

A student who has been penalized for violating academic integrity standards may appeal the penalty by submitting an appeal (see "Grade Appeals") within 7 days of the date of the instructor's action.

INDEPENDENT STUDY

Independent Study is available on a limited basis to students who seek educational experiences outside the regular curriculum. Students enrolled in Independent Study should have completed at least one term with at least a "C" average in the subject area in which Independent Study is undertaken. No more than six credit hours of such work may be taken per semester. Such work can be undertaken only after the completion of an Independent Study Contract approved and signed by the instructor, Division Chair, and the Chief Academic Officer.

COURSE OFFERING FORMATS

A credit hour is defined as one hour of classroom instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit. So for every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Independence Community College offers courses in three different formats: traditional, online and hybrid. Each of these formats has advantages and disadvantages that must be weighed by students on an individual basis. Below is a basic explanation of each format.

- 1. Traditional:** Traditional courses are taught entirely with face-to-face time with an instructor and meet in a physical space (typically a classroom) on a set schedule. Technology may be used to enhance the learning environment but it will not be a replacement for face-to-face time with an instructor.
- 2. Online:** Online courses are those that are completed with the use of technology and no face-to-face time with an instructor or other college employee (some

courses may require tests to be taken at approved sites). Students enrolling in an online course will have "just in time" training available in the form of videos. The general equipment and software requirements for online courses can be found on the ICC website <http://www.indycc.edu/storage/pdfs/OnlineLearningSystemRequirements.pdf>. These classes will have an additional fee of \$30 per credit hour.

- 3. Hybrid:** Hybrid courses may replace up to 50% of instructional face-to-face time with the use of technology. The intent of a hybrid class is to use technology-based activities to add to the face-to-face meetings. These classes will have a regularly set meeting schedule for the face-to-face interactions. These classes will have an additional fee of \$15 per credit hour.

ASSESSMENT OF STUDENT LEARNING

Independence Community College pursues instructional excellence in all of its educational programs through an assessment of the Learning Outcomes identified as, including, but not limited to:

- * Communication: oral, written, listening, collaborative,digital,expressive
- * Literacy: technology, financial, information, reading, writing, mathematics
- * Thinking:critical, analytical, creative, innovative
- * Responsibility: personal, societal,civic, environmental, financial

The College routinely engages in evaluation and assessment of course-level, program-level, and General Education-level learning outcomes. Student coursework, including but not limited to, exams, papers, written assignments, and presentations, may be retained for the purpose of assessment and improvement. Faculty employ a variety of direct and indirect measures to provide evidence of student learning as acquired through course learning outcomes.

Assessment-related data are kept confidential for individual students and are released only in aggregate form. Unless the assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Additionally, the Office of Institutional Research routinely collects campus-based studies of student attitudes, student engagement and student satisfaction.

Questions about ICC's assessment of student learning may be directed to the Chief Academic Officer, the Director of Institutional Research and/or the Outcomes Assessment

Committee. Additional information about assessment policies and processes at ICC can be found on the web site at <http://www.indycc.edu/assessment/>.

ACADEMIC PROBATION/ SUSPENSION

The Satisfactory Academic Progress Standards is defined as a 2.0 cumulative GPA, calculated at the end of each semester of enrollment:

All courses will be used in the calculation of GPA for probation and suspension purposes.

Students placed on academic probation may not take more than 12 credit hours per Fall or Spring semester, nor more than 3 credit hours per summer session without permission. All probationary students must have advisor approval for registration and may be limited on classes in which they may enroll. Additionally, students must meet with the Academic Advisor prior to the start of each semester and may be assigned additional requirements.

A student placed on probation status has no more than two regular (Fall/Spring) semesters to raise the cumulative grade point average to the accepted minimum for the semester. If the minimum cumulative grade point average is not met following a semester of probation, the student is placed on Academic Suspension. Probationary status is removed by attaining the minimum cumulative GPA as defined above.

A student on academic probation for one regular (Fall or Spring) semester who fails to raise his/her cumulative grade point average to the required minimum will be placed on academic suspension and will be limited to enrolling in 6 credit hours. An appeal may be filed through the Chief Academic Officer's office. Upon returning, an educational plan will be developed and signed by the student and the Chief Academic Officer and followed until the student has met the academic standards as defined above.

ACADEMIC SUSPENSION APPEAL PROCESS

An appeal process is available to any student placed on Academic Suspension. All appeals must occur in the following manner by the deadline specified in the Academic Suspension Letter or by the Chief Academic Officer.

1. A letter of appeal must be submitted to the Chief Academic Officer stating reasons for dismissal and conditions that indicate plan of improvement. The letter should also include the actions that the student took while on academic probation to improve their academic standing.

2. Submit college transcript to the Chief Academic Officer.

The items above must be in the office of the Chief Academic Officer by the deadline date specified in the Academic Suspension Letter. Dishonesty on any of the materials submitted to the Chief Academic Officer is considered grounds for denial of readmission to the college.

Should the Chief Academic Officer grant the appeal, the student will be placed on academic probation and will be required to adhere to the probation status requirements outlined above.

ACADEMIC RENEWAL

ICC provides the option of academic renewal to relieve the burden of past low academic performance. A student may request dropping one or more entire semester(s) work from calculation in their GPA (grade point average) and hours earned. For ICC to consider granting academic renewal, the student should submit a written request to the Chief Academic Officer. This request should include the following: student name, date, student ID or SS number, and an explanation of why academic renewal should be granted. The requirements for academic renewal are:

1. Coursework must be over 2 years in the past and taken at ICC
2. The student must demonstrate academic progress by completing a minimum of 12 credit hours with a 2.0 or better GPA prior to applying for academic renewal
3. Petition for Academic Renewal must be completed
4. The entire semester in question must be dropped (not select courses)
5. Students participating in Academic Renewal are ineligible for academic scholarships

If approved, the 12 credit hours of coursework used to qualify student for academic renewal would be included in their GPA.

Academic Renewal may occur once at ICC and the grades on the transcript for the renewal coursework will be recorded as "CL" (Academic Renewal) and will be listed as "hours attempted", not as grades earned.

The request will be reviewed and ruled upon by a committee comprised of the student's advisor (or another faculty member in the same division as the advisor) and the Chief Academic Officer.

ACCESS TO STUDENT INFORMATION

Students should be aware of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the

content of educational records, and provisions for filing a complaint with the Department of Health, Education and Welfare. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568 and in regulations published by HEW in the June 17, 1976, Federal Register. Students who wish to have their information shared with parents or others must sign a Family Educational Rights and Privacy Act (FERPA) form granting access to the student's records.

HONOR ROLL

In order to give proper recognition for excellence in scholarship, the ICC faculty has established an honor roll program. Announcement of honor roll students will be made at the close of each semester. Two honor rolls will be announced. The highest honor roll is known as the "President's Honor Roll." This honor will be given students whose GPA for the semester is 4.0. The second honor roll is known as the "Vice President's Honor Roll." This honor will be given to students whose GPA is 3.5-3.99 for the semester. A student must be enrolled in a minimum of 12 semester hours of non-remedial course work to be eligible for either honor roll.

RECORDS ON HOLD

If a student is delinquent on an account to the college, including but not limited to: unpaid tuition and/or fees, unpaid housing contracts, unpaid disciplinary fines, non-returned books to the Bookstore, non-returned athletic equipment or clothing, unpaid library fines, non-returned library books, unpaid class supplies, or unpaid housing deposits, a "hold" will be placed on the student's record.

Students with a hold on their accounts will not be allowed to enroll until the debt is paid or arrangements for payment have been made with the Business Office.

TRANSCRIPTS

No transcript will be released for anyone who has a hold on their record. Transcripts are issued only on the student's written request and after the appropriate transcript fee has been paid. See the college's official website (www.indycc.edu) for specific transcript request instructions. Those who desire to transfer to another institution of higher education should request the Registrar's Office to forward the transcript directly to the admission office of the institution they plan to enter. Official transcripts received from other institutions cannot be released to any individual or institution.

Transcripts issued to the student will be marked "Issued to Student" and will not be considered to be official transcripts.

STUDENT ASSISTANCE AND SERVICES

BOOKS/SUPPLIES

ICC operates its own bookstore on the upper level of the Academic Building. All required texts and workbooks, dictionaries, classroom supplies, and souvenirs may be purchased in the college bookstore.

CAMPUS SECURITY

A primary goal of ICC security is the personal safety of students, faculty, staff, and visitors as well as the protection of our property. Security personnel are authorized to intervene in situations where they can reasonably do so, and work in cooperation with the Montgomery County Sheriff's Department in the event of a reportable crime. Although security personnel are trained and qualified, they are not certified law enforcement officers and as such do not carry weapons, have arrest powers or investigate crimes. They patrol the campus for unusual occurrences. Students should carry ID's at all times and should provide the same at the request of security and/or staff. Security may be contacted at (620) 331-8558.

ICC's annual campus crime report is available on-line at <http://www.indycc.edu/campus-security/> or on paper by contacting the Vice President for Student Affairs and Athletics.

STUDENT HANDBOOK

The ICC Student Handbook is available online at <http://www.indycc.edu/residence-life>. The handbook covers topics of interest, financial matters, services and activities for students. Policies concerning students and their rights are also addressed.

LIBRARY

The ICC Library is committed to supporting student achievement by facilitating access to information resources and providing instruction in research techniques and information literacy.

The ICC Library, located on the top floor of the Academic Building, is not just a place to borrow books. The Library is an important social center on campus where students can meet to study together, use a computer, or find a quiet corner and enjoy a cup of free coffee. Staff are available to help students use the Library's many electronic resources and to find materials that are appropriate for a given project or assignment.

In addition to around 20,000 scholarly and leisure reading books, the Library has DVDs, graphic novels,

eReaders, magazines, journals and newspapers -- even children's books -- all available for free check-out. Interlibrary-loan services allow students to access books and journal articles from research libraries across the state.

The library is also home to the William Inge Collection, the largest existing collection of writings by Pulitzer Prize-winning playwright William Inge. The Collection includes more than four hundred original manuscripts, as well as correspondence, interviews, and other memorabilia. Materials in the Collection cannot be checked out, but students and community members are welcome to make an appointment for a tour or to conduct research in the Collection for class assignments or personal interest.

COMPUTER LABS

Fully equipped computer labs are located in the Academic Building, Student Union, and the Fine Arts Building. These labs contain computers and printers which are also part of a local area network for network instruction and contain telecommunications training capabilities. These labs, when not used as classrooms, are available for student use during regular school hours. Additional specialized computer labs are available in many classrooms. The use of some labs may require instructor permission.

INTERNET USAGE

With access to computers also comes the availability of some materials that may not be considered to be of educational value within the context of a school setting. Guidelines are provided to establish responsibility on the user's part. If any user violates any of these provisions, access privileges may be terminated and appropriate disciplinary action taken. Students are provided access to the Internet to support research and education in and among schools and academic institutions in the U.S. Internet usage must be in support of education and research consistent with the educational objectives of ICC. Use of information obtained via ICC network services is at the user's own risk. Student and community use is subject to ICC's Acceptable Use Policy which is available in the computer labs, and online at:

http://static1.1.sqspcdn.com/static/f/1229331/27225751/1472840748457/ICC_AUP.pdf?token=ASqSHFDK7JRcQ3503EfZ98PoMGM%3D

COMPASSION ATTENTIVENESS RESPECT EMPATHY (C.A.R.E.)

Independence Community College has implemented a C.A.R.E. Team to assist our students in a variety of different ways. The safety and wellbeing of our students are our top priority. We feel that by having a central location for students, faculty, and staff to report concerns we will be able to provide assistance to our students in a timely manner. We encourage you to report any concerns you may have about an individual who may need assistance. Concerns could include but are not limited to: alcohol or substance abuse, assault, bizarre behavior, bullying and cyber-bullying, depression, harassment, sexual, mental, or physical abuse. If you witness bizarre behavior, disruptions in the classroom, disturbing written material, significant changes in appearance or behavior, suicidal tendencies, or signs of self- injury, please let us know immediately.

You may report anonymously any concern you have for fellow students, staff, or faculty on the ICC webpage. On the lower right-hand corner of the main page is a box titled "Student Links." Click on the "We CARE" link. Complete the form information and click Submit Form.

STUDENT UNION

Independence Community College offers a two story renovated Student Union available 7 days a week for all students. You will find places to study with classmates or friends, seating areas to visit, computer to catch up with social media or classwork, an Electronic Gaming Suite with individual gaming rooms resourced with 4k monitors hooked up to Xboxes for online gaming and two 150" screens with virtual games like Just Dance and Wii. Our Student Union houses a Movie Theatre to watch movies or special events like Mic Nights. If you need more action, you can hang out in the Anchor for ping pong, shuffle board and Pop a Shot. Our outside back deck is also a place to chill with your friends.

ATHLETICS & ACTIVITIES

CHORALE

This is an organization open to anyone interested in singing. This is a large choral ensemble open to both ICC students and community members. Activities include public concerts during both fall and spring semesters. Students in Chorale are eligible for department scholarships. Music selections include works from the Renaissance to modern choral selections. This group also performs a large master work each spring.

ENSEMBLE - Chamber Singers

This is a group of singers that functions as a chamber choir. Enrollment is only allowed with the permission of the instructor. Auditions are held at the beginning of each semester. Students selected for the Ensemble are eligible for scholarships, as determined by the instructor. Membership in Chorale is required. Activities in this group include public concerts, singing in the community, touring of local high schools, and a major trip each year. Past trips include Chicago, New York, and Mexico. Music selections include works from the Renaissance to modern choral selections and are more challenging.

BAND

This is a large concert band open to both ICC students and community members. Activities include several public concerts throughout the year both fall and spring. This group performs music from the standard wind band repertoire including music from the Renaissance to new composers of today. Scholarships are available to students participating.

ATHLETIC BAND

This is the athletic band on campus. This band supports the teams in season with music at home games. In the fall, the band is a marching band which performs marching shows at half time. The band also marches in several parades including the Neewollah Grand Parade. This band includes a color guard and drumline. In the spring semester, this band functions as a true pep band playing for both women and men's basketball games. This band is open to ICC students and scholarships are available.

JAZZ BAND

This is a group that plays standard Jazz Band Literature. This band typically is offered in the spring

semester. Activities include public concerts. Scholarships are available for participating in this group.

STUDENT AMBASSADORS

The Student Ambassadors are a select group of students who represent ICC in many ways, such as giving campus tours, serving as hosts at college functions and acting as goodwill ambassadors to promote a positive image of ICC. Ten to fifteen students are chosen each fall to be Ambassadors based on their academic achievement, extracurricular activities, and a personal interview.

ATHLETICS

ICC maintains a comprehensive intercollegiate athletic program that includes men's football, baseball, basketball, golf, cheer, and women's volleyball, softball, basketball, and cheer/dance. The college is a member of Region VI of the National Junior College Athletic Association and competes in the Eastern Division of the Kansas Jayhawk Community College Conference. Potential student-athletes are encouraged to contact the athletic department about tryouts or scholarship opportunities. Many "walk-on" student-athletes have played important roles on current and past Pirate teams. For more information go to www.indycc.edu/athletics.

SPIRIT SQUAD

The spirit squad and dance team represent ICC in all facets of sports and enthusiastically support all college activities in the community and on campus. Students are encouraged to contact the athletic department for information and scholarship opportunities.

STUDENT GOVERNMENT

The mission of the Student Government Association (SGA) shall be to interact with the administration, faculty, staff, and students on behalf of the Student Body for the benefit of the students and student life on campus. The SGA serves as the official representative body for students, acting as a liaison between students and administration. Student Government may present formal resolutions to the administration recommending changes in the operation of the campus. The Student Government Association allows a forum for all students to influence their environment. All students are eligible for membership in SGA; participation in weekly meetings and SGA-sponsored activities is required.

PHI THETA KAPPA

Phi Theta Kappa's mission is two-fold: (1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

Today, Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 2000 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, United Arab Emirates and Palau.

The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequalled among honor societies. Co-curricular programs focus upon the Society's Hallmark of Scholarship, Leadership, Service and Fellowship. It is estimated that 200,000 students participate in Phi Theta Kappa programs each year.

Annually, approximately 100,000 students are inducted into Phi Theta Kappa. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and generally earn a grade point average of 3.2 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college, generally a 3.2 GPA.

The average age of a new member is 29, and members range in age from 18 to 80. Part-time and full-time students are eligible for membership.

ICC's chapter is Beta Omega. The Beta Omega chapter was the first chapter formed in Kansas. Through our active participation in Phi Theta Kappa's programs, we have a long, rich history in the organization. Fellowship, Scholarship, Leadership and Service opportunities are possible through participation in Phi Theta Kappa

ICC LIT GUILD

Lit Guild is an organization devoted to the literary arts at ICC, and includes Creative Writing Club, the Orion literary supplement, the Film Club, and the annual Visiting Authors' Series. Events include a monthly Open Mic Night, where anyone who wants to perform a poem, song, short-story, dance, magic trick, tell jokes - anything goes! - is welcome to take the "stage," and twice-annual overnight Write-Ins. Lit Guild also coordinates the Holiday Book Tree, providing books for local children. All are welcome!

GARDENING CLUB

The Gardening Club supports students, staff, and members of the public in engaging with their environment through horticulture, floral design, landscape design, and environmental practices. We encourage personal, campus, public and civic beautification through sustainable gardening. We meet twice a month, take several field trips a year, design, cut, and plan flower beds around campus, and are open to new ideas. Come join us!

WILLIAM INGE CENTER FOR THE ARTS

WILLIAM INGE THEATRE FESTIVAL

The William Inge Theatre Festival was founded in celebration of the memory of Pulitzer Prize and Academy Award winning playwright William Inge, who was a native of Independence and an alumnus of Independence Community College.

For 35 years, the Inge Festival has brought world-renowned playwrights to the campus to accept the prestigious William Inge Distinguished Achievement in American Theatre Award. Neil Simon, Stephen Sondheim, August Wilson, and Arthur Miller are just some of the internationally acclaimed writers who have been guests of ICC during the Festival. All ICC students may attend the many workshops, panels, and performances during the Inge Festival. Students may meet and learn from the professional actors, writers, and directors who visit. There is no charge to students.

Additionally, each semester, the Inge Center brings professional, working playwrights to Independence to participate in the Playwrights-in-Residence program at the historic Inge House, and to teach playwriting courses at ICC. Students who complete the full two-year program have the opportunity to work intensively with a minimum of six professional playwrights. This unique program is unrivaled at even major universities and offers the lowest cost professional playwriting instruction in the country.

Throughout the year, ICC students have opportunities to participate in other programs, such as the “24 Hour Plays” in which students create entirely new plays in just 24 hours, and the historic Anna Plays, whereby they direct and produce their own productions over the course of a semester and compete for awards.

THE WILLIAM INGE COLLECTION

When writers make their papers available to the public, they generally donate them to a large university. ICC is one of the only community colleges in the nation to have a nationally recognized archive on par with the William Inge Collection. The Collection began in 1965 with the gathering of press-clippings, memorabilia and books about Independence’s native son and Independence Community College alumnus, William Inge. In 1969, Inge gave the college the original manuscripts of *Picnic*, *Come Back Little Sheba*, *Natural Affection* and *Splendor in the Grass* for the collection, which found a permanent home in the ICC Library. At the heart of the Collection now are some four hundred original manuscripts written by Inge,

including full-length plays, screen plays, one-act plays, novels and unpublished short stories. The archive also includes rare interviews with the playwright, with members of the Inge family, and with professional collaborators including Joshua Logan and Elia Kazan. In addition, there are over one hundred critical and biographical sources and over fifty theater programs. A unique feature of Inge’s plays is that several have become successful motion pictures. The Dickinson Foundation provided the Collection with copies of 16-mm movies of *Bus Stop*, *The Dark at the Top of the Stairs* and *The Stripper* (which is based on the play *A Loss of Roses*), and *Splendor in the Grass*. Home Box Office, Inc., gave the Collection videocassettes of its theater production of *Bus Stop*. At this time, the Collection contains hundreds of pieces of correspondence; letters written by Inge, and items written to Inge or related in some way to Inge’s works. The remainder of the correspondence concerns the establishment of the William Inge Collection and the naming of The William Inge Theater at Independence Community College. The Collection also houses 1,629 books from William Inge’s personal library, and includes assets ranging from motion picture lobby cards and theatre programs to original drawings and watercolors by Inge.

The William Inge Collection was dedicated in 1981, and is administered by the Independence Community College Library. Materials in the Collection do not circulate, but researchers are welcome to use the Collection on the premises, and efforts are ongoing to expand digital access to interviews and other materials.

HOUSING

HOUSING INFORMATION

ICC has partnered with Bluffstone Property Management to provide students on-campus housing. The Villas at ICC offer fully furnished units and all utilities included in one price. Current rates and information may be obtained from the Housing Director located in the main office of the Captain's Quarters.

Independence Community College requires all first-year, full-time, non-married students between the ages of 18 and 24, whose permanent address is outside a 50-mile radius of the institution, to live on campus. Students younger than 18 or older than 24 must obtain special permission from the Vice President for Student Affairs and Athletics in order to live in student housing.

LIVING ON CAMPUS

ICC offers three residence hall living areas that are available for students in the Fall and Spring semesters; Brick Units, Captain's Quarters, and the Villas. Brick Units are four bedroom suite-style and include bathroom facilities. Each brick residence is furnished with a desk and chair, a twin bed, and personal closet space. All units are air-conditioned, and every bedroom has its own individually locked door to assure security.

The Captain's Quarters provides housing for 200 students in suite-style rooms. Student residents are provided with a desk and chair, a twin bed, a small dresser, and individual closet space. A coin-operated laundry facility is located on the first floor.

The Villas are apartment style suites. Each suite has a kitchenette, common living space, two bathrooms, and four private rooms. Each room is equipped with a full size bed, desk, chair, and personal closet space. Laundry is located on the ground floor of the Villas.

COMPUTING IN RESIDENCE HALL

Student residents at ICC enjoy the convenience and accessibility of wireless Internet access (WiFi) throughout the residence hall buildings. There are no additional fees for internet access.

NON-SMOKING AREAS

All Independence Community College facilities (buildings and vehicles) exclusively owned, leased, or managed by the college are designated for tobacco-free/

smoke-free use. ICC Residence Hall is also smoke, alcohol and tobacco free.

MEAL PLANS

A 19-meal plan is included in the ICC Housing Contract. With the meal plan, there are three (3) meals served per day Monday through Friday, and two (2) meals per day on Saturday and Sunday. Meals are served in the Student Union dining room. The College Food Service consists of a cafeteria located on the main floor of the Student Union. The cafeteria hours are posted in the Student Union. The college cafeteria is open not only to residential students who receive a meal plan as part of their housing contract, but also to the public. Individual meals may be purchased for lunch and dinner.

ACADEMIC ASSISTANCE & SERVICES

TRIO PROGRAMS

TRIO Title IV programs at ICC are federally-funded by the U.S. Department of Education. These programs serve a select number of ICC and area high school students who meet the federal criteria.

Student Support Services - SSS

ICC has offered TRIO Student Support Services since 1993. SSS provides academic support services to students who are first generation college students (neither parent has a 4-year degree), who are income eligible (guidelines provided by the federal government), or who have a documented disability. The program is funded to serve 225 students per year and is open to students enrolled in either a degree or certificate program at ICC.

Support services are designed to increase college retention and graduation rates, facilitate transfer to four-year colleges, and foster an institutional climate supportive of student success. Activities and services are free to qualifying students. They include:

1. Peer tutoring in many college courses
2. Instruction and/or tutoring in basic academic skills
3. Academic coaching for skills building, career planning and personal development
4. Education in financial and economic literacy
5. Assistance in applying for financial aid
6. Advocacy for students with disabilities, to ensure equal access to post-secondary educational opportunities
7. Assistance with choosing and applying to four-year colleges
8. Campus visits to four-year colleges in the region
9. Cultural activities such as field trips or special programs that will enhance students' academic experience and personal development

Students interested in joining the SSS program may contact the SSS office at 620-332-5423 or visit us in the Academic Building, Room 130.

Upward Bound

Upward Bound was started at ICC in January 1996. The program provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate

at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Interested students may contact the Upward Bound Office at 620-332-5465.

Adult Basic Education

ICC sponsors an Adult Basic Education (ABE) Program located at ICC West. The program focuses on literacy, employment preparation and high school equivalency test preparation. Participants will receive instruction in mathematics, reading, writing, workforce essential skills and basic computer skills. The Adult Education Center is located off campus and may be reached at (620) 332-5630. Individuals wishing to participate in the ABE Program must be at least 16 years old and not enrolled in any public or private school system.

General Education Development (GED®) Test

ICC is a regional testing site for General Education Development (GED®) testing. GED® testing and study information is available by calling (620) 332-5630. The GED® exam is scheduled monthly.

Tutoring Center

The ICC Tutoring Center is located in room 130 of the Academic Building. Certified Tutors are available from 8 am Monday through Friday until 8 pm on Monday - Thursday and 5 pm on Friday. Tutoring is also available to online students by appointment.

Our CRLA certified tutors are able to assist students with a variety of subjects from basic math and English courses to Accounting and Chemistry. Tutors are only eligible to tutor courses in which they have successfully completed with an A or B, therefore the courses for which a tutor is certified varies from semester to semester.

EXTENDED EDUCATIONAL COMMUNITY OPPORTUNITIES

ONLINE EDUCATION

Independence Community College utilizes the online environment as the method for providing education at a distance to students anywhere in the United States. These courses meet the rigor and quality of our on-ground offerings while providing students the opportunity to complete one, or many classes from any location. Our online courses are eligible for all types of financial aid, including scholarships.

ICC currently uses CANVAS as the Learning Management System for delivery and management of online courses. Students enrolled in online courses must set up an indycc.edu email account and agree not to give their passwords, login information, or access to their online course to anyone. Any student who breaks this agreement will be guilty of academic dishonesty and subject to the penalties described for such offenses.

If a student is expelled from on ground classes, the Chief Academic Officer will make a recommendation as to whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll.

If a student is on probation, the CAO will make a recommendation as to whether the student is allowed to enroll in online courses.

ON-GROUND DISTANCE LEARNING

ICC works to accommodate students within the service area by offering on-ground day-time and night classes to both traditional and non-traditional students. The service area includes: Independence, Cherryvale, Fredonia, West Elk/Howard, Elk Valley/Longton, Neodesha, Sedan, Altoona-Midway/Buffalo, Elk City, Peru, and Topeka. ICC provides students with a variety of quality nontraditional educational opportunities. The courses offered at these locations meet the same standard of rigor and quality as the classes on the ICC Main and West campuses in Independence. Students choosing to participate in one of the on-ground distance courses are eligible for the same scholarship and financial aid opportunities.

CONCURRENT/DUAL CREDIT

ICC offers many classes concurrently through the high schools in our service area. Students taking these classes are generally high school sophomores, juniors or seniors. These classes are taught at the individual high

schools by an accredited high school teacher who teaches the curriculum and course outcomes designated by ICC. Students enrolled in concurrent classes can expect to receive the same quality education as they would receive on the campus of ICC.

Dual Credit courses are regular college courses taken by a high school student, taught by a regular ICC instructor (rather than a high school instructor). These classes may be on any campus or online and are not special classes for high school students only.

OUTSTANDING ALUMNUS

ICC honors one of its own each year with the recognition of an Outstanding Alumnus Award. Recipients are former students who have attended ICC for one semester or more and have attained exceptional status in their respective careers. The Outstanding Alumnus is recognized at Commencement exercises each spring.

WORKFORCE DEVELOPMENT

ICC Workforce Development offers SEK businesses and individuals a wide variety of innovative, high-value programs and services. Specialized courses are designed, in both credit and non-credit format, for organizational and professional development, career assessment and coaching, information and technology, industrial credentials, and manufacturing and engineering.

Courses are designed to specifically meet the industry or group's educational training needs. On-site Training Credit and non-credit courses are taught at the business site, using their own equipment and facilities so that employees can learn under actual work conditions. On-Campus Training Credit and non-credit courses are offered on the ICC Main Campus and ICC West Campus. Dedicated instructors provide the highest quality training in a wide variety of areas. Representatives of business, industry, and government are invited to contact ICC at 620-332-5630 to discuss training and educational needs.

COMMUNITY INTEREST CLASSES

ICC has many courses designed for personal enrichment. These courses are offered throughout the year and serve a wide range of ages, offering opportunities to enrich lives and provide a positive social atmosphere while stimulating intellect in classes developed for specific areas of interest. These classes vary in availability and cost. Contact the college at 620-332-5499 for further information.

DEGREES, CERTIFICATES & GRADUATION REQUIREMENTS

DEGREES AND GRADUATION REQUIREMENTS

ICC awards four degrees to meet individual student needs. Upon successful completion of the required credit hours, including the fulfillment of all program and degree requirements, and a cumulative GPA of 2.0 or better, the student may apply for and receive an associate degree. Available degrees are:

Associate of Arts (AA) Degree
Associate of Science (AS) Degree
Associate of Applied Science (AAS) Degree
Associate of General Studies (AGS) Degree

ICC also offers certificate programs. These programs are designed to prepare individuals for career entry or skill enhancement in six months to one year. Students should refer to the certificate and program requirements in the Degrees and Certificates section of the Catalog for specific course requirements.

DEVELOPMENTAL COURSES

The following developmental courses will not count toward fulfilling degree requirements, transfer to other institutions, nor do they count toward completion of the credit hour requirements to graduate:

DEV0203	Basic Writing
DEV0143	Composition Prep
DEV0103	Reading Improvement
DEV0314	Beginning Algebra
DEV0334	Intermediate Algebra

APPLICATION FOR GRADUATION

Each student planning to graduate from ICC is required to declare his/her intent to graduate by filing a Graduation Request form with the Registrar's Office at the beginning of the term in which they plan to graduate.

CATALOG COMPLIANCE FOR GRADUATION

When students first enroll they will follow the guidelines of the catalog in effect (based on continuous enrollment).

Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog in effect when they return.

Fifteen credit hours must be completed at ICC in order to graduate from ICC.

A student interested in receiving more than one associate degree from ICC must complete a minimum of 15 credit hours unique for each degree.

GRADUATION EXERCISES

Students who meet all graduation requirements are expected to participate in commencement exercises at the end of the Spring semester. Students wishing to participate in the May Commencement exercises, must be within 9 hours of completion. Those who do not get the 9 hours completed will be required to reapply for graduation.

TRANSFERRING CREDITS TO ICC

ICC provides for the evaluation and transfer of prior post-secondary education credit to ICC. Courses completed at other regionally accredited colleges and universities are transferable to ICC through our Registrar's office. Programs of study completed at state-accredited technical or vocational schools are also recognized and transferable to ICC, in accordance with the equivalency formula mandated by the Kansas State Board of Education, acting in concert with the Chief Academic Officer and/or division chairs as needed. .

REVERSE TRANSFER CREDIT

If a student transfers to a Kansas Regents university prior to completing the degree requirements from ICC, the student may be eligible to be granted an associate degree from ICC based upon the Kansas Board of Regents' Reverse Transfer policy.

TRANSFER CREDIT FROM ICC TO KANSAS REGENTS UNIVERSITIES

See Kansas transfer agreement details on the following page. The college offers a comprehensive academic program parallel to the freshman and sophomore requirements for baccalaureate degrees in four-year institutions. A student transferring to a four-year institution should study that institution's college catalog, and consult

with his/her faculty advisor and enroll in college courses that satisfy transfer requirements.

KANSAS TRANSFER AGREEMENT AND ARTICULATION GUIDE

Kansas Public Community College to Kansas
Regents Universities

(The complete agreement can be found at
www.kansasregents.org)

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

12 hours of Basic Skills courses, including:

6 hours English Composition
3 hours Public Speaking or Speech
Communication
3 hours college level Mathematics (College Algebra or higher)

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

Art*
Theatre*
Philosophy
Music*
History
Literature
Modern Languages

*Not all courses in these areas qualify (see your advisor).

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

Sociology
Psychology
Political Science
Economics
Geography
Anthropology

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

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

KANSAS SYSTEM-WIDE TRANSFER

Independence Community College participates in the Kansas Board of Regents Seamless Transfer effort known as the Kansas System-Wide Transfer (KSWT). ICC ensures that courses included on the approved list are meeting the core outcomes established for each course. The complete listing of courses can be found at http://kansasregents.org/transfer_articulation, as well as the entire Board of Regents policy on transfer and articulation within Kansas' public community colleges, technical colleges, and universities

COURSES THAT MEET ICC GENERAL EDUCATION REQUIREMENTS

ARTS/HUMANITIES

(See Degree Requirements)

Art

Art Appreciation (AED1043)

Design (AED1003)

Foreign Language

French I (FRL1005)

French II (FRL1015)

French III (FRL2005)

French IV (FRL2013)

Spanish I (FRL1025)

Spanish II (FRL1035)

Spanish III (FRL2035)

Spanish IV (FRL2043)

History

World History I (HIS1003)

World History II (HIS1013)

United States History I: to 1877 (HIS1023)

United States History II: 1877 to Present (HIS1063)

Literature

American Literature I (ENG1083)

American Literature II (ENG2113)

Introduction to Literature (ENG1073)

British Literature I (ENG2123)

British Literature II (ENG2133)

Music

Music Appreciation (MUE1303)

Philosophy

Introduction to Philosophy (SOC2003)

Theatre

Theatre Appreciation (THR1013)

COMMUNICATION

English Composition I (ENG 1003)

English Composition II (ENG 1013)

Public Speaking (COM 1203)

Interpersonal Communication (COM 1233)

COMPUTER SCIENCE

Computer Concepts & Applications (CIT1003)

Computer Information Systems (CIT2003)

MATHEMATICS

Analytic Geometry & Calculus I (MAT1055)

Analytic Geometry & Calculus II (MAT2025)

Analytic Geometry & Calculus III (MAT2033)

College Algebra (MAT1023/MAT1025)

Differential Equations (MAT2043)

Elementary Statistics (MAT1103)

Introduction to Analytic Processes (MAT1153)

Pre-Calculus (MAT1015)

Plane Trigonometry (MAT1093)

SCIENCE

(See Degree Requirements)

Biological Science

Anatomy and Physiology (BIO2045)

Biology I (BIO1115)

Biology II (BIO2115)

Environmental Biology (BIO2035)

General Biology (BIO1005)

Microbiology (BIO2055)

Physical Science

Geology (PHS1105)

College Chemistry I (PHS1025)

Descriptive Astronomy (PHS1085)

Engineering Physics I (PHS2055)

General Chemistry (PHS1015)

General College Physics I (PHS1055)

Physical Science (PHS1005)

SOCIAL/BEHAVIORAL SCIENCES

(See Degree Requirements)

Psychology

General Psychology (BEH1003)

Developmental Psychology (BEH2003)

Economy and Society

Introduction to Accounting (ACC1003)

Accounting II (ACC1023)

Financial Accounting (ACC1044)

Microeconomics (BUS2023)

Macroeconomics (BUS2033)

Personal Finance (BUS1003)

Sociology

Introduction to Sociology (SOC1003)

Anthropology (SOC1023)

Social Problems (SOC2023)

Ethics (SOC1073)

Geography

World Regional Geography (SOC2013)

Political Science

American Government (POL1023)

International Politics (POL1043)

Introduction to Political Science (POL1013)

DEGREES & CERTIFICATES

Areas of Study

Associate Degrees (AA, AS - Transfer Degrees)*

Accounting (ACC)
Architectural Engineering Technology (ARC)
Art (AED)
Athletic Training (ATH)
Biology (BIO)
Business Administration (BUS)
Communication (COM)
Computer Information Systems (CIS)
Computer Science (CSE)
Construction Engineering Technology (CON)
Criminal Justice (CRM)
Education - Elementary (EDU)
Education - Secondary (EDS)
Engineering Technology (EGT)
English (ENG)
Foreign Language (FRL)
Health, Physical Education and Recreation (HPR)
History (HIS)
Liberal Studies (LBR)
Manufacturing Engineering Technology (TME)
Mathematics (MAT)
Mechanical Engineering Technology (MEC)
Music (MUE)
Physical Science (PHY)
Pre-Nursing (PRN)
Social Science(SOC)
Theatre Arts (DRA)

*Associate of Arts and Associate of Science Degrees are intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer, with advanced standing, into comparable discipline area Bachelor of Arts or Science Degree programs at Kansas Regents universities.

Terminal Programs

Associate of Applied Science Degrees (AAS)**

Accounting (ACC)
Administrative Office Management (AOM)
Computer Information Technology (CIT)
Computer Programming (SCP)
Cosmetology (COS)
Early Childhood Education (ECE)
Entrepreneurship/Small Business Management (MDM)
Veterinary Technology (VET)
Web Design and Development (WDD)

Certificate Programs

Automotive Technology (ATE)
Computer Information Technology (CIT)
Computer Programming (SCP)
Cosmetology (COS)
Culinary Arts and Hospitality (CUL)
Dwight D. Eisenhower Institute of Diplomacy and Conflict Resolution
Emergency Medical Technician (EMT)
Long Term Care (LTC)
Web Design and Development (WDD)
Welding (WLD)
Woodworking (WDW)

**Associate of Applied Science Degree is intended to prepare students for entry into an occupation or closely related cluster of occupations.

Accounting

Degree: Associate of Science

The Associate of Science in Accounting prepares students for general college accounting while providing the basic courses for transfer to four-year colleges and universities. Accounting principles, accounting practice, and general education courses offered in the program serve the needs of transfer students in Accounting and other areas of Business Administration.

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Financial Accounting (ACC 1044)	4
English Composition I (ENG 1003)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Biological Science Elective*	5
Art/Humanities Elective*	3
Term Total	18

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Arts/Humanities Elective*	3
College Algebra or higher (MAT 1023)	3
Public Speaking (COM 1203)	3
Microeconomics (BUS 2023)	3
Term Total	15

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Managerial Accounting** (ACC 2033)	3
Macroeconomics (BUS 2033)	3
Computerized Accounting (ACC 1033)	3
Excel I/Windows (CIT 1202)	2
Social/Behavioral Science Elective*	3
Term Total	14

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Arts/Humanities Elective*	3
Physical Science Elective*	5
Social/Behavioral Science Elective*	3
Elementary Statistics (MAT 1103)	3
Term Total	17
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**Managerial Accounting is only offered in the Fall Semester.

***Intermediate Accounting is only offered in the Spring Semester.

Accounting

Degree: Associate of Applied Science

The Associate of Applied Science in Accounting is designed to prepare students for general accounting and occupational needs. Accounting principles, accounting practice, and general education courses offered in the program serve to prepare students for accounting and accounting related occupations.

Suggested Four Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Accounting (ACC 1003)	3
English Composition I (ENG 1003)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Business Mathematics (BUS 1013)	3
Excel I/Windows (CIT 1202)	2
Term Total	14

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Accounting II (ACC 1023)	3
English Composition II (ENG 1013)	3
Personal Finance (BUS 1003)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Human Relations in Business (MDM 1033)	3
Business Management (BUS 2003)	3
Term Total	18

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Managerial Accounting** (ACC 1043)	3
Microeconomics (BUS 2023)	3
Computerized Accounting (ACC 1033)	3
General Education Elective	3
Business Communication (BUS 2013)	3
Word I/Windows or Access I/Windows (CIT 1652 or CIT 1552)	2
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Intermediate Accounting*** (ACC 2013)	3
Macroeconomics (BUS 2033)	3
Income Tax (ACC 2023)	3
Introduction to Technology Systems (CIV 1053)	3
Technical Writing (ENG 2053)	3
Term Total	15
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**Managerial Accounting is only offered in the Fall Semester.

***Intermediate Accounting is only offered in the Spring Semester.

Administrative Office Management
Degree: Associate of Applied Science

Suggested Four-Semester Plan
First Semester:

Course Title	Credit Hours
Keyboarding (OTC1001)	1
Computer Concepts & Applications (CIT1003)	3
Business Math (BUS1013)	3
General Office Procedures (OTC1163)	3
Introduction to Accounting	
Human Relations in Business (MDM1033)	3
Term Total	16

Second Semester

Business Communications (BUS2013)	3
English Composition I (ENG 1003)	3
Records Management (OTC1051)	1
Business Ethics (BUS2113)	3
Word I (OTC1652)	2
Word II (OTC1662)	2
Introduction to Leadership Concepts (MDM1303)	3
Term Total	17

Third Semester

Administrative Assistant (OTC1063)	3
Exploring the Internet (CIT1012)	2
Office Technology (OTC1043)	3
Document Processing (OTC1013)	3
Excel I (CIT1202)	2
Excel II (CIT1212)	2
Power Point (CIT1252)	2
Term Total	17

Fourth Semester

Advanced Document Processing (OTC 2003)	3
Access I (CIT1552)	2
Access II (CIT1562)	2
MOS Elective	2
MOS Elective	2
Internship & Seminar Office Tech (OTC1093)	3
Term Total	14
Total	64

MOS Electives

Sharepoint
OneNote
Desktop Publishing

Architectural Engineering Technology
Degree: Associate of Science

The following is a general course of study for students pursuing an Associate of Science Degree in the area of Architectural Engineering Technology, and as such will need to be adjusted for specific situations. Due to specific requirements for transfer to four-year institutions, and to make a best effort for needs of individual students, each student's best interests will be served through proper advising/counseling in the ICC Engineering Technology Department. Courses of study can be individually tailored through departmental counseling. Many other courses listed in this catalog are suitable for specific situations.

Suggested Four-Semester Plan
First Semester:

Course Title	Credit Hours
English Composition I (ENG 1003)	3
Residential Drafting & Planning (ARC 1003)	3
Analytical Geometry & Calculus I (MAT 1005)	5
Introduction to Computer Aided Drafting (DDT 2023)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Term Total	17

Second Semester:

Course Title	Credit Hours
English Composition II (ENG 1013)	3
Physical Science (PHS 1005)	5
Engineering Graphics I (DDT 1003)	3
Architectural Detailing (ARC 2003)	3
Computer Aided Drafting 2D (DDT 2043)	3
Term Total	17

Third Semester:

Course Title	Credit Hours
General Biology (BIO 1005)	5
Microeconomics (BUS 2023)	3
World History I (HIS 1003)	3
Computer Aided Drafting 3D (DDT 2053)	3
Public Speaking (COM 1203)	3
Term Total	17

Fourth Semester:

Course Title	Credit Hours
Art Appreciation (AED1043)	3
Introduction to Sociology or World Regional Geography (SOC 1003 or SOC 2013)	3
Design (AED 1003)	3
CAD: Application Problem Solving (DDT 2073)	3
Engineering Technology Elective*	3
Term Total	15
TOTAL	66

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Athletic Training

Degree: Associate of Science

The two year program of study in Athletic Training at ICC is designed for students who are interested in an allied health care profession specialized in the health care of athletes. ICC student athletic trainers will gain valuable athletic training knowledge and skills through both academics and practical experiences.

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
General Biology (BIO 1005)	5
Introduction to Athletic Training (ATH 1003)	3
First Aid: Responding to Emergencies (ATH 1013)	3
Practicum in Athletic Training I (ATH 1002)	2
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
College Algebra or higher (MAT 1023)	3
General Psychology (BEH 1003)	3
Anatomy & Physiology (BIO 2045)	5
Care & Prevention of Athletic Injuries (ATH 1103)	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Personal & Community Health or Nutrition (HEA 1053 or BIO 2053)	3
General Chemistry (PHS 1015)	5
Medical Terminology (ENG 1143)	3
Art/Humanities Elective*	3
Practicum in Athletic Training II (ATH 2002)	2
Term Total	16

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Social/Behavioral Science Elective*	3
Arts/Humanities Elective*	3
Functional Kinesiology (ATH 1063)	3
Public Speaking (COM 1203)	3
Computer Concepts & Applications (CIT 1003)	3
Term Total	15
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Art

Degree: Associate of Arts

The curriculum is designed to accommodate the art major planning to transfer to a university with an emphasis in: art studio, art education, art therapy or commercial art. Elective courses will channel majors into their area of emphasis.

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking (COM 1203)	3
English Composition I (ENG 1003)	3
Computer Concepts & Applications (CIT 1003)	3
Ceramics I (AED 2023)	3
Drawing & Composition (AED 1023)	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 2013)	3
Social/Behavioral Science Elective*	3
College Algebra or higher (MAT 1023)	3
Painting I (AED 1033)	3
Commercial Art (AED 2093)	3
Term Total	15

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Laboratory Science Elective*	5
Arts/Humanities Elective*	3
Design I (AED 1003)	3
Art Appreciation (AED 1043)	3
Department Approved Elective**	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Social/Behavioral Science Elective*	3
Arts/Humanities Elective*	3
Design II (AED 1103)	3
Department Approved Elective**	3
Department Approved Elective**	3
Department Approved Elective**	3
Term Total	18
TOTAL	65

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**Department Approved Electives:

Ceramics II (AED 2043)	3
Illustration (AED 2053)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Painting II (AED 1053)	3
Web Design & Development (CIT 2013)	3
Art for Elementary Schools (AED 2113)	3

Automotive Technology

Degree: Certificate

ASE Student Certification

Course Title	Credit Hours
Introduction to Automotive Technology (IND1123)	3
Brakes I (IND1133)	3
Electrical I (IND1143)	3
Engine Performance I (IND1153)	3
Suspension & Steering I (IND1163)	3
Automotive Technology Practicum (IND1156)	6
Total:	21

Biology

Degree: Associate of Science

Each student wishing to receive a degree in a science program should consult with a science advisor prior to enrolling in any courses.

Suggested Four-Semester Plan

First Semester:

Course Title	Credit Hours
English Composition I (ENG 1003)	3
Biology I (BIO 1115)	5
College Chemistry I (PHS 1025)	5
Social/Behavioral Science Elective* Computer Concepts & Applications or Computer Information Systems CIT 1003 or CIT 2003)	3
Term Total	19

Second Semester:

Course Title	Credit Hours
English Composition II (ENG 1013)	3
Biology II (BIO 2115)	5
College Chemistry II (PHS 1035)	5
College Algebra or higher (MAT 1023)	3
Term Total	16

Third Semester:

Course Title	Credit Hours
Public Speaking (COM 1203)	3
Anatomy & Physiology (BIO 2045)	5
Biology Program Elective**	5
Arts/Humanities Elective*	3
Term Total	16

Fourth Semester:

Course Title	Credit Hours
Microbiology (BIO 2055)	5
Biology Program Elective**	5
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Term Total	16
TOTAL	67

***See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.**

**Approved Biology Program Electives

Mathematics:

Elementary Statistics (MAT 1103)	3
Introduction to Analytic Processes (MAT 1153)	3
Analytic Geometry and Calculus I (MAT 1055)	5
Analytic Geometry and Calculus II (MAT 2025)	5

Physical Science:

Organic Chemistry I (PHS 2035)	5
Organic Chemistry II (PHS 2045)	5
General College Physics I (PHS 1055)	5
General College Physics II (PHS1065)	5
Engineering Physics I (PHS 2055)	5
Engineering Physics II (PHS 2065)	5
Physical Science (PHS 1005)	5
Descriptive Astronomy (PHS 1083)	5

Biology:

Prehistoric Life (BIO 1053)	3
Nutrition (BIO 2053)	3

Business Administration
Degree: Associate of Science

The Associate of Science Degree in business administration prepares students for positions in intermediate or top-level management. It is a desirable program for pre-law students interested in finance, banking, marketing or any other major phase of business. Students planning to transfer to a four-year institution should monitor four-year degree requirements at specific schools.

Suggested Four-Semester Plan

First Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Microeconomics (BUS 2023)	3
Computer Concepts & Applications (CIT 1003)	3
Financial Accounting (ACC 1044)	4
Public Speaking	3
Term Total	16
Second Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Macroeconomics (BUS 2033)	3
College Algebra	3
Arts/Humanities Elective*	3
Biological Science*	5
Term Total	17
Third Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Analytic Geometry & Calculus I	5
Managerial Accounting (ACC 1043)	3
Arts/Humanities Elective*	3
Social/Behavioral Elective*	3
Term Total	17
Fourth Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Physical Science Elective*	5
Arts/Humanities Elective*	3
Social/Behavioral Elective*	3
Arts/Humanities Elective*	3
Elementary Statistics (MAT 1103)	3
Term Total	17
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Communication (COM)
Degree: Associate of Arts

This program is designed for students interested in any of the following areas: Broadcasting and Radio, Journalism, Speech Communication or Speech Education. Students may take electives in their area of concentration and should consult the course description area of the catalog for specific coursework in the communication field. Students would also be advised to consult the catalog of the college to which they plan to transfer to make certain that they are meeting basic requirements.

Suggested Four-Semester Plan

First Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra or higher (MAT 1023)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Interpersonal Communication (COM 1233)	3
Communication Elective**	3
Term Total	15
Second Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Science Elective*	5
Communication Elective**	3
Term Total	17
Third Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Public Speaking (COM 1203)	3
Communication Elective**	3
Elective	3
Elective	3
Term Total	18
Fourth Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Communication Elective**	3
Elective	3
Elective	3
Term Total	15
TOTAL	65

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**Communication Electives:
Photography I & II (COM 1403 and COM 1413)
Business Communication (BUS 2013)
Computer Applications: Adobe Photoshop (CIT 1422)
Commercial Art I (AED 2093)

Computer Information Systems (CIS)

Degree: Associate of Science

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Microeconomics (BUS 2023)	3
Arts/Humanities Elective*	3
Computer Information Systems (CIT 2003)	3
College Algebra or higher (MAT 1023)	3
Wellness (PED 1031)	1
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Macroeconomics (BUS 2033)	3
Biological Science Elective*	5
Programming Language Elective**	3
Arts/Humanities Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Social/Behavioral Science Elective*	3
Program Electives**	5
Introduction to Accounting	3
Physical Science Elective*	5
Term Total	16

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Social/Behavioral Science Elective*	3
Arts/Humanities Elective*	3
Systems Analysis and Design (CIT 2063)	3
Program Elective**	3
Term Total	15
TOTAL	64

Suggested Program Electives:

Web Design and Development (CIT 1033)	3
Advanced Web Design & Development (CIT 2143)	3
Networking and Data Communications (CSE 2033)	3
Calculus I (Mat 1055)	5
Elementary Statistics (MAT 1103)	3
Accounting II (ACC 1023)	3
Java (CSE 2113)	3
C++ Programming (CSE 2023)	3
Introduction to Computer Science (CSE 1003)	3
Visual Basic (CSE 1003)	3
HTML (CSE 1063)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Word I/Windows (CIT 1652)	2
Excel I/ Windows (CIT 1202)	2
Access I/Windows (CIT 1552)	2

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

** See Program Advisor

Computer Information Technology (CIT)

Degree: Associate of Applied Science

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Computer Concepts & Applications (CIT 1003)	3
Web Design & Dev or HTML(CIT 1033 or CSE 1063)	3
Keyboarding (OTC 1001)	1
College Algebra (MAT 1023)	3
Human Relations in Business (MDM 1033)	3
Program Electives	3
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Business Communication (BUS 2013)	3
Computer Information Systems (CIT 2003)	3
Business Ethics (BUS 2113)	3
Program Electives**	3
Term Total	15

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Programming Language Elective**	3
Program Electives**	6
Introduction to Accounting	3
Business Math (BUS 1013)	3
Comptia A+ PC Repair and Maintenance (CIT 2076)	6
Term Total	21

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Internship and Seminar (CIT 2023)	3
Microeconomics (BUS 2023)	3
Systems Analysis and Design (CIT 2063)	3
Program Electives**	3
Term Total	12
TOTAL	64

Suggested Program Electives:

Advanced Web Design & Development (CIT 2143)	3
Networking (CIT 2066)	6
Calculus I (MAT 1055)	5
Elementary Statistics (MAT 1103)	3
Accounting II (ACC 1023)	3
Java (CSE 2113)	3
C++ Programming (CSE 2023)	3
Introduction to Computer Science (CSE 1033)	3
Visual Basic (CSE 1003)	3
HTML (CSE 1063)	3
Network Security (CIT 2103)	3
Mobility (CIT 2133)	3
Cloud (CIT 2123)	3
Server + (CIT2053)	3

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**See Program Advisor

Computer Information Technology (CIT)

Degree: Technical Certificate

Suggested Two-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Computer Concepts & Applications* (CIT 1003)	3
Web Design & Dev or HTML (CIT 1033 or CSE 1063)	3
Keyboarding (OTC 1001)	1
Human Relations in Business (MDM 1033)	3
Comptia A+ PC Repair and Maintenance (CIT 2076)	6
Program Elective *	3
Term Total	19

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Systems Analysis & Design (CIT 2063)	3
Computer Information Systems (CIT 2003)	3
Business Ethics (BUS 2113)	3
Program Elective*	3
Networking (CIT 2066)	6
Internship & Seminar (CIT 2023)	3
Term Total	21
TOTAL	40

*See Program Advisor

Network Security (CIT 2103)	3
Mobility (CIT 2133)	3
Cloud (CIT 2123)	3
Server Administrator (CIT2053)	3

Computer Programming

Degree: Associate of Applied Science

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Computer Concepts & Applications** (CIT 1003)	3
Business Math (BUS 1013)	3
Keyboarding (OTC1001)	1
Microeconomics (BUS 2023)	3
Web Design and Development (CIT 1033)	3
Access I/Windows (CIT 1552)	2
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Adobe Animate (CIT 1042)	2
Business Ethics (BUS 2113)	3
Computer Information Systems (CIT 2003)	3
College Algebra (or higher) (MAT 1023)	3
Visual Basic (CSE 1003)	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Program Elective**	3
Java (CSE 2113)	3
HTML (CSE 1063)	3
Human Relations in Business (MDM 1033)	3
Systems Analysis and Design (CIT 2063)	3
Term Total	15

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
C++ Programming (CSE 2023)	3
Introduction to Accounting	3
Business Communication (BUS 2013)	3
Program Elective**	3
Internship and Seminar (CSE 2123)	3
Term Total	15
TOTAL	62

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

****Suggested Program Electives:**

Advanced Web Design & Development (CIT 2143)	3
Introduction to Video Game Design & Development (GME 1003)	3

**See Program Advisor

Computer Programming
Degree: Technical Certificate

Suggested Two-Semester Plan
First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Computer Concepts & Applications** (CIT 1003)	3
C++ Programming (CSE 2023)	3
Keyboarding (OTC1001)	1
Human Relations in Business (MDM 1033)	3
Web Design & Development (CIT 1033)	3
Visual Basic (CSE 1003)	3
HTML (CSE 1063)	3
Term Total	19

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Computer Information Systems (CSE 2003)	3
Business Ethics (BUS 2113)	3
College Algebra or higher (MAT 1023)	3
Java (CSE 2113)	3
Systems Analysis and Design (CIT 2063)	3
Internship and Seminar (CSE 2123)	3
Term Total	18
TOTAL	37

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**See Program Advisor

Computer Science (CSE)
Degree: Associate of Science

The Computer Science program prepares students for a degree in Computer Science or Information Systems by providing the basic courses for transfer to a four-year college or university. This program is intended to meet the requirements of the first two years of a sequence of courses leading to the Bachelor Degree or prepares a student to enter the job market in Computer Science or Information Systems.

Suggested Four-Semester Plan
First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Microeconomics (BUS 2023)	3
College Algebra or higher (MAT 1023)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Communication Elective* (COM 1203 or COM 1233)	3
Biological Science Elective*	5
Programming Language Elective**	3
Arts/Humanities Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Social/Behavioral Elective*	3
Arts/Humanities Elective*	3
Physical Science Elective*	5
Systems Analysis and Design (CIT 2063)	3
Program Elective**	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Program Elective**	3
Program Elective**	3
Introduction to Accounting	3
Social/Behavioral Elective*	3
Macroeconomics (BUS 2033)	3
Term Total	15
TOTAL	64

Suggested Program Electives:

<i>Course Title</i>	<i>Credit Hours</i>
Programming Language**	3
Calculus I (MAT 1055)	5
Elementary Statistics (MAT 1103)	3
Calculus II (MAT 2025)	5
Introduction to Computer Science (CSE 1033)	3
Web Design and Development (CIT 1033)	3
Advanced Web Design and Development (CIT 2143)	3
Networking and Data Communications (CSE 2033)	3
Word I/ Windows (CIT 1652)	2
Excel I/Windows (CIT 1202)	2
Access I/Windows (CIT 1552)	2

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**See Program Advisor

Construction Engineering Technology

Degree: Associate of Science

The following is a general course of study for students pursuing an Associate of Science Degree in the area of Construction Engineering Technology, and as such will need to be adjusted for specific situations. Due to specific requirements for transfer to four-year institutions, and to make a best effort for needs of individual students, each student's best interests will be served through proper advising/counseling in the ICC Engineering Technology Department. Courses of study can be individually tailored through departmental counseling. Many other courses listed in this catalog are suitable for specific situations.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Physical Science (PHS1005)	5
College Algebra or higher (MAT 1023)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Term Total	17

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Manufacturing Processes and Materials (DDT 1023)	3
Arts/Humanities Elective*	3
Engineering Graphics I (DDT 1003)	3
Computer Aided Drafting 2D (DDT 2043)	3
Residential Drafting & Planning (ARC 1003)	3
Term Total	18

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Biological Science Elective*	5
Social/Behavioral Science Elective*	3
Introduction to Technology Systems (CIV 1053)	3
Computer Aided Drafting 3D (DDT 2053)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
CAD: Application Problem Solving (DDT 2073)	3
Architectural Detailing (ARC 2003)	3
Term Total	12
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Cosmetology

Degree: Associate of Applied Science or Occupational Certificate

Cosmetology is made up of courses in Cosmetology, Nail Tech, and Instructor Training, and is dedicated to providing a solid foundation in the arts and disciplines of these subjects. This department offers students the options of either the twelve-month full-time or two-year Associate of Applied Science Degree.

The certificate permits the student to take a state Cosmetology Examination to obtain a license. After the student has completed 375 hours of schooling, appointments with clients may be scheduled to simulate a professional day in the typical salon.

The student interested in this program must meet the requirements of trainees and the minimum hours of various activities as established by the Kansas Board of Cosmetology. Graduates must pass the state examination before they can be issued a license to practice in the State of Kansas. All students enrolled in the Cosmetology program must meet the ICC admission guidelines.

Purpose of the Program

The Cosmetology program provides training on a vocational level for men and women interested in preparing themselves for employment in the field of Cosmetology.

Length of the Course

The Kansas Board of Cosmetology regulations set the length of the full-time Cosmetology program at not more than 12 months of continuous training with completion of 1500 clock hours of training.

Plan of Study

Fall Start:

<i>Course Title</i>	<i>Clock Hours</i>	<i>Credit Hours</i>
Scientific Concepts (COS1015)	115	5
Kansas State Law (COS1002)	50	2
Physical Services I (COS1006)	175	6
Term Total		13

Spring

Physical Services II (COS1016)	175	6
Business Practices I (COS1021)	25	1
Hair Designing I (COS1025)	155	5
Chemical Services I (COS1004)	135	4
Term Total		16

Summer

Hair Designing II (COS2005)	155	5
Term Total		5

Fall

Chemical Services II (COS2004)	160	4
Business Practices II (COS2002)	50	2
Physical Services III (COS2012)	50	2
Hair Designing III (COS2022)	50	2
Chemical Services III (COS2015)	155	5
Cosmetology Board Review (COS2001)		1
Term Total		16
TOTAL		50

Spring Start

<i>Course Title</i>	<i>Clock Hours</i>	<i>Credit Hours</i>
Scientific Concepts (COS1015)	115	5
Kansas State Law (COS1002)	50	2
Physical Services I (COS1006)	175	6
Term Total		13

Summer

Physical Services II (COS1016)	175	6
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Fall

Business Practices I (COS	25	1
Hair Designing I (COS1025)	155	5
Chemical Services I (COS1004)	135	4

Hair Designing II	155	5
Term Total		15
Spring		
Chemical Services II (COS2004)	160	4
Business Practices II (COS2002)	50	2
Physical Services III (COS2012)	50	2
Hair Designing III (COS2022)	50	2
Chemical Services III (COS2015)	155	5
Cosmetology Board Review (COS2001)		1
Term Total		16
TOTAL		50

Full-time Cosmetology classes start every January & August and must be completed in 12 months. Nail Tech must be completed in 16 weeks. Attendance is mandatory.

AAS = Cosmetology hours + 15 additional hours required of which 15 must be ICC General Education requirements.

Criminal Justice
Degree: Associate of Science
Suggested Four-Semester Plan

First Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra (MAT 1023)	3
Introduction to Sociology (SOC 1003)	3
Elective	3
Introduction to Criminal Justice (SOC 1113)	3
Term Total	15
Second Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3
General Psychology (BEH 1003)	3
Arts/Humanities Elective*	3
Biological Science Elective*	5
Term Total	17
Third Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Physical Science Elective*	5
Introduction to Criminal Behavior (SOC 1133)	3
Elective	3
American Government (POL 1023)	3
U. S. History Elective	3
Term Total	17
Fourth Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Introduction to Literature (ENG 1073)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Social/Behavioral Science Elective*	3
Elective**	3
Term Total	15
Total	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**Recommended Electives: Abnormal Psychology, Social Problems, Foreign Languages, Interpersonal Communication, Ethics

Culinary Arts and Hospitality Management(CUL)

Degree: Certificate

Culinary Arts/Hospitality Certificate: Culinary Arts and Hospitality is one of the fastest growing sectors of the workforce today. If you're considering a profession as a Chef, or a career within the hotel and restaurant industry, please join us and put your creativity to the test. We will provide you with all of the essential skills you need to get started in this career field with hands on experience and supportive instructors in our 2-semester program.

Interview with Culinary Instructor is required before being admitted to the program.

Suggested Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Sanitation and Safety(CUL 2042)	2
Introduction to Hospitality (CUL1113)	3
Introduction to Culinary Arts (CUL1004)	4
Introduction to Baking (CUL1014)	4
Term Total	13

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Garde Manger (CUL1024)	4
Managing Customer Service (CUL1143)	3
Patisserie (CUL1034)	4
Term Total	11

Summer Session:

<i>Course Title</i>	<i>Credit Hours</i>
Culinary Arts & Hospitality Practicum (CUL1044)	4

TOTAL 28

Dwight D. Eisenhower Institute of Diplomacy and Conflict

Resolution

Degree: Certificate

<i>Course Title</i>	<i>Credit Hours</i>
Conflict Analysis and Resolution (CFL 1023)	3
Conflict and Peacebuilding (CFL 1003)	3
Conflict, Identity and Culture (CFL 1115)	3
Program Electives*	6
TOTAL	15

*Electives:

Public Speaking (COM 1203)	3
Interpersonal Communication (COM 1233)	3
General Psychology (BEH 1003)	3
Introduction to Sociology (SOC 1003)	3
Sociology of Families (SOC 1013)	3
Ethics (SOC 1073)	3
Introduction to Criminal Justice (SOC 1113)	3
Introduction to Criminal Behavior (SOC 1133)	3
Introduction to Social Work (SOC 1213)	3
Social Problems (SOC 2023)	3
Introduction to Race and Ethnic Relations (SOC 2113)	3
Introduction to Political Science (POL 1013)	3
American Government (POL 1023)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3
U.S. History (HIS 1023 or HIS 1063)	3
African American History (HIS 1163)	3

Early Childhood Education (ECE)
Degree: Associate of Applied Science

Elementary Education (EDU)
Degree: Associate of Science

The early childhood associate of applied science is a vocational program that prepares students for such careers as early childhood center administrators, preschool lead or assistant teachers, after school program coordinators, family home child care providers, and professional nannies.

Elementary education and those students who wish to work within public schools pre-elementary teaching positions should note that the ICC education program is closely aligned with four-year college and university courses of study. The catalog of the four year institution transfer choice should be consulted to verify that the ICC program of study is compatible with that specific institution's requirements.

Suggested Four-Semester Plan

Suggested Four-Semester Plan

First Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Child Health, Safety and Nutrition (ECE 2013)	3
General Psychology (BEH 1003)	3
Principles of Early Childhood Education (ECE 1143)	3
Term Total	15
Second Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Child Psychology (BEH 1013)	3
Creative Experiences for Young Children (ECE 2113)	3
Language and Literacy Experiences (ECE 2073)	3
Early Childhood Practicum I (ECE 2101)	1
Introduction to Sociology (SOC 1003)	3
Term Total	16
Third Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Teaching Children with Special Needs (ECE 1073)	3
Children's Music (ECE 1063)	3
Early Childhood Practicum II (ECE 2102)	2
Parenting (ECE 2023)	3
Art Appreciation (AED 1043)	3
Term Total	14
Fourth Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Infant and Toddler Education and Care (ECE 2063)	3
Early Childhood Administration (ECE 1093)	3
Early Childhood Practicum III (ECE 2103)	3
Early Childhood Curriculum Planning (ECE 1053)	3
Child Guidance: Observing & Interacting with Children (ECE 1303)	3
Term Total	15
TOTAL	60

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements

First Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Introduction to Education (EDU 1003)	3
Supervised Classroom Experience (EDU 1011)	1
College Algebra (MAT 1023)	3
General Psychology (BEH 1003)	3
Computer Concepts & Applications (CIT 1003)	3
Term Total	16
Second Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Child Psychology (BHE 1013)	3
Language and Literacy Experiences (ECE 2073)	3
Art Appreciation (AED 1043)	3
Music Appreciation (MUE 1303)	3
Term Total	15
Third Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking (COM 1203)	3
Music for Elementary Schools (MUE 1013)	3
Teaching Children with Special Needs (ECE 1073)	3
General Biology (BIO 1005)	5
American Government (POL 1023)	3
Term Total	17
Fourth Semester:	
<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Art for Elementary Schools (AED 2113)	3
Physical Science (PHS 1005)	5
Introduction to Sociology (SOC 1003)	3
Term Total	14
TOTAL	62

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements

Secondary Education (EDS)

Degree: Associate of Science

Secondary education students will find the ICC education program is closely aligned with four-year college and university courses of study. The catalog of the four year institution transfer choice should be consulted to verify that ICC courses will transfer to that specific college. Elective course choices should be compatible with the desired teaching field of each individual secondary major.

Suggested Four-Semester Plan**First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra (MAT 1023)	3
Introduction to Education (EDU 1003)	3
Supervised Classroom Experience (EDU 1011)	1
Program Elective**	3
Computer Concepts & Applications (CIT 1003)	3
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Child Psychology (BEH 1013)	3
Program Elective**	3
Introduction to Literature (ENG 1073)	3
General Psychology (BEH 1003)	3
Term Total	15

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking (COM 1203)	3
Teaching Children with Special Needs (ECE 1073)	3
Arts/Humanities Elective*	3
General Biology (BIO 1005)	5
Term Total	14

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
American Government (POL 1023)	3
Introduction to Sociology (SOC 1003)	3
Physical Science (PHS 1005)	5
Program Elective **	3
Term Total	17
Total	62

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements. **NOTE:** Only 4 credit hours of physical education/activity (HPR) courses will count toward graduation.

**See Program Advisor

EMS Education

Degree: Certificate

<i>Course Title</i>	<i>Credit Hours</i>
EMT (HEA 1113)	13
or	
EMT I (HEA1106) and EMT II (HEA1127)	
Medical Terminology (HEA 1143)	3

Total	16
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Advanced EMS Education

Degree: Certificate

<i>Course Title</i>	<i>Credit Hours</i>
Advanced EMT (HEA1167)	7
Program Electives:	9
Total	16

***Program Electives:**

Interpersonal Communication (COM1233)	3
Phlebotomy Essentials (HEA1003)	3
Phlebotomy Clinical Application (HEA1013)	3
Medical Terminology (HEA1143)	3

Engineering Technology
Degree: Associate of Science

The following is a general course of study for students pursuing an Associate of Science Degree in the area of Engineering Technology, and as such will need to be adjusted for specific situations. Due to specific requirements for transfer to four-year institutions, and to make a best effort for needs of individual students, each student's best interests will be served through proper advising/counseling in the ICC Engineering Technology Department. Courses of study can be individually tailored through departmental counseling. Many other courses listed in this catalog are suitable for specific situations.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Analytic Geometry/Calculus I (MAT 1055)	5
College Chemistry I (PHS 1015)	5
Introduction to Engineering & Design (EGT 1002)	2
Computer Concepts & Applications (CIT 1003)	3
Term Total	18

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Analytic Geometry/Calculus II (MAT 2025)	5
Engineering Graphics (EGT1023)	3
General Biology (02BIO 1005)	5
Term Total	16

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Computer Aided Design (EGT1013)	3
Engineering Physics I (PHS 2055)	5
Materials & Manufacturing Processes (EGT 2023)	3
Social/Behavioral Science Elective	3
Arts/Humanities Elective*	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Computer Aided Manufacturing (EGT 2003)	3
Engineering Mechanics - I Statics (EGT 2013)	3
Public Speaking (COM 1203)	3
Term Total	15
TOTAL	66

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

English
Degree: Associate of Arts

Suggested Four Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra (MAT 1023)	3
Introduction to Literature (ENG 1073)	3
Social/Behavioral Science Elective*	3
Recommended: Psychology (BEH 1003)	
Arts/Humanities Elective*	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Social/Behavioral Science Elective*	3
Recommended: Political Science (POL 1013)	
English Elective**	3
Science Elective*	5
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking (COM 1203)	3
Arts/Humanities Elective*	3
Recommended: World History I or World History II	
Social/Behavioral Science Elective*	3
Recommended: Introduction to Sociology (SOC 1003)	
Foreign Language Elective*	5
English Elective**	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Creative Writing or Technical Writing (ENG 2023 or ENG 2053)	3
Social/Behavioral Science Elective*	3
Elective*	3
English Elective**	1-3
Term Total	13-15
TOTAL	63

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the science, arts/humanities, and social/behavioral science requirements.

****English Electives:**

<i>Course Title</i>	<i>Credit Hours</i>
American Literature I - Beginning to 1865 (ENG 1083)	3
American Literature II - 1865 to Present (ENG 2113)	3
British Literature I (ENG 2123)	3
British Literature II (ENG 2133)	3
Contemporary Dramatic Literature (ENG 2083)	3
Introduction to Dramatic Literature (ENG 2043)	3
Survey of African American Literature(ENG 2143)	3
Topics in Writing (ENG 2173)	3
Children's Literature (ECE 1053)	3

Entrepreneurship/Small Business Management

Degree: Associate of Applied Science

The following is a general course of study for students interested in owning their own business but not wishing or able to complete a four year degree. This program is designed to be a terminal degree.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Accounting (ACC 1003)	3
English Composition I (ENG1003)	3
Business Mathematics (BUS 1013)	3
Entrepreneurial Mindset (MDM 1613)	3
Principles of Marketing (MDM1023)	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Computer Concepts & Applications (CIT 1003)	3
Intro to E-Commerce (CIT2073)	3
Computerized Accounting (ACC1033)	3
Technical Writing (ENG2053)	3
Business Communication (BUS2013)	3
Introduction to Leadership Concepts (MDM1303)	3
Term Total	18

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Managerial Accounting (ACC 2033)	3
Personal Finance (BUS 1003)	3
Web Design (CIT1033)	3
Excel I (CIT1202)	2
Excel II (CIT1212)	2
Human Relations in Business (MDM1033)	3
Term Total	16

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking (COM1203)	3
Advanced Web Design and Development (CSE2043)	3
General Psychology (BEH1003)	3
Business Ethics (BUS2113)	3
Term Total	12
TOTAL	61

Foreign Language

Degree: Associate of Arts

This basic curriculum is designed for students who are interested in the study of foreign language and who plan to transfer into a foreign language program at the university level. Students are urged to consult the catalog of the university to which they plan to transfer to make certain that they are meeting basic requirements.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Foreign Language * (FRL 1005 or FRL 1025)	5
Public Speaking (COM 1203)	3
College Algebra or higher (MAT 1023)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Term Total	17

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Foreign Language * (FRL 1015 or FRL 1035)	5
General Psychology (BEH 1003)	3
Biological Science	5
Term Total	16

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Sociology (SOC 1023)	3
Foreign Language * (FRL 2005 or FRL 2035)	5
World Regional Geography	3
World History II (HIS 1013)	3
Theatre Appreciation (THR 1013)	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Physical Science **	5
American Government (POL 1023)	3
Introduction to Philosophy (SOC 2003)	3
Introduction to Literature (ENG 1073)	3
Term Total	14
TOTAL	64

*Must be either French I, II and III or Spanish I, II and III.

**See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

General Studies

Degree: Associate of General Studies

The Associate of General Studies Degree is intended to enable students to develop knowledge, skills, attitudes, and a greater philosophical appreciation for life-long learning. These courses may or may not satisfy equivalent lower division college credit course requirements to transfer into a comparable Bachelor degree program at Kansas Regents universities.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra or higher(MAT 1023)	3
Social/Behavioral Science Elective*	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Arts/Humanities Elective*	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Science Elective*	5
Elective	3
Social/Behavioral Science Elective*	3
Term Total	14

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Elective	3
Elective	3
Elective	3
Elective	2
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Elective	3
Elective	3
Elective	3
Elective	3
Term Total	18
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Health, Physical Education and Recreation (HPR)

Degree: Associate of Science

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
General Biology (BIO 1005)	5
Introduction to Physical Education (HPR1023)	3
Arts/Humanities Elective*	3
Activities Elective**	1
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Personal and Community Health (HEA1053)	3
General Psychology (BEH 1003)	3
Wellness Concepts (HPR 1401)	1
Basic Life Support CPR Instructor's Course (HEA 1131)	1
Program Electives***	3
Activities Elective**	1
Term Total	15

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
College Algebra or higher (MAT 1023)	3
Introduction to Sociology (SOC 1003)	3
Computer Concepts & Applications (CIT 1003)	3
Care and Prevention of Athletic Injuries (ATH 1103)	3
Program Electives***	3
Activities Elective**	1
Term Total	16

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Physical Science Elective*	5
Public Speaking (COM 1203)	3
Arts/Humanities Elective*	3
Drugs in Sports (HPR 1003)	3
Program Electives***	3
Activities Elective**	1
Term Total	18
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**See Program Advisor

***Program Electives Recommended -- Choose one of the following areas to emphasize:

PE Teaching/Health/Wellness

- Anatomy & Physiology (BIO 2045)
- Functional Kinesiology (ATH 1063)
- Introduction to Education (EDU 1003)
- Supervised Classroom Experience (EDU 1011)
- Fundamentals of Coaching (HPR 1013)
- Rules & Officiating (HPR 1033)

Recreation/Sports Management

- Introduction to Sports Management (HPR 1043)
- Personal Finance (BUS 1003)
- Business Law (MDM 2013)
- Fundamentals of Coaching (HPR 1013)
- Rules & Officiating (HPR 1033)

History (HIS)

Degree: Associate of Arts

This is a suggested four-semester plan, although individuals may choose or need to complete program requirements in a different order. The intent is to allow students to complete their degree in four semesters. This program contains the general education requirements mandated by the Kansas Board of Regents for transfer to all Kansas Regents universities.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Public Speaking (COM 1203)	3
College Algebra or higher math* (MAT 1023)	3 or 5
General Psychology (BEH 1003)	3
U.S. History (1023, or 1063)	3
Arts/Humanities Elective or Wellness**	3 or 1
**If planning to take 10 hours of foreign language as a Sophomore, or choosing 5 hours of math, enroll in Wellness.	
Term Total	(18 or 16)

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Computer Elective (CIT 1003 or CIT 2003)	3
Science Elective*	5
U.S. History (HIS 1023 or HIS 1063)	3
American Government (POL 1023)	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Science Elective*	5
Foreign Language Elective*	5
Arts/Humanities Elective (non-History)*	3
World History I (HIS 1003)	3
Introduction to Literature (ENG 1073)	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
World Regional Geography (SOC 2013)	3
Foreign Language 2 or Soc./Behav. Elective*	5 or 3
World History II (HIS 1013)	3
Introduction to Sociology (SOC 1003) (Optional if taking a Foreign Language 2)	3
Arts/Humanities Elective (non-History)*	3
Semester total:	(17, 15 or 14)

Minimum Total Hours: 64

Maximum Total Hours: 67

Arts/Humanities and Social/Behavioral Science electives should, in conjunction with the required courses listed above, cover at least three discipline areas as shown on the Graduation Requirement Check Sheet.

* History majors are *strongly encouraged* to complete a Foreign Language 2 in their fourth semester, because 10 hours of a foreign language is required by virtually every baccalaureate history program. They may choose not to, but must recognize that most transfer colleges will require the class to complete a Bachelor of Arts in History. Interrupted study of a foreign language can result in an erosion of the student's proficiency, creating greater difficulty when the student finally decides to take their Foreign Language 2. An alternative is to defer the Foreign Language 1 requirement until the 4th semester to maintain continuity of study upon transfer.

Suggested ARTS/HUMANITIES ELECTIVES include:

Art Appreciation (AED 1043)
Music Appreciation (MUE 1303)
Theatre Appreciation (THR 1013)
Introduction to Philosophy (SOC 2003)

Suggested SCIENCE ELECTIVES include:

General Chemistry (PHS 1015)
General Biology (BIO 1005)
Physical Science (PHS 1005)

Suggested SOCIAL/BEHAVIORAL SCIENCE include:

Sociology of Families (SOC 1013)
Introduction to Anthropology (SOC 1023)
Social Problems (SOC 1003)

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the science, arts/ humanities, and social/behavioral science requirements.

Liberal Studies
Degree: Associate of Arts or Science

The Associate of Arts or Science Degree in Liberal Studies is intended to enable students to transfer, with advanced standing, into a Kansas Regents university.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra or higher (MAT 1023)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003)	3
Arts/Humanities Elective*	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Physical Science Elective*	5
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Social/Behavioral Science Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Biological Science Elective*	5
Arts/Humanities Elective*	3
Program Elective**	3
Program Elective**	3
Social/Behavioral Science Elective*	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Social/Behavioral Science Elective*	3
Arts/Humanities Elective*	3
Program Elective**	3
Program Elective**	3
Program Elective**	3
Term Total	15
TOTAL	64

*See Courses that meet ICC General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements. Arts/humanities and social/behavioral courses must be from three separate areas.

**Consult program advisor for applicable program electives.

NOTE: No more than 4 credit hours of physical education/activity courses (HPR) will count toward graduation.

Long Term Care
Certificate: Long Term Care

<i>Course Title</i>	<i>Credit Hours</i>
Certified Nurse Aide (HEA 1216)	6

At least 4 required credits from Tiered Electives:

*Medication Aide (HEA 1225)	5
Activity Director (HEA 1423)	3
Social Service Designee (HEA 1413)	3
Restorative Aide (HEA 1262)	2
*Home Health Aide (HEA 1201)	1
Phlebotomy Essentials (HEA 1003)	3
Phlebotomy Clinical (HEA 1013)	3

Total **18**

Maximum of 8 credits of Alternative Electives may count toward certificate:

English Composition I (ENG 1003)	3
Public Speaking (COM 1203)	3
Interpersonal Communication (COM 1233)	3
Public Speaking (COM 1203)	3
Developmental Psychology (BEH 2003)	3
Drugs and Behavior (BEH 2043)	3
Anatomy and Physiology (BIO2045)	5

*Requires having a CNA license

Manufacturing Engineering Technology

Degree: Associate of Science

The following is a general course of study for students pursuing an Associate of Science Degree in the area of Manufacturing Engineering Technology, and as such will need to be adjusted for specific situations. Due to specific requirements for transfer to four-year institutions, and to make a best effort for needs of individual students, each student's best interests will be served through proper advising/counseling in the ICC Engineering Technology Department. Courses of study can be individually tailored through departmental counseling. Many other courses listed in this catalog are suitable for specific situations.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Microeconomics (BUS 2023)	3
College Algebra (MAT 1023)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Computer Concepts & Applications (CIT 1003)	3
Term Total	15

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Physical Science (PHS 1005)	5
Engineering Graphics I (DDT 1003)	3
Manufacturing Processes and Materials (DDT 1023)	3
Computer Aided Drafting 2D (DDT 2043)	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
General Biology (BIO 1005)	5
Introduction to Accounting (ACC 1003)	3
Introduction to Technology Systems (CIV 1053)	3
Art Appreciation (AED 1043)	3
Computer Aided Drafting 3D (DDT 2053)	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Public Speaking (COM 1203)	3
Introduction to Sociology (SOC 1003)	3
U.S. History II (HIS 1063)	3
CAD Application & Problem Solving (DDT 2073)	3
Technical Writing (ENG 2053)	3
Term Total	15
TOTAL	64

Mathematics

Degree: Associate of Science

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Analytic Geometry & Calculus I (MAT 1055)	5
Social/Behavioral Science Elective*	3
Biological Science Elective*	5
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Analytic Geometry & Calculus II (MAT 1103)	5
Elementary Statistics (MAT 1103)	3
Social/Behavioral Science Elective*	3
General Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Math/Science Elective**	3
Computer Programming Elective**	
Suggested Elective C++ (CSE 2023)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM1233)	3
Arts/Humanities Elective*	3
General Elective*	3
Term Total	15

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Math/Science Elective**	3
Physical Science Elective*	5
Arts/Humanities Elective*	3
General Elective	5
Term Total	16
TOTAL	64

*See courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**Suggested Math/Science Electives

Physics I and/or II (PHS 1055 and/or PHS 1065)	5
Engineering Physics I and/or II (PHS 2055 and/or PHS 2065)	5
Analytic Geometry & Calculus III (MAT 2033)	3
General Chemistry (PHS 1015)	5
College Chemistry I and/or II (PHS 1025 and/or PHS 1035)	5
Introduction to Analytic Processes (MAT 1153)	3

Mechanical Engineering Technology

Degree: Associate of Science

The following is a general course of study for students pursuing an Associate of Science Degree in the area of Mechanical Engineering Technology and as such will need to be adjusted for specific situations. Due to specific requirements for transfer to four-year institutions, and to make a best effort for needs of individual students, each student's best interests will be served through proper advising/counseling in the ICC Engineering Technology Department. Course of study can be individually tailored through departmental counseling. Many other courses listed in this catalog are suitable for specific situations.

Suggested Four-Semester Plan

First Semester

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Analytical Geometry & Calculus I (MAT 1055)	5
Engineering Physics I (PHS 2055)	5
Computer Concepts & Applications (CIT 1003)	3
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG1013)	3
Engineering Physics II (PHS 2065)	3
Social/Behavioral Science Elective*	3
Analytical Geometry & Calculus II (MAT 2025)	5
Introduction to Computer Aided Drafting (DDT 2023)	3
Term Total	19

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Social/Behavioral Science Elective*	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Math/Science Elective **	3
Engineering Graphics I (DDT 1003)	3
Arts/Humanities Elective*	3
Term Total	15

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective	3
Math/Science Elective*	3
General Biology (BIO 1005)	5
Computer Aided Drafting 2D (DDT 2043)	3
Manufacturing Processes and Materials (DDT 1023)	3
Term Total	17
TOTAL	67

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science arts/humanities, and social/behavioral science requirements.

**See Program Advisor

Music

Degree: Associate of Arts

Music Education or Music Performance Focus

The first two years of a college music major curriculum may be completed at ICC and the credits are transferable to another institution. Placement testing may be required at some transfer institutions. Music Majors must identify a performance medium during their freshman year. All music majors will perform in recital each semester. Theory, Sight Singing & Ear Training are corequisites each having four levels taken in sequence. Applied music lesson fees are waived for students concurrently enrolled in the aforementioned courses.

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Applied Voice or Private Lesson I	1
Band I or Chorale I or Pep Band I or Ensemble I	1
Piano I or Class Piano I (MUE 1081 or MUE 1241)	1
Music Theory I (MUE 1093)	3
Sight Singing & Ear Training I (MUE 1142)	2
Music Appreciation (MUE 1303)	3
Term Total	17

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Applied Voice or Private Lesson II	1
College Algebra or higher (MAT 1023)	3
Band II or Chorale II or Pep Band II or Ensemble II	1
Piano II or Class Piano II (MUE 1091 or MUE 1271)	1
Music Theory II (MUE 1103)	3
Sight Singing & Ear Training II (MUE 1152)	2
Arts/Humanities Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Laboratory Science Elective*	5
Social/Behavioral Science Elective*	3
Applied Voice or Private Lesson III	1
Band III or Chorale III or Pep Band III or Ensemble III	1
Music Theory III (MUE 2093)	3
Sight Singing & Ear Training III (MUE 2142)	2
Term Total	15

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Computer Concepts & Applications (CIT 1003)	3
Applied Voice or Private Lesson IV OR	
Band IV or Chorale IV or Pep Band IV or Ensemble IV	1
Music Theory IV (MUE 2103)	3
Sight Singing & Ear Training IV (MUE 2152)	2
Term Total	15
TOTAL	64

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Physical Science
Degree: Associate of Science

Each student wishing to receive a degree in a science program should consult with a science advisor prior to enrolling in any courses.

Suggested Four-Semester Plan
First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Chemistry I (PHS 1025)	5
College Algebra (MAT 1023)	3
General Biology (BIO 1005)	5
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
College Chemistry II (PHS 1035)	5
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Computer Concepts & Applications (CIT 1003)	3
General College Physics I (PHS 1055)	5
Analytic Geometry & Calculus I (MAT 1055)	5
Social/Behavioral Science Elective or Arts/Humanities Elective*	3
Term Total	16

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Descriptive Astronomy (PHS 1085)	5
Arts/Humanities Elective*	3
Social/Behavioral Science Elective*	3
General College Physics II (PHS 1065)	5
Term Total	16
TOTAL	65

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Pre-Nursing (PRN)
Degree: Associate of Science

The following is a pre-nursing curriculum for students who are planning to enter the field of nursing and do not have a transfer institution chosen. Students considering nursing as a career should consult the catalog of the college they wish to attend to ensure transfer of all courses. Different schools may have different requirements than those listed below.

Suggested Four-Semester Plan
First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Anatomy & Physiology (BIO 2045)	5
English Composition I (ENG 1003)	3
College Algebra (MAT 1023)	3
General Psychology (BEH 1003)	3
Term Total	14

Summer Session:

<i>Course Title</i>	<i>Credit Hours</i>
Certified Nurse Aide (HEA 1216)	6
Term Total	6

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
General Chemistry (PHS 1015)	5
Developmental Psychology (BEH 2003)	3
English Composition II (ENG 1013)	3
Arts/Humanities Elective*	3
Term Total	17

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
General Biology (BIO 1005)	5
Nutrition (BIO 2053)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)**	3
Computer Concepts & Applications (CIT 1003)	3
Ethics (SOC 1073)	3
Term Total	17

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Microbiology (BIO 2055)	5
Introduction to Sociology (SOC 1003)	3
Elementary Statistics (MAT 1103)	3
Arts/Humanities Elective*	3
Term Total	14
TOTAL	67

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**See Program Advisor

Social Science (SOC)
Degree: Associate of Arts

Suggested Four-Semester Plan
First Semester

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Public Speaking (COM 1203)	3
College Algebra (or higher) (MAT 1023)	3
Introduction to Sociology (SOC 1003)	3
Elective	3
Term Total	15

Second Semester

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Computer Concepts & Applications (CIT 1003)	3
U.S. History**	3
General Psychology (BEH 1003)	3
Arts/Humanities Elective*	3
Elective	3
Term Total	18

Third Semester

<i>Course Title</i>	<i>Credit Hours</i>
General Biology (BIO 1005)	5
Sociology Elective**	3
Arts/Humanities Elective*	3
Spanish I (FRL1025)	5
Term Total	16

Fourth Semester

<i>Course Title</i>	<i>Credit Hours</i>
American Government (POL 1023)	3
World Regional Geography (SOC 2013)	3
Developmental Psychology (BEH2003)	3
Physical Science Elective *	5
Term Total	14
Total	63

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

**See Program Advisor.

Theatre Arts
Degree: Associate of Arts
Acting Track

Suggested Four-Semester Plan
First Semester

<i>Course Title</i>	<i>Credit Hours</i>
Acting I (THR 1023)	3
Voice (THR1083)	3
Theatre appreciation (THR 1013)	3
Stagecraft I (THR 1033)	3
Rehearsal & Performance I (THR 1051)	1
English Composition I (ENG 1003)	3
Computer Concepts & Applications (CIT 1003)	3
Term Total	19

Second Semester

<i>Course Title</i>	<i>Credit Hours</i>
Voice II (THR2173)	3
Movement I (THR1142)	3
Stage Make-up (THR2022)	2
Rehearsal & Performance II (THR2051)	1
Script Analysis (THR2103)	3
College Algebra (MAT1023)	3
English Composition II (ENG1013)	3
Term Total	18

Third Semester

<i>Course Title</i>	<i>Credit Hours</i>
Acting II (THR 1123)	3
Movement II (THR 2142)	3
Rehearsal & Performance III (THR 2061)	1
Public Speaking (COM 1203)	3
Introduction to Literature (ENG 1073)	3
Arts/Humanities Elective	3
Social/Behavioral Science Elective	3
Term Total	19

Fourth Semester

<i>Course Title</i>	<i>Credit Hours</i>
Audition Techniques & Strategies (THR 2313)	3
Rehearsal & Performance IV (THR2071)	1
Laboratory Science Elective	5
Contemporary Dramatic Literature (THR 2083)	3
Social/Behavioral Science Elective	3
Term Total	15
Total	71

Theatre Arts
Degree: Associate of Arts
Directing/Stage Management Track

Suggested Four-Semester Plan

First Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Acting I (THR 1023)	3
Theatre Appreciation (THR 1013)	3
Stagecraft I (THR 1033)	3
Rehearsal & Performance I (THR1051)	1
Computer Concepts & Applications (CIT 1003)	3
English Composition I (ENG 1003)	3
Term Total	16

Second Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Stage & Theatre Management (THR 2073)	3
Script Analysis (THR 2103)	3
Rehearsal & Performance II (THR2051)	1
Computer Concepts & Applications (CIT 1003)	3
College Algebra (MAT1023)	3
English Composition II (ENG 1013)	3
Term Total	16

Third Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Play Production/Directing (THR 2003)	3
Rehearsal & Performance III (THR 2061)	1
Public Speaking (COM 1203)	3
Introduction to Literature (ENG 1073)	3
Introduction to Dramatic Literature (ENG 2043)	3
Arts/Humanities Elective	3
Social/Behavioral Science Elective	3
Term Total	19

Fourth Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Playwriting (THR 1093)	3
Rehearsal & Performance IV (THR2071)	1
Laboratory Science Elective	5
Contemporary Dramatic Literature (THR 2083)	3
Arts/Humanities Elective	3
Social/Behavioral Science Elective	3
Term Total	18
Total	69

Theatre Arts
Degree: Associate of Arts
Technical/Production Track

Suggested Four Semester Plan

First Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Acting I (THR 1023)	3
Theatre Appreciation (THR 1013)	3
Stagecraft I (THR 1033)	3
Technical Theatre Lab I (THR 1061)	1
English Composition I (ENG 1003)	3
Computer Concepts & Applications (CIT 1003)	3
Term Total	16

Second Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Script Analysis (THR 2103)	3
Stage and Theatre Management (THR 2073)	3
Technical Theatre Lab II (THR1071)	1
Public Speaking (COM 1203)	3
English Composition II (ENG 1013)	3
College Algebra (MAT 1023)	3
Term Total	16

Third Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Theatrical Design I (THR 2083)	3
Technical Theatre Lab III (THR 2021)	1
Computer Aided Design	3
Introduction to Dramatic Literature (THR 2043)	3
Arts/Humanities Elective	3
Social/Behavioral Science Elective	3
Term Total	16

Fourth Semester	
<i>Course Title</i>	<i>Credit Hours</i>
Theatrical Design II (THR2183)	3
Technical Theatre Lab IV (THR 2041)	1
Laboratory Science Elective	5
Contemporary Dramatic Literature (ENG 2083)	3
Arts/Humanities Elective	3
Social Behavioral Science Elective	3
Term Total	18
Total Credits	66

Veterinary Technology
Degree: Associate of Applied Science

Web Design and Development
Degree: Associate of Applied Science

The Independence Community College Veterinary Technology Program curriculum is designed in accordance with the American Veterinary Medical Association Policies and Procedures for veterinary technician education. Seventeen hours of pre requisite course work prepares students for program rigor. All pre requisite work must be completed with a letter grade of C or better. Students may then submit completed applications to the admissions committee. All qualified applicants are invited for a personal interview. Upon acceptance into the program, subsequent course work offers educational tracts for domestic and exotic animal species including a zoo externship. Completion of the 81 program hours prepares students for the multi-faceted role of veterinary technician in the work place. Veterinary Technology is a selective admission program. For information about applying, contact Admissions.

Suggested Semester Plan

Summer Session:

<i>Prerequisites</i>	<i>Credit Hours</i>
English Composition I (ENG1003)	3
Biology I (BIO1115)	5
General Chemistry (PHS1015)	5
Introduction to Vet Tech (VET1033)	3
Term Total	16

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Animal Facility Management I	2
Anatomy & Physiology of Domestic Animals (VET 1005)	5
Interpersonal Communication or Public Speaking (COM 1233 or COM 1203)	3
Math for Veterinary Medicine (VET 1043)	3
Veterinary Pharmacology (VET 2103)	3
Term Total	16

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Zoo Internship (VET 2222)	2
Animal Facility Management II (VET 1012)	2
Small Animal Health Care (VET 1104)	4
Lab, Wild, and Exotic Animal Tech (VET 2213)	3
Principles of Anesthesiology (VET 1013)	3
Term Total	14

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Clinical Pathology I (VET 2003)	3
Large Animal Health Care (VET 1022)	2
Veterinary Microbiology (VET 2004)	4
Veterinary Surgical Nursing & Clinical Skills (VET 2116)	6
Radiology Ultrasound, and Diagnostic Imaging (VET 1113)	3
Term Total	18

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Clinical Pathology II (VET 2203)	3
Large Animal Technology (VET 2013)	3
Board Review for Vet Techs (VET 2113)	3
Vet Tech Office Practices (VET 1023)	3
Clinical Internship (VET 2114)	4
Term Total	16
TOTAL	80

Suggested Four-Semester Plan

First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Keyboarding I (OTC1001)	1
Computer Concepts & Applications (CIT 1003)	3
Microeconomics (BUS 2023)	3
Exploring the Internet (CIT 1012)	2
Web Design and Development (CIT 1033)	3
College Algebra (MAT 1023)	3
Human Relations in Business (MDM1033)	3
Term Total	18

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Computer Information Systems (CIT 2003)	3
Advanced Web Design and Development (CIT 2143)	3
Business Communication (BUS 2013)	3
Commercial Art (AED 2093)	3
Term Total	15

Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Programming Language Elective**	3
Introduction to Electronic Commerce (CIT 2073)	3
Business Mathematics (BUS 1013)	3
HTML (CIT 1063)	3
Business Communication (BUS 2013)	3
Program Elective**	3
Systems Analysis and Design (CIT2063)	3
Term Total	18

Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Adobe Animate (CIT1042)	2
Introduction to Accounting (ACC 1003)	3
Business Ethics (BUS2113)	3
Internship and Seminar (CIT 2023)	3
Term Total	17
TOTAL	62

*See Courses that meet General Education Graduation Requirements for a list of courses meeting the math/science, arts/humanities, and social/behavioral science requirements.

Suggested Program Electives:

Introduction to Video Game Design & Development (GME 1003)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Design I (AED 1003)	

** See Program Advisor.

Web Design and Development

Degree: Technical Certificate

**Suggested Two-Semester Plan
First Semester:**

<i>Course Title</i>	<i>Credit Hours</i>
Keyboarding (OTC 1001)	1
Computer Concepts & Applications** (CIT 1003)	3
Web Design and Development (CIT 1033)	3
Introduction to Electronic Commerce (CIT 2073)	3
HTML (CSE 1063)	3
Systems Analysis and Design (CIT 2063)	3
Human Relations in Business (MDM 1033)	3
Term Total	19

Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Computer Information Systems (CIT 2003)	3
Commercial Art (AED 2093)	3
Business Ethics (BUS 2113)	3
Advanced Web Design and Development (CIT 2143)	3
Adobe Animate	2
Internship and Seminar (CIT 2023)	3
Term Total	17
TOTAL	36

** See Program Advisor

Welding

Degree: Certificate

Course Title

Welding Safety/OSHA 10 (IND 1301)	1
Welding Cutting Processes (IND 1333)	3
Gas Tungsten Arc Welding (GTAW)	3
Shielded Metal Arc Welding (SMAW)	3
Gas Metal Arc Welding (GMAW)	3
Welding Blueprint Reading (IND 1343)	3
TOTAL	16

Woodworking

Degree: Certificate

Course Title

<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Industrial Technology (IND 1173)	3
Introduction to Computer Aided Drafting (DDT 2023)	3
Blueprint Reading (DDT 2913)	3
Cabinet & Furniture Making I (IND 1183)	3
Cabinet & Furniture Making II (IND 1193)	3
TOTAL	15

COURSE DESCRIPTIONS

ACCOUNTING

Introduction to Accounting (ACC1003) 3 hrs.

Instruction in the fundamental principles of financial accounting. Includes application of accepted principles and procedures for recording business transactions, use of ledgers, financial statement preparation, debt management, receivables management, methods of depreciation, and methods of inventory.

Accounting II (ACC1023) 3 hrs.

Emphasis on accepted accounting concepts and principles, accounting for partnerships, accounting for corporations, stockholders' equity, corporate earnings, dividends, long-term liabilities and investments, consolidated financial statements, and financial statement analysis. **Prerequisite: Introduction to Accounting (ACC1003) with a minimum grade of "C".**

Computerized Accounting (ACC1033) 3 hrs.

Using computers and integrated accounting software, students will transact and complete service and merchandise oriented accounting procedures and activities for sole proprietorship, partnerships, and corporations. Includes general ledger, subsidiary ledgers, accounts receivable, accounts payable, voucher system, financial statement analysis, depreciation, inventory and payroll applications, and integration of these activities with word processing and spreadsheet applications. **Prerequisite: Introduction to Accounting (ACC1003) with a minimum grade of "C".**

Financial Accounting (ACC1044) 4 hrs.

Designed as the first sequential accounting course for students to study accounting as an information development and communication function that supports economic decision-making. The knowledge and skills provided by this course facilitate subsequent academic work in accounting or directly related disciplines. The course provides the foundation for students to analyze, interpret and record economic transactions; prepare external financial statements in accordance with generally accepted accounting principles; perform financial statement analysis; derive information for personal or organization decision making; and understand business, governmental, and other organizational entities.

Intermediate Accounting (ACC2013) 3 hrs.

Continuation of financial accounting concepts, principles, theory and practice. Includes financial accounting considerations and examinations beyond the scope of the first-year of study. Includes more complex accounting issues relating to asset management, current liabilities, annuities, present value, future value, debt management, and stockholders' equity transactions. **Prerequisite: Accounting II (ACC1023) with a minimum grade of "C".**

Managerial Accounting (ACC2033) 3 hrs.

Provides instruction in fundamental of managerial accounting, cost accounting systems, and managerial planning and control decisions necessary to analyze and interpret data. Emphasis on strategies for setting and achieving operational goals and objectives.

ALLIED HEALTH

Activity Director /Social Services

Designee (HEA1426) 3 hrs.

This course will meet the requirements established by the Kansas Department of Aging and Disability Services (KDADS) for the position of Activity Director in a long-term care facility. The student may be state-certified as an Activity Director, only, or this may be combined with other geriatric and long-term care certificates. This course will meet requirements established by the Kansas Department of Aging and Disability (KDADS) for the Social Services Designee for employment in Long Term Care.

Certified Nurse Aide (CNA) (HEA1216) 6 hrs.

This course is designed to teach the concepts of direct patient care and apply current nursing assistant practice to possible patient/resident. A 90-hour course specializing in training for long-term care facilities and elderly care. Successful completion of this class will allow the student to challenge the Kansas State Examination and become certified by the Kansas Department of Aging and Disability Services (KDADS). **Prerequisite: A score of 235 or higher on the CASAS test.**

Home Health Aide (HHA) (HEA1201) 1 hr.

This course is built upon the basics of CNA training, and will acquaint the student with the home care environment. Students will perform specialized skill needed when caring for the patient living at home. This course is built upon the Kansas Certified 20-Hour Home Health Aide Curriculum Guidelines from the Kansas Department Aging and

Disability Services (KDADS). **Prerequisite: Kansas certified nurse aide certification, and must successfully pass the CASAS reading test (8th grade level).** Successful completion of this class will allow the student to take the Kansas State Examination and become certified by the State Department of Health and Environment.

Medication Aide (CMA) (HEA1225) 5 hrs.

A 75-hour course designed to promote specific skills required in the performance of certain duties and responsibilities in administering medication safely. Successful completion of the class will allow the student to take the Kansas State Examination and become certified by the Department of Aging and Disability Services (KDADS).

Prerequisite: Kansas certified nurse aide certification, and must successfully pass the CASAS reading test (8th grade level). Students must be 18 years of age to take the course.

Medication Aide Recertification (HEA1261) 1 hr.

A 15-hour course that provides mandatory continuing education required by Kansas Department of Aging and Disability Services (KDADS) for the certified medication aide. Successful completion of this course meets the two-year requirement for updating the certificate for a certified medication aide. Prerequisite: Current Kansas Medication Aide certification

Paid Nutrition Assistant (HEA1001) 1 hr.

This course is designed to prepare individuals to become paid nutrition assistants in an adult care home. These individuals provide assistance with eating to residents identified by the supervisory nurse, those without complicated feeding problems. Nutrition Assistants provide services under the direct supervision of a licensed nurse on duty in the adult care home.

Personal and Community Health (HEA1053) 3 hrs.

Designed to give the student basic health concepts and relate these to current local, state, national, and world development of the individual, an understanding of bodily functions as related to the environment, mental health, nutrition, diseases, drugs, sex, and reproduction. Required for students majoring in health, physical education, recreation, coaching and elementary teaching. Recommended for majors in secondary teaching, prospective parents, and those students planning to terminate their formal education with community college.

Restorative Aide (HEA1262) 2 hrs.

This course is designed to provide individuals with the skills necessary to perform restorative procedures in a nursing home under the supervision of a registered nurse and/or a physical therapist. These skills include range of motion, ambulation, and daily living training.

Spanish for Health Care Professionals (HEA1022) 2 hrs.

You will learn basic Spanish phrases, commands, and questions that are needed by non-Spanish speaking nurses where Spanish-speaking patients are present. This program also contains the following English/Spanish glossaries: The Human Body; Diseases, Disorders, Injuries, and Accidents; Conditions and Symptoms Glossary; Operations and Procedures Glossary; Places in the Hospital; The Hospital Room; Medical Personnel; Pharmacological Terms; Sexual Terminology; and Problem Words.

ARCHITECTURAL ENGINEERING TECHNOLOGY

Architectural Detailing (ARC2003) 3 hrs.

Requires six hours lab each week. Designed to provide the student with drafting training and experience in various areas of architectural technology. Emphasizes drafting fundamentals, techniques, procedures, and current practice in areas of site plans and profiles, structural details, pipe drawings and details, and welded structures. The course project involves complete working details and mechanical schematics and layout of a residential design. **Prerequisite: Engineering Graphics I (DDT1003) and Residential Drafting & Planning (ARC1003) or equivalent.**

Independent Study: Architectural Technology (ARC2051,2053, 2054, 2055) 1-5 hrs.

An individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 2051 -- 1 cr. hr., 2052 -- 2 cr. hrs., 2053 -- 3 cr. hrs., 2054 -- 4 cr. hrs., and 2055 -- 5 cr. hrs. Class assignments and work load established on a contract basis, generally one contract hour per credit hour per week in the form of appointments with instructor, consultation with project personnel, class work, and report and progress sessions. Design and drafting problems may include the development of an engineering project from concept, research, design, and drafting of the assigned project and its presentation for final evaluation. Prerequisite: Sophomore level, engineering technology core classes and mathematics level to calculus.

Residential Drafting & Planning

(ARC1003)

3 hrs.

Six hours lab each week. Fundamental principles of efficient house planning with the correlation of architectural drafting techniques. Emphasis on standard construction materials and building codes. Drawings include plot plan, footing, foundation, floor plans, elevations, sections, and electrical and mechanical installations.

ART

Art Appreciation (AED1043)

3 hrs.

Understanding, appreciation, and perception of the elements and principles of art used to create drawings, painting, graphics, sculptures, etc. Important periods of art history are presented by lectures, slides, films, and filmstrips. Self expression is stressed as the student is introduced to art experience in the classroom.

Ceramics I (AED2023)

3 hrs.

A basic course stressing self-expression through the building and modeling of hand-built and wheel-thrown pots. The student is instructed in the use of chemical glazes and the loading and firing of the kiln.

Ceramics II (AED2043)

3 hrs.

An advanced course stressing self-expression through the building and modeling of hand-built and wheel-thrown pots. The student is instructed in advanced pottery creating techniques and glaze mixing.

Comics & Cartooning I (AED1001)

1 hr.

An introduction to and overview of the art of cartooning and storytelling via sequential art. Emphasizes visual narrative, the art of caricature, and the tools and techniques used in the creation of comic strips, comic books, and graphic novels.

Commercial Art: Photoshop (AED2091)

1 hr.

Includes the fundamentals of design, layout, and type design. Students will learn to understand layout and design of newspapers and magazine pages; layout, design and execution of print advertisements; and layout and design of product brochures. Students will gain familiarization with typefaces, type selection, tools and basic techniques used in commercial art. This is a one hour course focusing on the artistic use of Adobe Photoshop.

Commercial Art I (AED2093)

3 hrs.

Includes the fundamentals of design, layout, and type design. Students will learn to understand layout and design of newspapers and magazine pages; layout, design and execution of print advertisements; and layout and design

of product brochures. Students will gain familiarization with typefaces, type selection, tools and basic techniques used in commercial art.

Design I (AED1003)

3 hrs.

Laboratory problems that stress the importance of the elements and principles of design to create two- and three-dimensional designs. Reading assignments, slides and film strips to emphasize design in the home, in the community and in industry.

Design II (AED1103)

3 hrs.

Design II is an introduction to the three dimensional aspects of design through the study and creative use of the three dimensional elements and principles. Students will work with a variety of materials to solve problems that apply to fine and applied visual design. Lectures, reading assignments, design problems will emphasize the basics of design in the home, in the community, and in industry as well as in visual arts.

Drawing & Composition (AED1023)

3 hrs.

A creative course stressing a variety of approaches to the perceptual understanding of still-life, landscape, figure and portrait subjects. Stress is placed on composition, using all types of drawing media. A portfolio of the student's drawings will be presented for grading at the end of the semester.

Independent Study: Art (AED1201, 1202, 1203)

1-3hrs.

An individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 1201 -- 1 cr. hr., 1202 -- 2 cr. hrs., 1203 -- 3 cr. hrs. 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 instructor, consultation with project personnel, class work, and progress sessions. **Prerequisite: Consent of instructor.**

Painting I (AED1033)

3 hrs.

Students start at their own levels of experience and explore the use of compositions, value and color in creating realistic and abstract and non-objective painting. The media covered includes watercolor, acrylics, and oils. **Prerequisite: None (Drawing is desirable but not essential).**

Stained Glass (AED1163)

3 hrs.

An introductory course to the creative art of stained glass. Emphasis will be placed upon the areas of cutting, foiling, and soldering of materials.

ATHLETIC TRAINING

Introduction to Athletic Training (ATH1003)

3 hrs.

This course is designed to introduce the student to the profession of athletic training. Upon the completion of this course, the student will have the basic understanding of the principles, practices, and techniques used in prevention, management, and rehabilitation of athletic injuries.

Care & Prevention Athletic Injuries (ATH1103)

3 hrs.

This course is designed to familiarize the student with the most prevalent sports injuries and their effective management. The practical aspects of care, prevention, and reconditioning of athletic injuries will be stressed. The role of the athletic training profession in the sports medicine system will also be discussed.

First Aid Responding to Emergencies (ATH1013)

3 hrs.

The purpose of this course is to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life and minimize pain and the consequences on injury or sudden illness until medical help arrives. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course teaches the first aid skills the citizen responder will need in order to act as the first link in the Emergency Medical Services (EMS) system. This course also emphasizes prevention of injuries and illness, with a focus on personal safety and health. Using a healthy lifestyle awareness inventory, participants will assess their environment and personal habits to reduce their risk of injury and illness.

Functional Kinesiology (ATH1063)

3 hrs.

Topics include: The study of anatomy, osteology and the muscular system which affect and/or are affected by movement and sports-related performance. This class will include an introduction to motion; survey of the skeletal system; articular system; muscular system; nervous system; muscle attachments; and muscle functions and innervations. Also, includes instruction in goniometric measurements.

Practicum in Athletic Training I (ATH1002)

2 hrs.

At the conclusion of this practicum, the student will be able to explain and demonstrate the basic theories supporting the uses of therapeutic modalities and therapeutic exercise, and the evaluation/assessment of injuries to athletes. The student will demonstrate a functional

understanding of the major muscle groups of the human body. The student will be able to discuss and explain the duties and responsibilities of a certified athletic trainer (ATC). Direct work with specific athletic teams will facilitate the practicum. This practicum will be hands-on, and conducted under the direct supervision of a certified/licensed athletic trainer. This class is intended for athletic training and other allied health students.

Practicum in Athletic Training II (ATH2002)

2 hrs.

At the conclusion of this practicum, the student will be able to explain and demonstrate a variety of basic principles and practices in athletic training, including the essentials of record keeping, athletic injury taping and strapping techniques, and introduction to the supervised use of and safety procedures for therapeutic modalities and therapeutic exercise equipment. Major anatomical landmarks and basic anatomy of the major joints of the human body will be identified and palpated. This practicum, intended for athletic training and other allied health students, will be hands-on and conducted under the direct supervision of a certified/licensed athletic trainer.

AUTOMOTIVE TECHNOLOGY

Automotive Technology Practicum (IND1156)

5 hrs.

In this course students will gain modern automotive technology field experience, emphasizing the construction, operation, diagnosis, service, and repair of late model automobiles and light trucks. **Prerequisites: Introduction to Automotive Technology.**

Brakes I (IND1133)

3 hrs.

This course is a thorough and detailed study of brake system theory and functional operation and principles of hydraulic systems as it applies to braking system operation. Practical applications of all phases of brake work including complete system service of disc and drum brake systems, parking brake systems, power assist devices and machining of brake disc and drum. **Prerequisite: Introduction to Automotive Technology.**

Electrical I (IND1143)

3 hrs.

In this course students will complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical systems faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements

using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities. **Prerequisite: Introduction to Automotive Technology.**

Engine Performance I (IND1153) 3 hrs.
In this course student will complete work order and check history; identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities. **Prerequisite: Introduction to Automotive Technology.**

Introduction to Automotive Technology (IND1123) 3 hrs.
A comprehensive, technical level course to instruct students in the knowledge and skills common to automotive operation and repair.

Suspension & Steering I (IND1163) 3hrs.
In this course students will document fundamental suspension systems concern; perform fundamental diagnostics of steering systems; perform fundamental repairs of suspension systems. **Prerequisites: Introduction to Automotive Technology.**

BIOLOGICAL SCIENCE

Anatomy and Physiology (BIO2045) 5 hrs.
Three credit hours lecture and two credit hours of lab. This course is an introductory study of the structure and functions of the human body suitable to transfer for biology, nursing, physical therapy, and other health related fields. Emphasis is placed on both the anatomy and physiology of the organs and body systems and the interactions between them. Detailed review of tissue histology is included in laboratory exercises. Other laboratory exercises include dissections of sheep brains, eyes, hearts kidneys and cats. Physiology experiments include examination of electrocardiograms, isolated muscle responses on physiographs, and simulated blood work. Offered during the fall and spring semesters. **Prerequisite: None**

Biology I: Principles of Cellular & Molecular Biology (BIO1115) 5 hrs.
A course organized around concepts fundamental to the better understanding of living organisms for the biology majors who will take advanced biology courses, and for those entering the medical fields. Content covered will include basic biochemistry, cell structure and function, metabolism, energy transfer, cell division, Mendelian and molecular genetics, and cell physiology. Three credit hours of lecture and 2 credit hours of lab **Prerequisite: None.**

Biology II: Principles of Organismal Biology (BIO2115) 5 hrs.
Three credit hours of lecture and two credit hours of lab. The classroom time includes discussions, labs, exams, and completing educational outcomes in course syllabus. A course organized around concepts fundamental to an understanding of the principles of organismal biology specifically designed for the biology major. Classification, taxonomy, evolution, evolutionary relationships, kingdoms, phyla, life cycles, plant anatomy and physiology, animal anatomy and physiology, biological basis of behavior, and ecological interactions are examined in the course. Laboratory studies include the culture and growth of monerans, protists, plant structure, and animal dissection. **Prerequisite: Biology I: Principles of Cellular and Molecular Biology or permission of instructor**

Environmental Biology (BIO2035) 5 hrs.
This is an introductory environmental science class designed for non-science majors to fulfill an introductory biology requirement. This is an interdisciplinary course that deals with environmental contributions to human life and the problems that are caused by humans' use of the natural world. Three credit hours of lecture and two credit hours of lab.

General Biology & Lab for Non Majors (BIO1005) 5 hrs.
A course organized around concepts and themes fundamental to an understanding of the nature of living organisms and their interactions with the environment and each other. Content covered will include basic chemistry and biochemistry, cellular structure, metabolism, Mendelian genetics, evolution, and diversity of life. A minimum of six hours of classroom work required per week, including: lectures, discussions, labs, tests, computer mediated instruction, and completing educational objectives in course syllabus. Three credit hours of lecture and two credit hours of lab. **Prerequisite: None**

Independent: Study Biology (BIO1031, 1032, 1033, 1034, 1035) 1-5 hrs.

An individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 1031 -- 1 cr. hr., 1032 -- 2 cr. hrs., 1033 -- 3 cr. hrs., 1034 -- 4 cr. hrs., 1035 -- 5 cr. hrs. Class assignments and work load will be established on a contract basis. Students can generally anticipate two hours work per week in the form of appointments with instructor, study or research per hour of credit. **Prerequisite: Consent of instructor.** Offered if sufficient demand and available instructor.

Microbiology (BIO2055) 5 hrs.

A course organized around concepts fundamental to the better understanding of microorganisms. Emphasis is on bacteria and viruses but protozoans, fungi and algae are also included. Fundamental theories and techniques of culturing, staining and identifying microorganisms by various laboratory techniques are illustrated. Content covered will include structure of prokaryotic cells, microbial metabolism, microbial growth, microbial genetics, principles of disease and epidemiology, microbial mechanisms of pathogenicity, innate and adaptive immunity, and antimicrobial drugs. The major groups of pathogens of interest to related fields of the health professions are also included in the study. Three credit hours of lecture and two credit hours of lab. **Prerequisite: None, however, General Biology is strongly recommended**

Nutrition (BIO2053) 3 hrs.

This course provides an overview of the basic nutrition required by the human body for balancing energy needs, well-being, and to maintain proper health. It focuses on the compositions of three basic nutrients, carbohydrates, lipids, and proteins in addition to water, vitamins, minerals and relates their roles in human health and fitness. Emphasis is also placed on common nutrition myths and the nutrition information presented in the media. Health topics include obesity, energy balance and weight control, designing a healthy diet, sports nutrition and nutritional needs across the life span. Issues facing society, including food safety, use of supplements, and eating disorders are also discussed. **Prerequisite: None**

Prehistoric Life (BIO1053) 3 hrs.

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.

BUSINESS / ENTREPRENEURSHIP

Business Communication (BUS2013) 3 hrs.

Stresses the principles of business writing and gives students extensive opportunities to apply these principles to writing situations by formatting documents using selected computers and word processing software. Provides an opportunity to develop communication and critical thinking skills and strengthen organizational and presentation skills. **Prerequisite: Instructor will assess keyboarding skill.** A Keyboarding or Keyboarding and Formatting class may be needed.

Business Ethics (BUS2113)

This is a case study based course that will look at ethical dilemmas in the workplace as well as the ethical treatment of employees, stakeholders, and co-workers. Business ethics looks at business decisions and investigates the motivations involved in making those decisions while understanding that the decisions are not just considered "good" or "bad".

Business Law (MDM2013) 3 hrs.

Covers major fields of business law, law of contracts in general, law of sales, law of instruments, agency, bailments, partnerships, corporations, torts, and real property.

Business Mathematics (BUS1013) 3 hrs.

Provides an intensive review of basic math and introduces business math applications using the electronic calculator and computer 10-key pad (touch system). Special emphasis is given to business situations and problems involving payroll, mathematics of buying and selling, simple and compound interest, bank discount loans, investments, real estate mathematics, inventory and overhead, depreciation, taxes, insurance, financial statement analysis, statistics and graphs. Business software is used in solving selected application problems.

Business Statistics (BUS2043) 3 hrs.

Basic statistics course for business, social science, math or science majors. Topics covered: General statistical vocabulary with the algebraic essentials in operations for sets and systems of counting, probabilities, and evaluations and composition, random variables, and distributions. Required for Business Administration majors. **Prerequisite: College algebra or equivalent.**

Entrepreneurial Mindset (MDM 1613) 3 hrs.

Upon completion of this course, students will develop an “entrepreneurial mindset”—the underlying beliefs and assumptions that drive the behaviors that allow entrepreneurs to succeed.

In today’s global entrepreneurial economy, all members of society—whether self-employed or employed by others—will benefit from understanding and embracing an entrepreneurial mindset.

Entrepreneurship, A Small Business Approach (MDM2003) 3 hrs.

This course examines the fundamental concepts required to start and operate a small business, including financing, marketing and operations, and innovation, as well as analysis of individual qualifications necessary for small business management.

Ethics in Leadership (MDM1323) 3 hrs.

This interdisciplinary course discusses and explores the importance of ethics in decision making and the results of the lack of ethics in a historical perspective.

Human Relations in Business (MDM1033) 3 hrs.

People entering the workforce will discover that human relations skills are more important than ever before. The most effective human relations skills include communication, self-awareness, self-acceptance, motivation, trust, self-disclosure, and conflict management. These skills will be discussed at length in the course. Students will develop self-awareness and personal assessment and learn about work adjustment, job satisfaction, and productivity.

Introduction to Entrepreneurship (MDM1203) 3 hrs.

This course introduces students and aspiring entrepreneurs to the many elements of the entrepreneurial process required to be a successful small business owner; elements in addition to a particular skill, ability or passion the entrepreneur may possess. Upon completion, participants will know whether to pursue their passions as small business owners or as employees working for others. Those wishing to forge ahead with starting their own business will have a good introduction to the many skills and elements required to run a successful small business.

Introduction to Leadership Concepts (MDM1303) 3 hrs.

This course utilizes case studies to provide practical strategies for becoming a more effective leader. Students will study a variety of theories, approaches, and styles to handle conflict and engage their own as well as other’s strengths.

Leadership Development (BUS2163) 3 hrs.

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

Macroeconomics (BUS2033) 3 hrs.

General survey of our present economic system. Practical and theoretical considerations given to such topics as national income, employment, and economic growth. Foundation course for all specialized studies in economics.

Microeconomics (BUS2023) 3 hrs.

Covers market and price systems, the allocation of resources, the distribution of income, budgets, deficits, taxes, fiscal and monetary policy.

Office Machines (BUS1103) 3 hrs.

This class is designed for students with little or no previous 10-key experience. The class emphasizes fundamental 10-key skills as well as technique. Speed is stressed and daily practice is expected in order for the student to gain sufficient skill and speed to pass the class. Touch 10-key operations without looking at the keys is taught as well as realistic business applications performed on the calculator.

Personal Finance (BUS1003) 3 hrs.

Study of budgeting income, borrowing money, investing savings, paying taxes, buying a home, purchasing insurance, and other activities relating to management of personal financial matters. Designed for continuing education, general education, and business students.

QuickBooks® for Small Business (MDM2123) 3 hrs.

This course provides the fundamental concepts required to plan and develop a solid financial and informational recordkeeping system; a cornerstone for any successful business. Using the GoVenture online business simulation and QuickBooks® Learning Guide and sample software, participants will learn the basic terms, mathematical principles and format of various forms, lists, registers

and reports necessary to manage small business financial information making it available for better financial decisions. This background knowledge is helpful not only in using QuickBooks® but also in understanding how other computerized systems process financial data.

Small Business Web (MDM2133) 3 hr.

Attracting new customers through a pleasing and well organized web site must now be part of everyone's marketing plan. Today's customers want to learn about you and your company, at any time, through your web site. Many expect to be able to purchase your products through your web site. In this course, you'll develop your web site, including all the features to attract and retain customers as well as the functionality to take orders and sell products. We'll also cover email marketing and how to integrate a presence in social networks like Facebook, YouTube and Twitter into your Internet marketing strategy.

CIVIL ENGINEERING
TECHNOLOGY

Independent Study: Engineering Technology (CIV2051, 2052, 2053, 2054, 2055) 1-5 hrs.

An individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 2051 -- 1 cr. hr., 2052 -- 2 cr. hrs., 2053 -- 3 cr. hrs., 2054 -- 4 cr. hrs., and 2055 -- 5 cr. hrs. 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 instructor, consultation with project personnel, class work, and report and progress sessions. Design and drafting problem(s) may include the development of an engineering project from concept, research, design, and drafting of the assigned project and its presentation for final evaluation. **Prerequisite: Sophomore level, engineering technology core classes, and mathematics level to calculus.**

Introduction to Technology Systems (CIV1053) 3 hrs.

An introductory study of the systems of technology as applied to communication, manufacturing, construction, and power/energy/transportation; including their organization, techniques, resources, products, evolution, and impact on society. The format is lecture-demonstration with related application activities.

COMMUNICATION

Directed Studies in Photo Journalism (COM2413) 3 hrs.

Focuses on the special photographic needs of journalistic publications. Directed studies include news, features, and sports photography. **Prerequisite: Photography I (COM1403)**

Independent Study: Photography (COM2401, 2402, 2403) 1-3 hrs.

An individually structured course. 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 instructor, consultation with project personnel, class work and report, and progress sessions. **Prerequisite: Consent of instructor**

News Writing I (COM1003) 3 hrs.

Focuses on the elements of news writing: writing leads, structuring and refining the straight news story, rules of style, interviewing techniques, determining news values, and writing headlines. An introduction to the principles of newspaper design and laboratory practice in writing sports stories, editorials, columns, news and feature stories.

News Writing II (COM1013) 3 hrs.

Emphasizes advanced reporting assignments. Reporting speeches, reviewing, criticism, writing longer feature and news stories, writing interpretive and investigative news articles, editing, polishing interviewing techniques and advanced publication design will be at the core of instruction. **Prerequisite: News Writing I (COM1003)**

Photography I (COM1403) 3 hrs.

The course introduces students to the equipment and basic concepts of photography, using camera controls to affect exposure, focus, and composition of an image. Students will gain a working knowledge of digital or single lens reflex cameras and lenses, as well as an introduction to imaging software.

Photography II (COM1413) 3 hrs.

An advanced course for experienced photographers who want to expand their knowledge of photography principles, and to attempt more challenging projects, using professional quality single-lens reflex or larger format photography equipment. **Prerequisite: Photography I (COM 1403) or consent of instructor**

**Interpersonal Communication
(COM1233)**

3 hrs.

This course involves the study of communication in human relationships with particular emphasis on communication problems and breakdowns. Features structured experiences, group interaction, and readings intended to improve the participants' interpersonal communication. Written and oral presentations of skills projects are required. Fulfills requirement for communication at ICC.

Public Speaking (COM1203)

3 hrs.

This course is specifically designed for students who have had one semester or less of high school speech. It is a basic course designed to prepare students to communicate effectively, with emphasis on public speaking. Instruction is given in the planning and construction of a speech as well as its delivery. Fulfills requirement for communication at ICC.

**COMPUTER AND INFORMATION
TECHNOLOGY**

Cloud Computing (CIT2123)

3 hrs.

This course will ensure that the student has the knowledge and skills required to understand standard Cloud terminologies/methodologies, to implement, maintain and deliver cloud technologies and infrastructures (e.g. server, network, storage, and virtualization technologies), and to understand aspects of IT security and use of industry best practices related to cloud implementations and the application of virtualization.

Computer & Network Security (CIT2103)

3 hrs.

This course will ensure that the student has the knowledge and skills required to identify risk, to participate in risk mitigation activities, and to provide infrastructure, application, information, and operational security. In addition, the successful candidate will apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations.

Computer & Network Storage (CIT2113)

3 hrs.

This course will ensure that the student has the knowledge and skills required to configure basic networks to include archive, backup, and restoration technologies. Additionally, the successful candidate will be able to understand the fundamentals of business continuity, application workload, system integration, and storage/system

administration, while performing basic troubleshooting on connectivity issues and referencing documentation.

Computer Applications I

1-3 hrs.

Designed to cover the latest computer software applications.

CIT1651 - Word I/Windows

CIT1202 - Excel I/Windows

CIT1552 - Access I/Windows

CIT1251 - PowerPoint/Windows

CIT1032 - Publisher/Windows

**Computer Applications I: Adobe Animate
(CIT1042)**

2 hrs.

The purpose of this course is to create rich, interactive content by using software that is one of the industry-leading authoring environments for creating engaging interactive experiences. Students will use 3D transformation and animation. Learn how to create basic Flash animations and movies using the timeline. Find out how to navigate the Flash interface, create new Flash files, set stage properties, import images into Flash, create and work with text, create and format drawing objects and add layers. Discover how the timeline in Flash can be used to create basic frame-by-frame animations and motion timed animation.

Computer Applications II

1-3 hrs.

Designed to cover the latest computer software applications. Computer software applications courses include:

CIT1662 - Word II/Windows

CIT1212 - Excel II/Windows

CIT1562 - Access II/Windows

**Computer Concepts & Applications
(CIT1003)**

3 hrs.

This course is designed to provide the student with an introduction to computers and information technology (IT) for students desiring to learn what a computer is, how a computer functions, how a computer is controlled, and how computers are applied to the solution of business and related problems in modern society. Extensive hands-on learning of the Windows environment, the World Wide Web, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint will be employed in this course. **Prerequisite: None**

**Computer Information Systems
(CIT2003)**

3 hrs.

Surveys computing, computers, and computer applications in the business environment. The student will learn techniques for representing information and of problem solving found in the successful uses of computers in

business. Provides concepts in solving various business problems using a variety of support systems. **Prerequisite: Computer Concepts & Applications (CIT1003) or consent of instructor**

Exploring the Internet (CIT1012) 2 hrs.

Provides the student with an introduction to the Internet, Search Engines, Electronic Mail, Downloading & Installing Software, Web Design Concepts and Internet Relay Chat. Students will have hands-on experience at accessing useful and entertaining Web sites. Browser management activities will allow students to alter browser settings such as changing the Start and Search page and setting restrictions on the History folder and unwanted Internet content. Search and meta-search engines will be explored and used for performing research. Downloading programs, working with electronic mail, and Internet Relay Chat will also be discussed.

Introduction to Electronic Commerce (CIT2073) 3 hrs.

The purpose of this course is to describe what Electronic Commerce is and how it is being conducted and managed. To assess its major opportunities, limitations, issues, and risks in the social-computing business environment. As Electronic Commerce and e-business continue through periods of changing new technologies and ideas, careful attention is drawn to strategy, implementation, and profitability. Finding that E-Commerce is not just about technology, it is also about commerce and people. This is a course for people with interest in the area of managers and professional persons in any functional area of business in all industries. People in government, education, health services, and other areas also will benefit from learning about Electronic Commerce.

Introduction to Video Game Design & Development (GME1003) 3 hrs.

This course provides basic concepts and techniques for electronic game design and development. To help students become better prepared for interest or careers in the game industry by providing them with a thorough background in all aspects of the game industry and the game development and interactive design process. **Prerequisite: A "C" or better in Computer Concepts & Applications or Computer Information Systems**

Internship/Seminar: Computer & Information Technology (CIT2023) 3 hrs.

This course allows students to gain exposure to a profession or field and more in-depth knowledge of a career in the field of computers and information technology. Through the Internship and Seminar course, a student

earns credit by combining the fieldwork with more traditional academic projects under the direction of an ICC instructor. An internship enhances classroom learning and adds a new dimension to a student's academic program. **Prerequisite: Computer Concepts & Applications, Computer Information Systems, One Programming Language course -- C++, Visual Basic, or Java, Business Communication or Technical Writing**

Mobility (CIT 2133) 3 hrs.

This course will ensure that the student has the knowledge and skills required to understand and research capabilities of mobile devices and features of over-the air technologies. The successful candidate will also deploy, integrate, support and manage a mobile environment ensuring proper security measures are implemented for devices and platforms while maintaining usability.

Networking (CIT2066) 6 hrs.

This course will ensure that the student has the knowledge and skills required to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. The candidate will have a basic understanding of emerging technologies including unified communications, mobile, cloud, and virtualization technologies.

PC Repair & Maintenance (CIT2076) 6 hrs.

This course will ensure that the student has the knowledge and skills required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. Successful candidates will also provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment.

Server Administrator (CIT2053) 3 hrs.

This course presents a foundational approach to implementing Internet services. Students will learn management concepts using the most common server software programs; configure Domain Name System (DNS) services; configure servers to use TCP/IP; install and configure web, e-mail, newsgroup and proxy servers; how to connect e-commerce databases to web servers; how to enable CGI on servers; and to work in a variety of transmission technologies. Other concepts and techniques covered in this course include backup

and load balancing issues and Internet security issues. Offered in the spring semester.

Systems Analysis and Design (CIT2063) 3 hrs.

This course presents a practical approach to systems analysis and design using a blend of traditional development with current technologies. Students will explore the systems development life cycle (SDLC) as well as systems planning, systems analysis, systems design, systems implementation, and systems operation and support. Students will learn how information technology (IT) supports operational and business requirements in today's competitive environment.

Web Design and Development (CIT1033) 3 hrs.

This course offers the methodology and practice of such concepts as web preparation guidelines, web design principles, implementation procedures, and the maintenance and improvement of a functioning web site using the latest in HTML editor, graphic, and animation software applications.

COMPUTER SCIENCE

Adobe InDesign (CIT1052) 2 hrs.

Adobe InDesign is a layout program that allows students to put together all kinds of print materials such as: Brochures, Posters and even large scale pieces like Bill Boards. With InDesign, you are able to format text, include imagery such as photos or illustrations from other Adobe Programs like Illustrator and Photoshop. InDesign CC also features ways to create interactive pieces that you can ultimately view online. Prerequisite: None.

Advanced Web Design & Development (CIT 2143) 3 hrs.

This course is designed to serve the needs of individuals who are interested in learning advanced concepts and techniques in the design, development, and implementation of Web pages and applications. Students will learn advanced concepts and techniques of tables, graphics, animation, audio/video, forms, and databases. The latest in Web, graphic, and animation design software programs will be utilized.

C++ Programming (CSE2023) 3 hrs.

This course emphasizes the fundamentals of programming and software development using C++, a popular high-level programming language developed by AT&T Bell Laboratories. Students will have the opportunity to learn the basics of programming and algorithm development. They will be able to create programs that are applicable to several different settings in business and

industry, as well as the fundamentals for creating interesting applications of their own. **Prerequisite: Computer Concepts & Applications or Computer Information Systems, College Algebra or equivalent mathematics, a knowledge of programming in Visual BASIC or Java, or approval of the instructor**

HTML (CSE1063) 3 hrs.

The student will create web pages for a business or organization. In the process, the student will learn practical tools and knowledge that can easily be applied to a variety of development situations. Topics will include: HTML basics; working with text, links, images and multimedia; creating lists and tables; developing frames and forms; JavaScript. Knowledge of computer programming or Web development is not necessary..

Java (CSE2113) 3 hrs.

This course introduces and instructs students in Java programming language and basic programming techniques. This course requires no previous programming experience; however, some basic algebra skills are needed. **Prerequisite: Computer Concepts & Applications or Computer Information Systems.**

Maintaining & Upgrading PC:

A+ Certification Preparation (CSE2073) 3 hrs.

Students will learn the basic concepts of how a computer works and how to troubleshoot and repair problems, as well as build a computer from separate component devices.

Networking and Data Communications (CSE2033) 3 hrs.

This course is designed to serve the needs of individuals who are interested in learning more about networking technologies as well as those interested in obtaining Microsoft certification in Networking Essentials. Students will learn many pertinent networking concepts such as net-working essentials, hardware, communications and protocols, architectures, administration and support, enterprise and distributed networks, troubleshooting, and using Internet Resources. Offered in spring semester.

Adobe Photoshop (CIT1422) 2 hrs.

The Photoshop course is conducted to cover the basic elements of Adobe Photoshop. Participants will learn step by step how to manipulate images in Photoshop by color correcting, retouching, resizing, adding special effects to the images. This course is a basic introduction to Photoshop which covers many of the technical aspects of computer imaging and digital graphic processing.

Visual BASIC (CSE1003) 3 hrs.
An introduction to the structure, programming and application of Visual Basic. This course utilizes Visual Basic as a general purpose language but emphasizes problem-solving solutions for business, science and financial applications. The student is introduced to object-oriented and event-driven programming. Topics include forms, events, properties, syntax and file processing. **Prerequisite: Computer Concepts & Applications or Computer Information Systems**

COSMETOLOGY

Business Practices I (COS1021) 1 hr.
This course provides both classroom instruction in management practices, salon development, insurance, client records, and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology.

Business Practices II (COS2002) 2 hrs.
This course provides both classroom instruction in management practices, salon development, insurance, client records, and salesmanship. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology.

Chemical Services I (COS1004) 4 hrs.
This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 45 classroom hours and 90 clinical hours as prescribed by the Kansas Board of Cosmetology.

Chemical Services II (COS2004) 4 hrs.
This course provides both classroom and clinical instruction in intermediate hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 50 classroom hours and 110 clinical hours as prescribed by the Kansas Board of Cosmetology.

Chemical Services III (COS2015) 5 hrs.
This course provides both classroom and clinical instruction in advanced hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology.

Cosmetology Board Review (COS2001) 1 hr.
This course is designed to prepare students for the Kansas State Board of Cosmetology licensure exam. The course will review foundational knowledge that one should know to prepare for the subject areas that are covered on the exam, both in written and practical form.

Cosmetology Instructor Training I (COS2609) 9 hrs.
This course is for the cosmetologist licensed at least one year, wishing to obtain training in order to qualify for the Kansas Instructor Examination, and upon successfully passing a Kansas Instructors License. This course is also a prerequisite for the cosmetologist licensed less than one year who will continue their training with Cosmetology Instructor Training II (COS2619).

Cosmetology Instructor Training I 13 hrs.
This is a vocational training program. This program will offer teaching methodology, learning philosophy, and professional development for aspiring career educators. **Prerequisites: Must have completed 1500 hrs cosemetology course and submit Instructor in Training notice of intent to the KBOC 1 week prior to starting in program. Must meet with Director before enrolling.**

Cosmetology Instructor Training II (COS2619) 9 hrs.
This course is for the cosmetologist licensed less than one year, wishing to obtain training to qualify for the Kansas Instructor Examination, and upon successfully passing a Kansas Instructors License.

Hair Designing I (COS1025) 5 hrs.
This course provides both classroom and clinical instruction in basic hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology.

Hair Designing II (COS2005) 5 hrs.

This course provides both classroom and clinical instruction in intermediate hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology.

Hair Designing III (COS2022) 2 hrs.

This course provides both classroom and clinical instruction in advanced hair shaping, hair styling, thermal techniques, and care and styling of hair pieces. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology.

Kansas State Law (COS1002) 2 hrs.

This course provides classroom instruction in the Kansas Board of Cosmetology General Laws, Rules, and Regulations. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology.

Physical Services I (COS1006) 6 hrs.

This course provides both classroom and clinical instruction in shampoos and rinses, scalp and hair care, facials and make-up, manicuring, pedicures, and artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology.

Physical Services II (COS1016) 6 hrs.

This course provides both classroom and clinical instruction in facials and make-up, and artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology.

Physical Services III (COS2012) 2 hrs.

This course provides both classroom and clinical instruction in artificial nail enhancements. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology.

Scientific Concepts (CS1015) 5 hrs.

This course provides classroom instruction in sanitation, hair and scalp, skin, and nails for 115 hours as prescribed by the Kansas Board of Cosmetology.

CULINARY

Culinary Arts and Hospitality Practicum (CUL2004)

This course is 40 hours of practical study with directed writing and research which will include resume writing, dressing for success, mock interview sessions when applicable, and career exploration. Requires signature of the Director for admittance.

Garde Manger (CUL1024)

This culinary production course is designed to develop practical necessary skills for students to work on the cold side of the kitchen, or garde manger. This course will provide an overview of essential garde manger techniques, composed salads and salad dressings, sandwiches, terrines and pates, canapes, hors d'oeuvres, cold soups, vegetable and fruit displays, and basic cheese knowledge. This is a hands on course.

Introduction to Baking (CUL1014)

This introductory course in the baking arts is designed to examine and develop basic baking principles, techniques, and standards required for optimum bakine production. This course will focus on safety and sanitation , weights and measures, cookies, quick breads, yeast doughs, pies & tarts, cakes sysrups, creams, and pate choux. This is a hands on course.

Introduction to Culinary Arts (CUL1004)

This introductory course in food preparation is designed to examine and develop a basic understanding of food principles, techniques, and standards required for optimum food production. This course will focus on safety and sanitation, wieghts and measures, stocks, sauces, soups, meats, and poultry, with further instruction on vegetables, and potatoes, and starches. This is a hands on course.

Introduction to Hospitality (CUL1113)

This introductory course provides a general overview of hospitality and tourism, history of the hospitality industry, growth and developments, current trends and factors negatively affecting the industry, as well as the vast array of career opportunities available in this field for students to explore.

Managing Customer Service (CUL1143)

This course will explore the importance of managing for excellent service within the hospitality industry. It will explore customer service, leadership development, staff development, and staff and customer retention. It will also explore case studies of successful organizations that excel in customer service and leadership programs and theories. The student will have the ability to apply this knowledge to everyday applications.

Patisserie (CUL

This course in desserts includes instruction and practice in the preparation of tarts, special pastries, assorted cakes, a variety of icings, specialty cakes, cookies, custards, puddings, and fruit desserts. This course will build on the foundation course and provide essential pastry techniques needed in 1034) the modern kitchen. This is a hands on course.

Sanitation & Safety (CUL2042)

This course focuses on the importance of food safety, time and temperature control, preventing cross-contamination, cleaning and sanitizing, safe food preparation, receiving and storing food, and food safety regulations. Final outcome will be obtaining the nationally recognized ServSafe Food Protection Managers Certification.

DESIGN AND DRAFTING **TECHNOLOGY**

Blueprint Reading (DDT2913) 3 hrs.

A fundamental course covering instruction necessary to understand the purpose and the relationship between specifications and drawings as used in industry

Computer Aided Drafting (CAD): Application Problem Solving (DDT2073) 3 hrs.

Uses Computer Aided Drafting (CAD) system to study the principles of descriptive geometry to determine angles, shapes and other descriptive information by means of graphics through revolutions, auxiliary views, intersection, developments, and vector analysis. **Prerequisite: Computer Aided Drafting 2D (DDT2043)**

Computer Aided Drafting (CAD) 2D (DDT2043) 3 hrs.

An introductory course in teaching the fundamentals of the graphic language through the use of a Computer Aided Drafting (CAD) system. Applications covered include scaling, grids, construction lines, geometric shapes, coordinates, rotations, lettering, orthographic projection, storage, retrieval, and plotting utilizing two dimensional (2D) software. **Prerequisite: Introduction to Computer Aided Drafting 2D (DDT2043)**

Computer Aided Drafting (CAD) 3D (DDT2053) 3 hrs.

Introduces the basic concepts, features and functions of 3 dimensional drawing through 3D principles and primitives. Students will create, transfer and modify 3D drawings, and import and export 2D drawings for shading and

plotting. **Prerequisite: Computer Aided Drafting 2D (DDT2043)**

Engineering Graphics I (DDT1003) 3 hrs.

Fundamentals of graphic communication, instruments and their use, lettering, geometric construction, technical sketching, multi-view drawings, pictorials, auxiliary view, sectional view, and dimensioning. Three hours lab and two hours lecture a week.

Intro to Computer Aided Drafting (CAD) (DDT2023) 3 hrs.

A hands-on course integrating knowledge of drafting techniques with the operation of Computer Aided Drafting (CAD) equipment. Computer graphics applications covered include: cursor use and coordinate drafting, plotting, merging, rotation, saving drawings, filing and retrieving drawings, and 2-D software utilization. **Prerequisite: Engineering Graphics I DDT1003)**

Materials & Manufacturing Processes (EGT2023) 3 hrs.

This course is structured to introduce students to general concepts of materials and manufacturing. The course is of two sections, the first part introduces students to properties of metal and non-metals, including structure and behavior that govern material selection. Ferrous and non-ferrous metals, ceramics, plastics and composite materials will be covered. The second section provides students with the theoretical and practical aspects of manufacturing and design considerations and economics for manufacturing processes; casting, forming, extrusion, machining. The applications and limitations will be covered. Students will work in teams to do manufacturing projects.

DWIGHT D. EISENHOWER INSTITUTE FOR DIPLOMACY AND CONFLICT RESOLUTION

Conflict Analysis and Resolution (CFL1023) 3 hrs.

This class explores a variety of techniques, theories and frameworks for analyzing and resolving conflict. Students will understand the procedure from conflict analysis to exploring techniques, process models, and third-party roles to constructively intervene in conflict. Because this class emphasizes building conflict resolution skills and abilities, a significant portion of the class will be experientially-based. Much of the class will involve engaging in simulated conflict scenarios and subsequent reflection. Interpersonal, small group, community and international conflict will be discussed in the course, but special

emphasis will be placed on interpersonal and small group conflicts as the building blocks for doing conflict resolution in larger and more complex settings.

Conflict and Peacebuilding (CFL1003) 3 hrs.

This class will examine the essential elements of violent conflict prevention, conflict management, conflict settlement, conflict resolution, and conflict transformation within social structures at the group, organizational, and community levels. The discussions, lectures, and practicum will include the following: (1) Reactive Peacebuilding, which is what 3rd party interveners attempt after the fact of an actual violent conflict. (2) Proactive Peacebuilding, which is what 3rd party interveners attempt before the fact of violent conflict. In this case, interveners design and implement an intervention into a potential violent conflict to achieve violent conflict prevention. (3) Crisis Management, which is what organizations do to deal with a major event that threatens to harm the organization, its stakeholders, or the general public. Organizations can be proactive or reactive in their crisis management efforts. This class emphasizes the fact that peacebuilding and conflict transformation requires collaborative, structural, and systemic efforts where interveners employ the full array of multi-track, multi-sectorial mediation.

Conflict, Identity, and Culture (CFL1013) 3 hrs.

This class explores conflicts and conflict resolution techniques with special emphasis on the role played by identity and culture. Using relevant theories and case studies, this class will guide students to engage in critical thinking on how ethnicity, race, gender, class, national and religious identities are integral to conflict and conflict management at the family, small group, community, and organizational levels. This course fulfills all of the writing intensive requirement for the Conflict Analysis and Resolution Certification.

EARLY CHILDHOOD EDUCATION

Early Childhood Administration (ECE1093) 3 hrs.

This course is designed to give students insight into the operations of an early childhood care center. Topics will include the performance of needs assessment, the characteristics of effective administrators, a review of programs, policy development, and effective communication methodologies.

Children's Music (ECE1063) 3 hrs.

Basic music fundamentals, activities, and materials for the young child. The student with or without a background of musical training will be trained to assist children in early musical appreciation and skills. Recommended for those working with young children.

Creative Experiences for Young Children (ECE2113) 3 hrs.

This course is a study of constructing and maintaining an environment for young children that fosters aesthetic sensitivity and creativity. It focuses on the selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, health and safety curriculum areas.

Early Childhood Practicum I (ECE2101) 1 hr.

Practical experiences with various ages of young children in a group setting. Students observe and demonstrate knowledge of developmental appropriate practices with children. 45 hour total.

Early Childhood Practicum II (ECE2102) 2 hrs.

Practical work experiences with various ages of young children in a group setting. Students observe and demonstrate knowledge of developmental appropriate practices with children. 90 hour total.

Early Childhood Practicum III (ECE2103) 3 hrs.

Six hours weekly of practical work experiences with various ages of young children in a group setting. Students observe and demonstrate knowledge of developmental appropriate practices with children. 135 hour total.

Explorational Activities (ECE2053) 3 hrs.

This course outlines the methods of producing discovery based experiences in the areas of science, math, and social studies for young children through which foundational concepts can be acquired.

Child Health, Safety and Nutrition (ECE2013) 3 hrs.

This course is the study of the basic health, nutrition, and safety management practices for all young children.

Infant and Toddler Education and Care (ECE2063) 3 hrs.

This course includes the study of infant and toddler development with emphasis for very young children. Demonstration of the subject matter is included.

Language & Literacy Experiences (ECE2073) 3 hrs.

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments.

Observing and Interacting with Young Children (ECE1303) 3 hrs.

This course introduces the practical principles and techniques for observing and guiding young children. Demonstration of the subject matter is included.

Parenting (ECE2023) 3 hrs.

This course introduces the techniques of effective parenting, with emphasis upon how teachers may best provide support and inform families regarding young children's needs. Problem prevention and resolution, nurturing self-esteem in young children and building collaborative relationships between teachers and families are examined. Sensitivity to the unique needs of the individual child and family are stressed.

Principles of Early Childhood Education (ECE1143) 3 hrs.

This course is an introductory course in the field of early childhood education and child care. Study focuses on history, principles, philosophy, teaching practices and approaches, and career opportunities in the early childhood profession. The principles learned in this course will allow the student to recognize and apply developmentally appropriate practices in early childhood education.

Early Childhood Curriculum Planning (ECE1053) 3 hrs.

Study and experiences in curriculum and developmental program planning for the preschool child in group settings.

Pediatric Emergencies for Day Care Providers (ECE1201) 1 hr.

This course is designed to assist the daycare provider to recognize signs and symptoms of illness and injury in the infant and child. The course will identify signs of abuse, and will establish guidelines the provider can use when deciding to call an ambulance. The provider will know what to do for the child until the ambulance arrives.

Teaching Children With Special Needs (ECE1073) 3 hrs.

This course is designed to assist future childcare and education professionals to be aware of children with special needs. It will also provide the skills and competencies needed to assist children with special needs in the classroom.

EDUCATION

Art for Elementary Schools (AED2113) 3 hrs.

A creative approach to help the student understand the stages of art growth in the elementary child. Laboratory problems throughout the semester introduce the student to art media suitable for the elementary classroom. Special stress is placed on perceptual awareness, motivation, and the requirements for a sound art program.

Children's Literature (ENG2063) 3 hrs.

This course is designed to familiarize students with the heritage and the major categories of children's literature. Also included is the study of authors and illustrators, the evaluation of books, and the physical aspects of books. Methods of presenting literature to children are studied and practiced. Required of all elementary education majors.

Introduction to Education (EDU1003) 3 hrs.

An introductory course for students considering teaching as a career. Includes an intensive treatment of school services and activities, and teacher responsibilities. Supervised laboratory experiences are an integral part of the course. **Corequisite: Supervised Classroom Experience (EDU1011)**

Music for Elementary Schools (MUE1013) 3 hrs.

Basic fundamentals, activities, and materials of music for use in the elementary school. Emphasis on helping the prospective student who may or may not have a background of music.

Sign Language I (EDU1023) **3 hrs.**
An introduction to American Sign Language and Signed Exact English.

Sign Language II (EDU1123) **3 hrs.**
American Sign Language (ASL) II is a continuation of ASL I designed to further develop competency in American Sign Language. Students will have opportunity to enhance expressive and receptive skills by increasing vocabulary and linguistic features. This is a general education course that has a prerequisite of ASL I or the equivalent. After the second class, students will not use their voices to communicate during class time unless directed so by the instructor.

Supervised Classroom Experience (EDU1011) **1 hr.**
Forty hours of classroom observation and participation.
Corequisite: Introduction to Education (EDU1003).

EMS EDUCATION

Advanced Emergency Medical Technician (AEMT) (HEA1167) **7 hrs.**
This course is designed to take the certified EMT to the advanced level of emergency medicine. It will teach the student up-to-date, evidence based medical concepts to ensure that they will be competent to help patients in the advanced emergency medical field. **Prerequisite: EMT**

Basic Life Support & CPR Instructor's Course (HEA1311) **1 hr.**
Course material will help a CPR provider to become a CPR instructor. The student will participate in adult learning and skills learning scenarios, while reviewing cardiac and respiratory emergencies, basic anatomical structures, universal precaution, and early entry into the EMS system.

Cardiopulmonary Resuscitation (CPR) (HEA1040) **0 hr.**
Completion of this course will result in affirmation of the student by American Heart Association. Study will include infant, child and adult foreign body airway obstruction and CPR as well as pocket mask use, universal precautions, skills performance, and didactic learning.

EMT (HEA1113) **13 hrs.**
EMT begins with cardiopulmonary resuscitation, a combination of artificial respiration and circulation which should be started immediately as an emergency procedure when cardiac arrest occurs. This technique has been

used successfully by doctors and nurses and is recommended for the health care professional. EMT teaches the student the overall role and responsibility of the Emergency Medical Technician in performing both emergency care and operational aspects of the job; develops skill in diagnosis and emergency treatment procedures, and develops skill in use and care of all equipment required to accomplish the job.

This course will provide the student with basic entry-level knowledge of BLS, medical/trauma emergencies, oxygen therapy and rescue. This course includes trauma and medical scenarios, skills practice and performance, and vehicle extrication. Class includes 44 hours of clinical application at EMS and the hospital. Successful completion will qualify the student to challenge the National and Kansas State Registry Exams.

First Aid and Personal Safety (HEA1010) 1/2 hr.
American Red Cross course that will introduce the students to basic emergency care and allow them to function effectively in the job place and at home. Certification offered.

Emergency Medical Responder (HEA1004) **4 hrs.**
This course is directed to train students in the techniques necessary to evaluate a patient's condition, administer pulmonary and cardiopulmonary resuscitation, control hemorrhage, treat for shock, and immobilize fractures before the arrival of an ambulance. It will also prepare the student to take the Kansas State Registry exam as and "Emergency Medical Responder".

Emergency Medical Responder Bridge to EMT (HEA1016) **6 hrs.**
This course is designed to train students in the techniques considered the responsibility of the basic life support EMT, according to National Standard DOT curricula. The program consists of lecture and clinical instruction, and is taught in conjunction with the EMT Advanced Practical Skills/Techniques and CPR courses. Successful completion of the course will allow the student to challenge the Kansas State Registry exam. **Prerequisite: Emergency Medical Responder**

Medical Terminology (HEA1143) **3 hrs.**
Designed to provide the knowledge for building a medical vocabulary. Instruction in roots, prefixes and suffixes upon which medical terms are built. Correct pronunciation, spelling and meaning of medical terms is required.

Phlebotomy Essentials (HEA1003) 3 hrs.

The course will instruct the student in current phlebotomy techniques and prepare the student for success in a future as a phlebotomist. The course includes information on safety, instrumentation, laboratory information systems, legal issues and diagnostic tests. It also includes medical terminology, body systems and associated disorders, and common blood collection procedures. The course will discuss non-blood specimen collection and point of care tests as well as arterial puncture techniques. **Prerequisites: 18 years of age or parental/legal guardian consent. A high school diploma or equivalent to sit for the National Registry Exam.**

Phlebotomy: Clinical Application (HEA1013) 3 hrs.

The course is a work-based instructional course that will help the students gain practical experience in the health-care field of phlebotomy. It will have an emphasis on practical work experience for which the student already has the necessary theoretical knowledge and basic skills. The student will be under direct supervision by clinical professionals, clinical preceptors or the instructor.

ENGINEERING TECHNOLOGY

Computer Aided Design (EGT

The course introduces students to mechanical parts modeling: students in the first part of this course will learn solid and surface modeling using AutoCAD 2016. Solid model feature and editing, and mesh modeling. In the second part of the course, students will learn parametric modeling, design analysis and assembly modeling using Autodesk Inventor 2016. Constructive solid geometry, complex part modeling and symmetric features to build mechanical design, and to create assembly models. **Prerequisite: Engineering Graphics (EGT 1023).**

Computer Aided Manufacturing (EGT2003) 3 hrs.

The course introduces students to computer usage in manufacturing systems: computer aided manufacturing, CAM and computer aided process planning, CAPP. Students will learn concepts, technology, and usage of CAM/CAPP. Students will learn integration of CAD and CAM software. Importation of CAD 3-D solid models into CAM program, creation of various tool paths and generations of G-code CNC program, cellular manufacturing, flexible manufacturing system, and just-in-time production. This is a hands-on, team based, design projects to give students practical knowledge of computer aided manufacturing.

Engineering Mechanics - I Statics (EGT1003) 3 hrs.

The course is designed to teach students the theories and applications of engineering mechanics; two- and three-dimensional force systems, equilibrium, structures, distributed forces, shear and bending moment diagrams, friction, area moments of inertia, distributed forces, and strength and elastic deflection of engineering materials due to loads applied axially. **Prerequisite: Engineering Physics I (PHS2055).**

Introduction to Engineering & Design (EGT1002) 2hrs.

The course introduces students to the broad spectrum of engineering profession, and ethical responsibilities of engineering. This course is designed to allow students to explore engineering through hands-on design projects, case studies and critical thinking of developing engineering solutions. Students will work on basic design projects such as:

Design and construction of Truss-bridge with spaghetti
Design and construction of wind mill
Design and building of two-wheeled differential drive robot
Design, milling and tuning of bolt and nut

At the end of the course, students will write a report and give an oral presentation on the assigned project.

ENGLISH

American Literature I (ENG1083) 3 hrs.

Moving chronologically from Native American creation stories to Civil War era texts, this survey of major American writing provides historical and literary insight into North American literature.

American Literature II (ENG2113) 3 hrs.

Starting with important post-Civil War texts and ending with contemporary works in multiple genres, this course introduces students to historical and literary insights into the many American cultures that make up North America.

Basic Grammar (DEV0213) 3 hrs.

Based on Accuplacer/ACT scores, students are placed in this course that reviews spelling and vocabulary, while building a strong foundation of basic and collegiate grammar and sentence composition. With successful completion, enrollment in composition Preparation is recommended. Only offered during summer sessions.

British Literature I (ENG2123) 3 hrs.

This course advances students' reading, writing, and critical thinking skills through an exploration of British literature spanning from the Anglo-Saxon period through the Eighteenth Century. Students will be guided through extensive readings accompanied by historical context and interrogative discussion. Written work of a critical nature will be required.

British Literature II (ENG2133) 3 hrs.

This course advances students' reading, writing, and critical thinking skills through an exploration of British literature spanning from the Romantic Period through the Twenty-First Century, including works from both World Wars. Students will be guided through extensive readings accompanied by historical context and interrogative discussion. Written work of a critical nature will be required.

Composition Preparation (DEV0143) 3 hrs.

This course is designed for those students who lack skills in the area of writing proficiency to be successful at the college level. Enrollment is mandatory based on placement test scores. Should be taken before English Composition I.

Contemporary Dramatic Literature (ENG2083) 3 hrs.

The objectives of this course are to increase student familiarity and understanding of the various modern literary periods and styles of dramatic literature and follows directly on from Introduction to Dramatic Literature. Literary, social and political issues of the periods will also appear throughout the course. Each opening session to each play will cover background, production problems, and an overview of the play. Movie clips, recordings, and videos of the various plays will be used on occasion.

Creative Writing (ENG2023) 3 hrs.

A hands-on exploration of various prose and poetic writing forms, with emphasis on the generation of original works in a variety of genres, such as short fiction, creative non-fiction, lyric poetry, and others. **Prerequisite: English Composition I (ENG1003) with "C" grade or better**

English Composition I (ENG1003) 3 hrs.

This course further advances students' reading, writing, and critical thinking skills. Students will learn to develop, organize, and edit their writing. In addition to studying rhetorical strategies used by authors, they will complete academic and functional writing assignments that may require them to describe, narrate, analyze, define, and

explicate. **Prerequisite: ACCUPLACER: Reading and Sentence Skills score of 69-120, and/or ACT 17 or greater, and/or instructor approval**

English Composition I Supplement (ENG1012) 2 hrs.

This course further advances students' reading, writing, and critical thinking skills. Review of paragraph structure, basic grammar and then progressing to basic essay structure, followed by specific essay formats, including but not limited to, process analysis, evaluation, profiling, and narration. Course will also require multiple readings and analysis of professional and student essays. **Enrollment in this class is based on Accuplacer: Reading scores of 69-120 and Sentence Skills scores of 58-68 and/or ACT scores of 14-16.**

English Composition II (ENG1013) 3 hrs.

A continuation of English Composition I with emphasis on research and citation, critical analysis, and advanced writing strategies. **Prerequisite: Successful completion of English Composition I (ENG1003) with a C or higher.**

English Language Learners I (ENG0303) 3 hrs.

This course is intended to serve as introductory level English instruction designed especially for students who are not native English speakers. The course is very intensive. Referrals to this course will be made on the basis of TOEFL and/or CELT scores and by faculty, advisors, and counseling staff on the basis of student interviews. This course can apply toward graduation only with an approved Waiver for Graduation form.

English Language Learners II (ENG0313)

This course is intended to serve as continuing instruction designed especially for students who are not native English speakers. The course involves classroom and lab time. Referrals to this course will be made on the basis of TOEFL and/or CELT scores, completion of English Language Learners I, and by faculty, advisors, and counseling staff on the basis of student interviews. This course can apply toward graduation only with an approved Waiver for Graduation form.

English Skills Development (DEV0115) 5 hrs.

This course is designed for students needing to strengthen their English Skills. Course will focus on basic writing skills: Grammar, sentence structure, paragraph structure; and basic reading skills: comprehension, retention, and vocabulary building. Enrollment is mandatory based on

placement scores (Accuplacer Reading score of 50 or lower, Accuplacer sentence Skills score of 40 or lower, and/or ACT Reading of 15 or below and ACT Writing of 0-10). Students must pass the course with a C or higher or test out in order to move on.

Greek & Latin Elements in English (ENG2103) 3 hrs.

An exploration of the roots of the English language with particular emphasis on Latinate and Greek elements and roots, this course is designed to further students' understanding of English and its evolution. Parts of speech, grammar, and meaning will be examined in the context of broader world events and history.

Inge and Contemporary Playwrights (ENG2161) 3 hrs.

During the William Inge Theatre Festival, students will attend performances, lectures and workshops regarding the American Theatre, with particular concentration on the works of William Inge and selected great American playwrights. Participants receiving one hour of ICC undergraduate credit will be expected to document attendance at workshops, panels, and performances from at least six workshop sessions and one performance from throughout the workshops schedule and meet both during and subsequent to the Festival to discuss the experience.

Introduction to Dramatic Literature (ENG2043) 3 hrs.

This course will give the student an overview of the literature of the theatre in the western tradition from the ancient Greeks to the present day. Each opening session to each play will cover background, production problems, and an overview of the play. Movie clips, recordings, and videos of the various plays will be used on occasion.

Introduction to Literature (Modern) (ENG1073) 3 hrs.

Students will acquire close reading skills and an enhanced understanding of literature by studying works from multiple genres, time periods, and cultures. They will also develop the ability to create and discern the meaning of works by approaching their studying using a number of methods.

Introduction to Modern Novel (ENG2073) 3 hrs.

Students will gain an understanding of the historical events and literary trends that precipitated the creation of the modern novel. They will also become familiarized with the characteristics associated with modern literature, which may include the use of stream of conscious writing, irony and satire, juxtaposition as well as the inclusion of

the anti-hero, unreliable narrator, and disillusioned protagonist. **Prerequisite: Successful completion of Composition I (ENG1003/1005) with a C or better and/or permission of instructor.**

Legal Terminology (ENG1153) 3 hrs.

Structured to give a general knowledge of legal terms, particularly as they apply to civil, family, probate, real estate and corporate law concepts. Correct pronunciation, spelling and definitions will be learned.

Literature II (ENG 2033) 3 hrs.

Designed for students interested in pushing deeper into the field of literature, this course offers in-depth study of seminal pieces of literature in the English language from multiple traditions, time periods, genres, and authors. Significant literary analysis will be expected. **Prerequisite: English Composition II (ENG1013), Introduction to Literature (ENG1073), or permission of instructor.**

Sophomore Composition (ENG 2003) 3 hrs.

In-depth exploration of various writing genres within the academic and professional traditions. This course is recommended for English and Communication majors. Prerequisite: English Composition II (ENG1013) and sophomore standing, and/or instructor permission.

Survey of African American Literature (ENG2143) 3 hrs.

This course is designed to increase student awareness of the contribution of African American authors to American literature. The class will cover Slave Narratives, the Harlem Renaissance, and into the present.

Technical Writing (ENG2053) 3 hrs.

This course stresses practical applications of basic writing skills in the business world. The course covers business correspondence, including memos, e-mails, and reports with an emphasis on clarity, conciseness, correct grammar, spelling, punctuation, and structure. Content includes writing directions, editing business writing, and the creation of cover letters and resumes. This course does not substitute for a required Composition I or II course. **Prerequisite: Successful completion of English Composition I (ENG1003) with a C or higher or permission of the instructor**

Topics in Literature (ENG2151, 2152, 2153) 1-3 hrs.

An in-depth study of an author, period or genre as selected by the instructor. Prerequisite: Permission of instructor

Topics in Writing (ENG2173) **3 hrs.**
Students will acquire advanced compositional skills in the genre and a wider appreciation of the specific genre in the context of the literary tradition. Prerequisite: Placement by assessment test scores (Accuplacer: Reading and Sentence Skills score of 69-120; ACT: 17 or greater), and/or successful completion of English Composition II or concurrent enrollment with instructor permission.

Vocabulary I (DEV0121) **1 hr.**
Intended for the college student who needs improvement in foundational vocabulary. Includes a study of work elements and general vocabulary.

Vocabulary II (DEV0131) **1 hr.**
Advanced work in vocabulary. Course content will be adjusted to meet individual needs and when completed will provide a solid collegiate vocabulary base. Prerequisite: Vocabulary I (DEV0121).

HEALTH, PHYSICAL EDUCATION AND RECREATION

Baseball (HPR1000) **0 hr.**
An activity course of baseball practice time and conditioning for students desiring a program to assist them in their participation in some form of baseball competition.

**Baseball I, II, III, IV
(HPR1001, 1011, 1021, 1031)** **1 hr.**
An activity course of baseball practice time and conditioning for students desiring a program to assist them in their participation in some form of baseball competition. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

Baseball Theory (HPR1002) **2 hrs.**
The sport of baseball is broken down into its basic segments. Coaching points and strategies are taught for each aspect of the game.

Basketball (HPR1040) **0 hr.**
An activity course of basketball practice time and conditioning for students desiring a program to assist them in their participation in some form of basketball competition.

**Basketball I, II, III, IV
(HPR1041, 1051, 1061, 1071)** **1 hr.**
An activity course of basketball practice time and conditioning for students desiring a program to assist them in their participation in some form of basketball competition. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Basketball: Theory & Practice
(HPR1012)** **2 hrs.**
A study of the fundamental skills and methods of team organization designed to prepare the student for coaching. **Prerequisite: Fundamentals of Coaching (HPR1013).**

Cheer & Dance Spirit (HPR1090) **0 hr.**
This is a physical education activity course designed so student-athletes can participate in the sport of cheerleading and dance. The course will provide opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader and dance team member. Various team building strategies will be implemented.

**Cheer & Dance Spirit I, II, III, IV
(HPR1081, 1091, 1101, 1111)** **1 hr.**
This is a physical education activity course designed so student-athletes can participate in the sport of cheerleading and dance. The course will provide opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader and dance team member. Various team building strategies will be implemented. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

Disc Golf (HPR 1421) **1 hr.**
The purpose of this course is to introduce the fundamentals of disc golf. The class will have two components: knowledge of the game and skills. Knowledge of the game includes PDGA (professional disc golf association) guidelines and score keeping. Skills revolve around throwing techniques: driving and putting.

Drugs in Sports (HPR1003) **3 hrs.**
This course is designed to assist student athletes to understand the implications of drug use in sports; describe the factors which predispose athlete drug use in sports; conduct effective drug education presentations; and develop effective decision-making skills.

Football (HPR1120) 0 hr.
An activity course of football practice time and conditioning for students desiring a program to assist them in their participation in some form of football competition.

Football I, II, III, IV (HPR1121, 1131, 1141, 1151) 1 hr.
An activity course of football practice time and conditioning for students desiring a program to assist them in their participation in some form of football competition. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

Football Theory (HPR1022) 2 hrs.
The sport of Football, broken down into the basic segments of offensive backfield and line and the defensive secondary and line. Coaching points and strategy are taught for each position.

Fundamentals of Coaching (HPR1013) 3 hrs.
An introductory course which teaches a student the basic concepts of coaching and all the isolated positions. Each student practices the actual fundamentals by becoming the coach and coaching the next student, who in turn goes through the same exercise.

Fundamentals of Football (HPR1052) 2 hrs.
Essential fundamentals are given in blocking, tackling and passing. Offensive and defensive formations demonstrated. A complete study in the theoretical aspects of the fundamentals of football.

Golf (HPR1381) 1 hr.
A course designed to expose students to the rules, equipment and fundamental skills required for participation in recreational golf.

Introduction to Physical Education (HPR1023) 3 hrs.
Personal and professional qualifications for teaching values of physical education in the development of children and youth and general purposes of a physical education program. Includes objectives, methods and subject matter which encompasses physical education. Also covers the history of youth and general purposes of a physical education program. Includes objectives, methods and subject matter which encompasses physical education. Also covers the history of physical education.

Introduction to Sports Management (HPR1043) 3 hrs.
This course provides an overview of the field of sport management including the principles of leadership and management and the fundamentals of personnel management, financial management, marketing, strategic planning, sport ethics, sport law, time management, stress management, facility management, and event management applied to sport settings.

Karate I, II, III, IV (HPR1162, 1172, 1182, 1192) 2 hrs.
Course consists of various levels of training including white belt, yellow and green belt, brown and black belt. Rank given only upon passing of test.

Rules and Officiating (HPR1033) 3 hrs.
Designed to instruct the student on the rules of a variety of sports and some practical experience in officiating. During the fall semester football and volleyball are included, while baseball and basketball are covered in the spring semester.

Softball (HPR1210) 0 hr.
An activity course of softball practice time and conditioning for students desiring a program to assist them in their participation in some form of softball competition.

Softball I, II, III, IV (HPR1211, 1221, 1231,1241) 1 hr.
An activity course of softball practice time and conditioning for students desiring a program to assist them in their participation in some form of softball competition. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

Softball Theory (HPR1032) 2 hrs.
The sport of softball is broken down into its basic techniques. Coaching points and strategies are taught for each aspect of the game.

Tai Chi for Beginners (HPR1411) 1 hrs.
This course is an introduction to the foundation movement and concepts of Tai Chi. It is a safe, fun, non-competitive mind-body exercise class suitable for most people. This class includes a brief history of Tai Chi, warm-ups, warm-downs, four Qi Gong exercises, five foundational forms, and an introduction to the concepts of weight transference, gentle resistance, and *song* (pronounced “soo-ng”).

Tai Chi II (Tai Chi Bang Qigong) (HPR1431)**1 hrs.**

This This class consists of a set of Qigong forms performed with a Bang (pronounced bong), a roughly forearm length, wrist, width stick. These exercises, while working the whole body, focus on hand, wrist, arm, shoulder, girdle, abdominal, deep stabilizer, and upper back strength and flexibility. This is a safe, fun, non-competitive mind-body exercise class suitable for most people. In this class we will continue the warm-ups, warm-downs, and walking we learned in Tai Chi I, review the five foundational forms, discuss the origins of Tai Chi in the written record, and apply the concepts of weight transference, gentle resistance, and *song*(pronounced “soo--nng”), *jing*, and *chen* to the new forms.

Tai Chi III (HPR1441)**1 hrs.**

This course covers the Yang 10 Forms. This is a set which requires less space and time to practice than other sets. It is a safe, fun, non-competitive mind-body exercise class suitable for most people. This class includes a discussion of how the curren Tai Chi sets were developed and organized, warm-ups, warm-downs, four Qi Gong exercises, review the five foundational forms, learn the Yang 10 forms, and apply the concepts of weight transference, gentle resistance, *song* (pronounced “soo-ng”), *jeng* and *chen* to the new forms.

Volleyball (HPR1250)**0 hr.**

An activity course of volleyball practice time and conditioning for students desiring a program to assist them in their participation in some form of volleyball competition.

Volleyball I, II, III, & IV**(HPR1251, 1261, 1271, 1281)****1 hr.**

An activity course of volleyball practice time and conditioning for students desiring a program to assist them in their participation in some form of volleyball competition. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

Volleyball Theory (HPR1042)**2 hrs.**

The sport of volleyball is broken down into its basic techniques. Coaching points and strategies are taught for each aspect of the game.

Weight Training (HPR1391)**1 hr.**

A physical education class to develop efficiency in weight lifting.

Wellness Concepts (HPR1401)**1 hr.**

Learn about different energy systems, principles of balance involved in total well being. Course will touch on exercise, diet, emotional balance, cholesterol and “super foods,” secrets of enjoying exercise and the joys of fitness on the job.

Yoga I, II, III, IV**(HPR1291, 1311, 1321, 1331)****1 hr.**

This class will help participants gain a thorough knowledge of the health benefits and meditative benefits of this ancient practice.

Zumba I, II, III, IV**(HPR1341, 1351, 1361, 1371)****1 hr.**

To gain awareness of Latin cultures through dance. To experience how dance can be a physical activity for fitness.

HISTORY**African American History (HIS1163)****3 hrs.**

This course surveys African American History from the colonial era to the present, examining the evolution of black communities and exploring the role of African Americans in social, political, economic, intellectual and cultural life. The role of blacks in the military constitutes an additional theme for study.

Civil War History (HIS1313)**3 hrs.**

A survey of the origins, events, and impact of the American Civil War as a critical watershed in the political, economic, social, cultural and technological history of the United States.

World History I (HIS1003)**3 hrs.**

This course surveys early world history from the dawn of man to 1500 CE. Among other themes, the class will explore Paleolithic and Neolithic cultures, classical and medieval societies, sedentary and nomadic populations, politics, art, culture, technology, religion and economics -- encompassing the human experience on local, regional and global scales.

World History II**(HIS1013)****3 hrs.**

This class surveys world history from 1500 CE to present. Among other themes, the class will examine the global impacts of the Renaissance and Age of Reason, nationalism and the rise of nation states, western colonialism, imperialism, and advances in industry and technology. In addition, students will survey political revolutions, the origins and outcomes of world wars, genocide and Cold War rivalries, tracing the disintegration of western

empires after World War II and the rise of globalism in the 21st century.

History of World War II (HIS1303) 3 hrs.

This class is designed to enhance participants' knowledge and appreciation of History and the arts, examining the significance of historical events and exploring the connections between the global upheaval of World War II and the world we live in.

Kansas History (HIS1173) 3 hrs.

The history of Kansas from the earliest written records to the present. Special attention will be given to the land, people, cultural, and political developments in Kansas. This course provides the student with an intimate understanding of the state of Kansas. Offered on demand.

United States History I: to 1877 (HIS1023) 3 hrs.

This class surveys the cultural, political, economic, social, technological and intellectual development of American society from the pre-Columbian era through the Civil War and Reconstruction.

United States History II: 1877 to Present (HIS1063) 3 hrs.

This class surveys the cultural, political, economic, social, technological and intellectual development of the United States from 1877 to present, including an examination of the nation's role as a global power.

INDUSTRIAL TECHNOLOGY

Automotive Technology - Practicum (IND1156) 6 hrs.

This course is offered as a capstone experience in the automotive technology program. The student is allowed to specialize in one or more component training areas and further develop skills learned while working along side a certified automotive technician in an approved working automotive shop.

Brakes & Chassis (IND1133) 3 hrs.

This class covers automotive suspension and braking systems found in today's automobiles. Emphasis is placed on front end troubleshooting, alignment, steering systems, along with computer-assisted braking system operation service and repair.

Cabinet & Furniture Making I (IND1183) 3 hrs.

This course is designed to introduce students to the shaping and formation of wood and wood products into various projects. Students will receive a "hands on" approach in this process.

Cabinet & Furniture Making II (IND1193) 3 hrs.

This course is an advanced course to the shaping and formation of wood and wood products into various projects. Students will receive a "hands on" approach in this process.

Engine Repair & Maintenance I (IND1143) 3 hrs.

This is an applied theory and practice course in automotive engine analysis and diagnosis through the use of modern electronic testing equipment. Primary emphasis is placed on the electrical and fueling systems of the automotive engine

Engine Repair & Maintenance II (IND1153) 3 hrs.

This is an applied theory and practice course that covers automotive engine overhaul. Included are removal procedures, unit disassembly steps, valve, piston and ring, and crankshaft replacement procedures and unit assembly.

Gas Metal Arc Welding (GMAW) 3 hrs.

Through classroom and/or shop/lab learning and assessment activities, student in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct setup of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

Gas Tungsten Arc Welding (GTAW) 3 hrs.

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 setup of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint Criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds

on selected weld joints; and perform visual inspection of GTAW welds.

Independent Study: Industrial Arts (IND1101, 1102, 1103) 1-3 hrs.

Consists of an individualized study in a special area of interest. The area must be specified. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 1101 -- 1 cr., 1102 -- 2 cr. hrs., 1103 -- 3 cr. hrs. 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 instructor, consultation with project personnel, class work and report and progress sessions. **Prerequisite: Consent of instructor**

Introduction to Automotive Technology (IND1123) 3 hrs.

This class is a basic overview of the automotive repair industry and requirements necessary to effectively work in and maintain a safe productive environment. Basic vehicle repair and maintenance procedures will be introduced.

Introduction to Industrial Technology (IND1173) 3 hrs.

This course is designed to introduce students to the basic fundamentals of industrial processes with an emphasis on blue print reading, construction math, 21st century learning skills, employability skills, communication skills, power and hand tool safety and working in a group.

Shielded Metal Arc Welding (SMAW) 3 hrs.

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 setup of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

Welding Safety/OSHA 10 (IND1301) 1 hrs
Through a variety of classroom and/or lab learning and assessment activities, student 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).

Welding Blueprint Reading (IND1343) 3 hrs.
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.

Welding Cutting Processes (IND1333) 3 hrs.
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.

LANGUAGE

Elementary Spanish I (FRL1033) 3 hrs.
Intended to give students a foundation in the four basic language skills: listening comprehension, speaking, reading and writing. This course will develop an understanding of the Hispanic people and their culture. Some programmed instruction featured.

French I (FRL1005) 5 hrs.
This course develops the four fundamental skills in language learning (listening, speaking, reading and writing) in an appropriate cultural context. Requires daily classroom and language laboratory work.

French II (FRL1015) 5 hrs.
This course is a continuation of French I. Further develops the four fundamental skills in language learning (listening, speaking, reading, and writing) in appropriate cultural context. Requires daily classroom and language laboratory work. **Prerequisite: One unit of high school French or French I (FRL1005)**

French III (FRL2005) 5 hrs.

This is an intermediate course that continues to develop the four fundamental language skills: listening, speaking, reading, and writing; emphasizes conversation and cultural readings. **Prerequisite: Two units of high school French, or French II (FRL1015)**

Independent Study French (FRL1201, 1202, 1203, 1204, 1205) 1-5 hrs.

An individually structured course. 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: Consent of instructor**

Spanish I (FRL1025) 5 hrs.

This course develops the four fundamental skills in language learning (listening, speaking, reading and writing) in an appropriate cultural context. Requires daily classroom and language laboratory work.

Spanish II (FRL1035) 5 hrs.

This course is a continuation of Spanish I. Further develops the four fundamental skills in language learning (listening, speaking, reading, and writing) in appropriate cultural context. Requires daily classroom and language laboratory work. **Prerequisite: One unit of high school Spanish or Spanish I (FRL1025)**

Spanish III (FRL2035) 5 hrs.

This is an intermediate course that continues to develop the four fundamental language skills: listening, speaking, reading, and writing; emphasizes conversation and cultural readings. **Prerequisite: Two units of high school Spanish or Spanish II (FRL1035)**

Spanish IV (FRL2043) 3 hrs.

This course is an introduction to the literature of the Spanish speaking culture. The readings will include short stories, poetry, legends, a play, and an abbreviated picaresque novel. Review of grammatical structure as needed. **Prerequisite: Spanish III (FRL2033) or equivalent**

MANUFACTURING SKILLS

Applied Shop Mathematics (MST1102) 2 hrs.

This course provides for the study of basic math calculations of whole numbers, fractions, decimals, inch/millimeter conversions, calculating X-R values, and calculating percentages.

Blueprint Reading/Geometric Dimension and Tolerancing (MST1202) 2 hrs.

This course provides for the study of basic blueprint reading and reading engineering drawings. This course will develop the employee's ability to locate and interpret engineering dimensions.

Employability Skills (MST1101) 1 hr.

This course prepares students/trainees for future employment by providing them with the information and skills to obtain employment and be successful on the job.

Occupational Safety and Health (MST1201) 1 hr.

To provide students with an understanding of current safety regulation, established safety practices, hazard recognition, and the impact of behavior and environment on injury prevention.

Precision Measurement and Quality Control (MST1302) 2 hr.

This course provides for the study of the basic measuring tools used in manufacturing today. This course will provide the student with proficiency through using and reading basic measuring devices.

MATHEMATICS

Analytic Geometry & Calculus I (MAT1055) 5 hrs.

This is the first course in Analytic Geometry and Calculus designed for students majoring in physical sciences, engineering, or related fields. The course covers limits, derivatives, integrals and their applications. **Prerequisite: A minimum grade of "C" in both College Algebra (MAT1023) and Plane Trigonometry (MAT1093) or instructor consent**

Analytic Geometry & Calculus II (MAT2025) 5 hrs.

This course is a continuation of Analytic Geometry and Calculus I. The course covers applications and techniques of integration, and introductions to differential equations and infinite series. **Prerequisite: A minimum grade of "C" in Analytic Geometry and Calculus I (MAT1055)**

College Algebra (MAT1023) 3 hrs.

This course is a survey of functions, theory of equations and inequalities, complex numbers, and exponential and logarithmic functions. High school geometry is a highly recommended preparatory course. **Prerequisite: Appropriate ACT or ACCUPLACER score, or a minimum grade of C in Intermediate Algebra (DEV0334) or a minimum grade of C in Beginning Algebra (DEV0314)**

with appropriate placement score to enroll in this course.

College Algebra Supplement (MAT1012) 2 hrs.

A supplement to College Algebra (MAT1023) to be taken concurrently with designated sections of College Algebra to allow students 5 contact hours for mastering the material. Corequisite: College Algebra (MAT1023).

Elementary Algebra (DEV0344) 4 hrs.

Students will learn to simplify and evaluate algebraic, exponential, polynomials, rational, and radical expressions, factor quadratic and polynomial expressions, solve linear and quadratic equations, analyze and graph linear equations. Students are introduced to application problems. Prerequisite: A grade of C or higher in Fundamentals of Mathematics, an appropriate ACCUPLACER score, or an appropriate ACT score.

Elementary Statistics (MAT1103) 3 hrs.

Basic concepts of statistics and probability applicable to all disciplines. Topics include data analysis, probability, discrete and continuous distributions, sampling, and statistical inference. **Prerequisite: College Algebra (MAT1023) or equivalent**

Intermediate Algebra (DEV0334) 4hrs.

Students will be introduced to functions, be able to factor quadratic expressions, simplify and solve linear, quadratic, rational, radical, and absolute value equations. Students will be able to solve linear and non-linear inequalities. Graph linear and quadratic equations. This course is designed to prepare students for College Algebra. Prerequisites: A grade of C or higher in Elementary Algebra, an appropriate ACCUPLACER score, or an appropriate ACT score.

Introduction to Analytic Processes (MAT1153) 3 hrs.

This course is an introductory calculus course for business and related majors. The ideas of limits, differentiation, and integration will be applied to situations in business and economics, life sciences, and social sciences. This course is closed to students with credit in Calculus I (MAT1055). **Prerequisite: College Algebra (MAT1023) or Pre-Calculus Mathematics (MAT1015)**

Plane Trigonometry (MAT1093) 3 hrs.

Study of the functions of angles, the solution of right and oblique triangles, radian and degree measurements, trigonometric identities, and practical problems. **Prerequisite: College Algebra (MAT1023) or sufficient placement scores**

MUSIC

Applied Instrumental I-IV (MUE1101, 1111, 2101, 2111) 1 hr.

Private instruction in all brass, woodwind, and percussion instruments. Required for students majoring in instrumental music. Includes fundamentals of instrumental technique, study, and performing of appropriate literature. (Students working toward a Bachelor of Music degree must enroll in at least one hour of Applied Music [Voice, Instrument, or Piano] per semester. One lesson each week). **Prerequisite: Consent of Instructor**

Applied Music - Instrumental for Music Majors (MUE1112) 2 hrs.

Guided Applied Music lessons serve to develop a student's musical aptitude and accomplishment in study and performance. Subjects addressed may include performance and practice techniques, interpretation of musical styles, and the study of theory and history, all in relation to performance of repertoire on the student's instrument. Each student is expected to devote significant time between lessons in practice and preparation in order to progress.

Applied Music - Organ I-IV (MUE1061, 1071, 2061, 2071) 1 hr.

Individual instruction in performance area of music. **Prerequisite: Consent of Instructor**

Applied Music - Piano I-IV (MUE1081, 1091, 2081, 2091) 1 hr.

Private instruction in piano. Includes fundamentals of piano technique, study, and performing of appropriate piano literature. Students majoring in music education should enroll in Applied Piano each semester for four semesters to achieve basic required keyboard skills. (Students working toward a Bachelor of Music degree must enroll in at least one hour of Applied Music [Voice, Instrument, or Piano] per semester. One lesson each week). **Prerequisite: Consent of instructor**

Applied Music - Piano for Music Majors (MUE1062) 2 hrs.

Private instruction in piano. Includes fundamentals of piano technique, study, and performing of appropriate piano literature. Students majoring in music education should enroll in Class Piano or Applied Piano each semester for four semesters to achieve basic required keyboard skills.

Applied Music - Voice for Music Majors (MUE1122)
2 hrs.

Private instruction in voice. Includes fundamentals of singing, diction studies, vocal technique, and vocal literature. (One lesson each week 1 hour length).

Athletic Band I-IV (MUE 1211, 1311,2211, 2221)
1 hr.

This offering is intended as a large performing ensemble of woodwind, brass, and percussion instrumentalists, and appropriate auxiliary personnel with an emphasis on live performance for athletic events. This course consists of two main elements: the marching band and the basketball band and serves as both an academic class AND a service organization.

Beginning Folk Guitar (MUE1313) **3 hrs.**

Designed for the non-music major and not as music credit. Covers the basic techniques of playing the guitar, the reading of music, and maintenance of the instrument.

Chamber Singers I-IV (MUE 1141, 1151, 2141, 2151)
1 cr.

The ICC Chamber Singers is a performing ensemble of 20-24 singers. This audition based ensemble studies and performs repertoire selected from a broad range of chamber vocal literature, including both sacred and secular music spanning the Renaissance to the contemporary periods of music history and modern jazz arrangements. The ensemble performs regularly on campus, in local high schools, at community functions, and tours annually.

Chorale I-IV (MUE1021, 1031, 2021, 2031) **1 hr.**

A vocal organization performing traditional & contemporary choral literature. Open to any student who enjoys singing or wants to expand his/her knowledge of choral literature.

Class Piano I-II (MUE1241, 1271) **1 hr.**

Class approach to learning the basic techniques of piano playing. Focuses on beginning music theory and skills. Using basic chord progressions the student learns to play single accompaniments, to sight read, and to transpose. Establishes the technique and musicianship necessary for the intelligent study and appreciation of more difficult piano compositions.

Concert Band I-IV (MUE 1001, 1011, 2001, 2011)
1 hr.

This music performance course provides the opportunity for you as a woodwind, brass, or percussion performer to come together with other musicians in an ensemble

setting to rehearse and perform standard and emerging literature from the concert band and wind ensemble repertoire.

Guitar I-IV (MUE1501, 1281, 1291, 1511) **1 hr.**

Individual instruction in performance area of music. **Prerequisite: Consent of Instructor**

History of the Broadway Musical (MUE1223) **3 hrs.**

Traces the history and development of the Broadway Musical Comedy from its infancy in 1900 through the present. Includes a study of the story and music of a wide variety of musicals, plus interesting background information on the composer, lyricist, and librettist. Requires some research and considerable listening to recordings of musicals.

Independent Study: Music (MUE2181, 2182, 2183) **1-3 hrs.**

An individually structured course. Credit hours received determined by complexity of the area: 2181-- 1 cr. hr., 2182 -- 2 cr. hrs., 2183 -- 3 cr. hrs. 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 instructor, consultation with project personnel, class work and report, and progress sessions. **Prerequisite: Consent of instructor**

Jazz Band (MUE1401) **1 hr.**

The Jazz Band is designed to allow students the opportunity to study and perform the highest quality jazz literature.

Men's Chorus (MUE1701) **1 hr.**

A vocal organization performing traditional and contemporary choral literature. Open to male voices who enjoy singing and want to expand knowledge of choral literature.

Music Appreciation (MUE1303) **3 hrs.**

Designed to help the layman better understand and enjoy music through a study of the fundamentals of music and examination of music from various periods of musical history and countries around the world. This course is for the non music major, and is specifically designed to satisfy Arts/Humanities requirements.

Music Technology I (MUE2253) 3 hrs.

This course introduces students to current computer applications and related technologies of use to musicians. This introduction will serve as the foundation for music technology experiences throughout the student's subsequent coursework. Concepts, skills, and self-reliance are stressed, with extensive hands-on experience. Topics include the following: (1) introduction to the computer and basic computer skills, (2) MIDI, (3) computer-based MIDI sequencing, (4) computer-based notation, (5) digital audio concepts and skills, (6) Internet communication, publication, and research, (7) an introduction to the business of music. **Prerequisite: Music Theory I or Consent of Instructor**

Music Theory I-IV (MUE1093, 1113, 2093, 2103) 3 hrs.

This course is the study of the grammar of music. The student will learn the makeup of music essentials so that he/she will be more knowledgeable concerning musical scores. Coursework includes scales and modes, intervals, triads (kinds and inversions), seventh chords, cadences, modulation, melody writing, harmonizing melodies, non-chordal tones, borrowed dominant seventh and leading tone chords, along with harmonic, melodic, and formal analysis. **Required for music majors.**

Note: Music Theory I-IV must be taken in conjunction with Sight Singing and Ear Training I-IV for all music majors. Together these courses form the primary components of the music major curriculum forming the core of the music education transfer program.

Note: Music Majors will perform in a general recital each semester.

Survey of Rock and Roll Music (MUE2263) 3 hrs.

History and development of the genre; its role in changing the definition of popular music in the United States; factors which caused it to become an international genre; its growth and evolution to the present time.

Sightsinging & Ear Training I-IV (MUE1142, 1152, 2142, 2152) 2 hrs.

Sight Singing and Ear Training is a four-semester course designed to be taken in conjunction with Comprehensive Musicianship. Sight Singing and Ear Training and Comprehensive Musicianship are primary components of the music major curriculum forming the core of the music education transfer program. Class time is used to work with the student developing sight singing, identification and dictation skills. A one hour lab provides an environment

for the student to work with Programmed Ear Training.

Prerequisite: Consent of instructor

Women's Chorus (MUE1341) 1 hr.

A vocal organization performing traditional and contemporary choral literature. Open to treble voices who enjoy singing and want to expand knowledge of choral literature.

OFFICE TECHNOLOGY

Administrative Assistant (OTC 1063) 3 hrs.

Teaches applied systems thinking to students pursuing both administrative support and information management careers. Focuses on primary job functions and development of decision-making, communicative, and technical skills to effectively solve problems. **Pre-requisite or concurrent enrollment in Keyboarding.**

Advanced Document Processing (OTC2003) 3 hrs.

This course focuses on integrating a variety of software applications for business use. Students will utilize keyboarding, word processing, desktop publishing, e-mail, spreadsheets, presentations, database and many other software skills to gain experience in producing professional business documents. **Pre-requisite: Grade of C or better in Document Processing and Computer Concepts and Applications.**

Document Processing (OTC1013) 3 hrs.

Students learn expert-level Microsoft Word skills using realistic projects to enhance problem-solving skills. Students will focus on building speed and accuracy, form creation, use of legacy tools, sharing documents within the business setting and customizing Word software for individual use. **Pre-requisite: Grades of C or better in Keyboarding, Word I & II.**

General Office Procedures (OTC1163) 3 hrs.

Emphasizes practical office procedures and knowledge for today's office environment. Covers role of entry-level support personnel, employment skills, office health and safety issues, organization and time management, records management, information and communications systems, national and international communications, meeting and travel planning, and report and presentations research and development. **Pre-requisite: Keyboarding or concurrent enrollment in Keyboarding.**

Keyboarding (OTC1001) 1 hr.

Course provides instruction in developing the basic-level touch system mastery of keyboarding. This is a self-paced course using software which helps the student develop accuracy and speed in keyboarding. Course is recommended for all students who do not have touch system keyboarding skills.

Keyboarding/Formatting (OTC1003) 3 hrs.

Students have the opportunity to use alpha, numeric, and symbol keys by touch on the computer and format business correspondence (letters, reports, tables, and forms) and term papers. Course emphasis is on correct keying techniques including correction, word division, and proofreading skills.

Legal Terminology (OTC1083) 3 hrs.

Structured to give general knowledge of legal terms, particularly as they apply to civil, family, probate, real estate and corporate law concepts. Correct pronunciation, spelling and definitions will be learned.

Office Technology (OTC1043) 3 hrs.

This course focuses on preparing the student for the role of professional office worker in today's job market. Tools covered include telephone, fax, copiers, printers, electronic mail, web conferencing, presentation software. Students will use decision-making, critical thinking, and problem solving skills in a simulated office setting. **Pre-requisite or concurrent enrollment in Keyboarding.**

Records Management I (OTC1051) 1hr.

Provides instruction in the administration and control of records systems. The course includes the creation, maintenance, protection, and disposition of records. Hands-on experience with database software develops proficiency in the management of office records. **Pre-requisite: Instructor will assess keyboarding skills. A Keyboarding or Keyboarding and Formatting class may be needed.**

PHYSICAL SCIENCE

College Chemistry I (PHS1025) 5 hrs.

This course is a detailed study of basic principles of chemistry, including atomic structure, bonding and geometry, nomenclature, stoichiometry, solution chemistry, and states of matter. Students will use the periodic table to correlate the understanding of chemical systems and interpreting chemical reactions. Emphasis is placed on understanding both the quantitative and qualitative relationships in chemistry. This course is designed for pre-engineering students, pre-professional (pre-medical, pre-veterinary, pre-dental, or pre-pharmacy) students, or

science (chemistry, physics, or biology) majors. College Chemistry I is offered in the Fall semester; enrollment by appointment may be made at the discretion of the instructor.

College Chemistry II (PHS1035) 5 hrs.

This course is a continuation of College Chemistry I with the basic principles of chemistry expanded to cover the topics of equilibrium and kinetic, applications of aqueous equilibria, chemical thermodynamics, electrochemistry, coordination chemistry, nuclear chemistry and introductory organic chemistry. The emphasis will continue to be placed on understanding both the quantitative and qualitative relationships in chemistry within these topics. College Chemistry II is offered in the Spring semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite: A "C" or better in College Chemistry I (PHS1025)**

Cooking for Geeks; The Science of Cooking (PHS1053) 3 hrs.

This course is designed primarily for students interested in the science behind cooking and good food. Students are given an introduction to the basic fundamental concepts of the chemistry and biochemistry leading to the preparation of different types of meals. Students will be required to participate in class by preparing different recipes at home to be brought into class. Minimum requirement to complete assignments is access to a microwave oven. This course is designed to be a non-laboratory science elective.

Descriptive Astronomy (PHS1085) 5 hrs.

Descriptive Astronomy is a general education science course open to all majors. This course is a 5 credit hour hybrid class designed for students who are required to take a laboratory course in physical science. Topics covered: the solar system, stellar astronomy, galaxies, and cosmology. The lab component of this class is designed to be integrated with topics covered in the lecture. The lab material will be posted online. Lab topics include the study of light, atomic spectra, photometry, lenses, and mirrors; the observation of celestial objects, including the sun, moon, planets, and galaxies; and the use of telescope, star charts.

Engineering Physics I (PHS2055) 5 hrs.

Engineering Physics I is a one semester course that includes a laboratory component. It is designed for students who intend to major in engineering, physics, chemistry, mathematics and other related majors. This course is a study of Newtonian Mechanics, fluid mechanics and thermal physics. All topics are covered using concepts of

calculus. Engineering Physics I is only offered in the fall semester. **Prerequisite: Analytic Geometry & Calculus I (MAT1055)**

Engineering Physics II (PHS2065) 5 hrs.

Engineering Physics II is a one semester course including laboratory component. This is the second course of two sequential courses. It commonly serves as the foundation in physics for engineering, physics, chemistry, mathematics and other related majors. This course is a study of general principles of electricity, magnetism, waves and optics. Emphasis will be placed on fundamental principles, applications and problem solving, and on experimentation. Engineering Physics II is only offered in the spring semester. **Prerequisite: A "C" or better in Engineering Physics I (PHS2055)**

General Chemistry (PHS1015) 5 hrs.

This course is designed primarily for students pursuing a degree in allied health or veterinary technology, or liberal arts and/or non-science majors requiring credit in a physical science course with a laboratory. Students are given an introduction to the fundamental concepts in chemistry; solve basic problems relating to chemical reactions, and a general understanding of vocabulary, theories, and practices in chemistry. The emphasis for this course will be in those areas applicable to biological systems. A brief mathematics review and the proper use of a scientific calculator will be included. This course may not be used as a prerequisite for College Chemistry II (PHS1035). **Prerequisite: two years of high school Algebra or concurrent enrollment in College Algebra (MAT1023) or higher math. This course may not be used as a prerequisite for College Chemistry II (PHS1035).**

General College Physics I (PHS1055) 5 hrs.

College Physics I is a course that includes a laboratory component. While this course fulfills General Education Requirements in Physical Science and counts toward graduation at ICC, it is generally taken as a part of specific curriculum in mathematics, science, or engineering. This course provides a systematic development of the main principles of physics; emphasizing problem solving and helping students develop a deep understanding of physics concepts. This course is a study of Newtonian Mechanics, fluid mechanics, and thermal physics. College Physics I is only offered in the fall semester. **Prerequisite: College Algebra (MAT1023); Plane Trigonometry (MAT1093) is highly recommended**

General College Physics II (PHS1065) 5 hrs.

College Physics II is a course that includes a laboratory component. It commonly serves as the foundation in physics for students majoring in the physical sciences or engineering. This course is a study of general principles of electricity, magnetism, waves and optics. Emphasis will be placed on fundamental principles, on applications and problem solving, and on experimentation. College Physics II is only offered in the spring semester. **Prerequisite: A "C" or better in General College Physics I (PHS1055)**

Organic Chemistry I (PHS2035) 5 hrs.

This course is an introduction to the theories and principles of Organic Chemistry. Organic Chemistry I covers the nomenclature, preparation of, and reactions involving aliphatic and aromatic hydrocarbons, stereoisomerism, and spectroscopic techniques. The laboratory class emphasizes the development of laboratory techniques for synthesis and structure elucidation of organic molecules. This course is designed for pre-professional (pre-medical, pre-veterinary, pre-dental, or pre-pharmacy) students, or science (chemistry or biology) majors. Organic Chemistry I is offered in the fall semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite: "C" or better in College Chemistry II (PHS1035)**

Organic Chemistry II (PHS2045) 5 hrs.

This course continues the introduction to the theories and principles of Organic Chemistry. Organic Chemistry II covers the nomenclature, preparation of, and reactions involving the remaining functional groups not discussed in Organic Chemistry I: ethers, acids, esters, aldehydes, ketones, amines and amides. Structure elucidation of organic molecules will be conducted utilizing mass spectroscopy (MS), nuclear magnetic resonance spectroscopy (NMR), infrared spectroscopy (IR), and ultraviolet/visible spectroscopy (UV/VIS) techniques for synthesis including multi-step synthesis. This course is designed for pre-professional (pre-medical, pre-veterinary, pre-dental, or pre-pharmacy) students, or science (chemistry or biology) majors. Organic Chemistry II is offered in the spring semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite: "C" or better in Organic Chemistry I (PHS2025)**

Physical Science (PHS1005) 5 hrs.

Three hours lecture plus laboratory. An introduction to the physical sciences, including astronomy, physics, chemistry, geology, and meteorology. Three hours lecture per week. This course can also be taken as preparation

for General College Physics I (PHS1055). **Pre-requisite:** College Algebra (MAT1023)

POLITICAL SCIENCE

American Government (POL1023) 3 hrs.

Fundamental study of organization and functions in American Government with emphasis on political processes and citizen participation in government.

Introduction to Political Science (POL1013) 3 hrs.

A study of literature and methodology in political science with emphasis on inquiry and analysis of political behavior, public opinion and political socialization.

PSYCHOLOGY

Abnormal Psychology (BEH2023) 3 hrs.

An introduction to the study of abnormal human behavior. Historical and cultural perspectives and the characteristics and treatment of functional disorders are explored. **Recommended: General Psychology (BEH1003).**

Adolescent Psychology (BEH2013) 3 hrs.

A study of the psychological principles that contribute to an understanding of the characteristics of behavior and development during the adolescent period. This class will be offered upon request. **Prerequisite: General Psychology (BEH1003)**

Child Psychology (BEH1013) 3 hrs.

A study of the characteristics and behavior of children from conception to adolescence which contribute to personality development. Guidance strategies and environmental factors which influence children's development at various stages is integrated throughout. This course is appropriate for those who work with children of any age and will be offered upon request. **Prerequisite: General Psychology (BEH1003)**

Developmental Psychology (BEH2003) 3 hrs.

A survey of the development of the individual from conception to death. Special emphasis on the various changes occurring throughout life in the areas of physical, intellectual, social, moral, and emotional development. **Recommended: General Psychology (BEH1003).**

Drugs and Behavior (BEH2043) 3 hrs.

A survey of the actions and effects of the use of psychoactive drugs (depressants, stimulants, hallucinogens; both legal and illegal) and prescription medications. Presents the biopsychosocial model (variant of the multipath model) to analyze the potential determinants of substance use and factors that contribute to potential abuse and dependence. Details keys to successful prevention and intervention programs/treatments. **Prerequisite: None; General Psychology (BEH1003) recommended**

College Success (BEH1021) 1 hr.

This course offers students efficient techniques for achieving success in the classroom through topics such as, but not limited to, time management, note-taking, study skills, goal setting, and critical thinking. It will also introduce students to such topics as financial literacy, social and emotional intelligence, career planning, and cultural competency. Students will determine educational goals while participating in activities based in the classroom.

General Psychology (BEH1003) 3 hrs.

An introduction to theoretical and practical aspects of human behavior. Topics include learning, physiological mechanisms, perception, personality, behavior disorders, motivation, and emotion.

Psychology of Adjustment (BEH1103) 3 hrs.

Utilizes the theory of adjustment to examine factors within the human experience that can promote positive personality characteristics and desirable life trajectory. Through understanding and application of psychological principles and concepts, students will become attentive to their individual selves and the role of individuals within society. Emphasis will be placed on mental health as it relates to positive growth and behavior change. **Prerequisite: None, General Psychology (BEH1003) recommended.**

PUBLIC MANAGEMENT **TRAINING**

Budgeting and Financial Oversight

(PMT1801)

1 hr.

This course introduces the basic concepts of budgeting and administering finances in a public management setting. Participants will prepare a model budget, study cash flow processes, and develop a plan which will help an organization prepare for a financial audit.

Conflict Resolution in the Work Place

(PMT1401)

1 hr.

This course focuses on identifying sources of conflict, such as generational, gender, and ethnic differences; practicing mediation tools used in resolving conflicts, and creating behavioral expectations to prevent workplace conflict.

Effective Communication (PMT1101)

1 hr.

The primary focus will be on enhancing participants' skills in written communication (electronic communication, writing for results); using presentation software such as PowerPoint to inform and persuade; and giving prepared or unplanned oral presentations to individuals and groups.

Grant Writing: Introduction to Research and Proposal Writing (PMT1301)

1 hr.

This course will provide the tools to assist participants in researching funding opportunities, evaluating and selecting an appropriate proposal format, and writing a successful grant proposal.

Introduction to Board Membership

(PMT1601)

1 hr.

Designed for newly elected or appointed board members, this course addresses board member roles and responsibilities, legal and ethical accountability, committee membership, responding to constituents, budget development and implementation, and strategies for working effectively with paid staff.

The Law and Ethics in Public Administration

(PMT1501)

1 hr.

Participants will research and discuss current laws related to public management. Other topics include risk management, ethical decision making, and the use of case studies to illustrate legal and ethical issues.

Managing a Challenging Employee

(PMT1701)

1 hr.

Participants in this course will develop a "toolbox" of skills for use in dealing with difficult personnel situations. Topics include team building, negotiating behavioral change, documenting challenges and efforts, and decisions related to retention or termination.

Performance Measurement and Outcome

(PMT1201)

1 hr.

Course focuses on the alignment of a group's vision, mission, goals and outcomes; enhancing participants' skills in writing a measurable outcome statement and using appropriate tools to measure it; and preparing effective reports for stakeholders.

Volunteer Management: Recruiting, Utilizing, and Maintaining Volunteers (PMT1901)

1 hr.

This course is designed to assist paid staff members in managing volunteers within an organization. Topics include evaluating your volunteer needs; recruiting, orienting, and training the volunteer staff, and retaining good volunteers.

Working Effectively with a Governing Board

(PMT1111)

1 hr.

Designed for paid staff members who work directly with an elected or appointed board, this course focuses on topics such as understanding board dynamics, presenting effectively and achieving desired outcomes, and board roles and responsibilities, e.g. policy vs. administrative issues.

RELIGION

Introduction to the Philosophy of Religion

(REL1043)

3 hrs.

This class will deal with the philosophical and ethical problems of the distinction between reason and knowledge, faith and belief, and the nature of good and evil. An overview of major religious traditions will serve as the foundation for discussion of contemporary moral and ethical issues.

New Testament History (REL1013)

3 hrs.

The New Testament is divided into three parts for purposes of study: the Life and Teachings of Jesus, Acts and the Letters of Paul and Revelation, and the remainder of the New Testament writings. Special emphasis will be placed on the geography, history, archaeology, and customs of New Testament times.

Old Testament History (REL1003) 3 hrs.
An exploration of the Old Testament, the Patriarchal Period, Hebrew National Life from the captivity through the minor prophets. Special attention will be paid to the geography, history, archaeology and customs of Old Testament times.

SOCIOLOGY

Anthropology (SOC1023) 3 hrs.
An introduction to the field of anthropology and its four subfields: archaeology, cultural anthropology, anthropological linguistics, and physical anthropology. Major features of culture are discussed, including subsistence patterns, organization, patterns for transmission of culture, economics, social control, and social change. Presents a historical overview of anthropological theory and research, from its early development to the present.

Ethics (SOC1073) 3 hrs.
Ethics is an introduction to the reflective study of moral choice, standards of right and wrong, and the nature of the good life. Emphasis is placed on ethical theories and their application to personal and social decision-making. **Prerequisite: None, English Composition I recommended**

Introduction to Criminal Behavior (SOC1133) 3 hrs.
An inquiry into motivational factors involved in criminal behavior. Discusses current related sociological and psychological theories. Specific crimes to be addressed include robbery, burglary, arson, sex crimes, and murder, with a special emphasis on “emerging” crimes and criminals. Examines criminal profiles and crime analysis from a sociological perspective.

Introduction to Criminal Justice (SOC1113) 3 hrs.
Examines the major components of the criminal justice system: law enforcement, courts, and corrections. Special emphasis placed on the historical and social perspectives of the American criminal justice system, as well as the roles and functions of various agencies within each component. Focuses on current trends and issues relating to criminal justice, and presents possible solutions.

Introduction to Philosophy (SOC2003) 3 hrs.
This course is an introduction to key philosophical concepts through a topical study of representative thinkers and issues. **Prerequisite: None, English Composition I recommended**

Introduction to Race and Ethnic Relations (SOC2113) 3 hrs.
This course examines social relations among majority and minority groups by devoting particular attention to race and ethnic relations in the United States. The sociological approach to this topic emphasizes power structures, economic relationships, and cultural traditions historically and today. Attention is devoted both to social psychological issues such as prejudice and social structural issues such as inequality.

Introduction to Social Work (SOC1213) 3 hrs.
Introduction to the profession of social work and the social service delivery system. Examines the historical development of social work with emphasis on the knowledge, values and skills utilized by the social worker. Designed to help the student test social work as a possible career choice.

Introduction to Sociology (SOC1003) 3 hrs.
The basic principles, theoretical approaches, processes and institutions in the social world are investigated and related to the evolution of post-industrialized cultures. Stresses the development of family, religion, education, government, and the economic system as social institutions.

Logical and Classical Reasoning (SOC2073) 3 hrs.
For the purposes of this course, we are primarily concerned with how we ought to reason. As one philosopher puts it, logic is the “ethics of intellect.” Through analyzing language structures, propositions, and their relations, students will acquire the tools requisite for a higher clarity of thinking and for a better way to convey our thoughts to others.

Social Problems (SOC2023) 3 hrs.
A sociological analysis of current social problems, their causes, ramifications, and possible solutions. Offered in the spring semester and summer.

Sociology of Families (SOC1013) 3 hrs.
A practical course that is relevant for both the present and the future. The course is built around the philosophy that marriage should be an intelligent commitment to a lifetime together. Deals with the following areas of study: how to make an intelligent choice of a mate; sexuality; reproduction and childbirth; solving marital problems and divorce.

World Regional Geography (SOC2013) 3 hrs.

Introduction to geography structured on a framework This class provides an introduction to geography structured on a framework of twelve world realms: Europe, Russia, North America, Middle America, South America, North Africa/Southwest Asia, Sub-Saharan Africa, South Asia, Southeast Asia, East Asia, Austral Asia and the Pacific. The class is designed to enhance participants' knowledge and appreciation of our rapidly changing world, examining the political, social, economic, cultural, historical, religious, technological and environmental trends and realities that are shaping the 21st century.

THEATRE

Audition Techniques & Strategies (THR2313) 3 hrs.

Designed to work on individual needs in the more advanced actor. Emphasizes selection and preparation of audition material, understanding one's type, resume and headshot presentation. Prerequisite: Acting II.

Acting I (THR1023) 3 hrs.

Acquaints the student with acting techniques and disciplines. The course utilizes ensemble exercises, improvisation, and acting scenes to emphasize objective, obstacle and action as means to create a believable character.

Acting II (THR1123) 3 hrs

Designed to advance the student's understanding of principles explored in Acting I. The course will focus on developing the actor's instruments, accessing the five senses, implementing advanced understanding of acting theory and practice, stretching the actor's range, and giving constructive criticism. This course employs the acting philosophy and exercises of Constantin Stanislavsky, Uta Hagen, and Viola Spolin. Prerequisite: Acting I.

Ballet I (THR1081) 1 hr.

This progressive ballet system is designed to produce muscular strength, flexibility, and a working knowledge of anatomy, plus the aesthetic satisfaction of expressing yourself through a classical art form. This course is offered to students of all ages and experience, both beginners as well as those who have had some training.

Introduction to Playwriting (THR1093) 3 hrs.

This class introduces the craft of writing for the theatre. Through weekly assignments, in class writing exercises, and work on a sustained piece, students explore scene structure, action, events, voice, and dialogue. The class

will examine produced playscripts and discuss student work. This class's emphasis is on process, risk-taking, and finding one's own voice and vision. The process focus will be on the creation of, *at least*, a ten-minute play. Professional guest lecturers will be used when available on campus. **Prerequisite or Co-requisite: English Composition I**

Introduction to Playwriting (THR1093) 3 hrs.

Jazz Dance I (THR1041) 1 hr.

This course is an introduction to the concepts and motor skills involved with jazz dance. Basic body position will be introduced, as well as basic terminology, jazz history, various jazz styles and the basic techniques involved, isolations, combinations, choreography and musical/rhythmic influences.

Movement I (THR1142) 2 hrs.

This course is an introduction to physical theatre training. Our main goals are to expand and strengthen each actor's movement and gestural skill base, develop a wider range of physical tensions, densities, shapes and rhythms available on impulse. We will investigate extensive training and warm-up techniques that will address the particular needs of individual actors, while building the ensemble. All of your current and previous training in acting and vocal production will be integrated in this course.

Movement II (THR2142) 2 hrs.

This course is an introduction and exploration of technical and aesthetic aspects of stage combat. Our main goals are to understand how stage combat fits into the practice of theatre as a whole, and to develop the ability to safely portray violence onstage within the context of a play with specificity and dramatic power. All of your current and previous training in acting, voice, and movement will be integrated in this course. We will be investigating various martial forms to develop a specific vocabulary for the stage.

Play Production: Directing (THR2003) 3 hrs.

Introduces students to the fundamentals of stage direction, exploring the use of space, shape, time and movement as elements in effective theatrical story-telling. Introduces student to the practical aspects of a stage director's duties. Each student will direct a one-act play as a semester project. **Prerequisite: Theatre Appreciation (THR1013) or consent of the instructor.**

Play Production Practicum (THR1011) 1 hr.
Students will be involved in artistic and production management of the annual Anna Plays.
Playwriting II (THR1193) 3 hrs.

Rehearsal & Performance Lab I (THR1051) 1 hr.
Students may earn from one to three hours credit by participating in a major college production. Credit may be earned as an actor or as a member of the production staff or both. Enrollment will be through appointment with the director or technical director of the production.

Rehearsal & Performance Lab II (THR2051) 1 hr.
Students may earn from one to three hours credit by participating in a major college production. Credit may be earned as an actor or as a member of the production staff or both. Enrollment will be through appointment with the director or technical director of the production. Prerequisite: Rehearsal & Performance Lab I (THR1051)

Rehearsal & Performance Lab III (THR2061) 1 hr.
Students may earn from one to three hours credit by participating in a major college production. Credit may be earned as an actor or as a member of the production staff or both. Enrollment will be through appointment with the director or technical director of the production. Prerequisite: Rehearsal & Performance Lab II (THR2051)

Rehearsal & Performance Lab IV (THR2071) 1 hr.
Students may earn from one to three hours credit by participating in a major college production. Credit may be earned as an actor or as a member of the production staff or both. Enrollment will be through appointment with the director or technical director of the production. Prerequisite: Rehearsal & Performance Lab III (THR2061)

Script Analysis (THR2103) 3 hrs.
An introductory course in script analysis for actors, directors, and designers interested in deepening their understanding of how a script works to become a living play. Examines various approaches to reading plays as dramatic texts and as the basis for production; focusing on elements such as structure, action, character, given circumstances, exposition, image, theme, and ideas. **Prerequisite: English Composition I**

Stage Makeup (THR2022) 2 hrs.
The principles and practices of theatrical makeup are examined and applied in the laboratory assignments and lecture/demonstrations that are designed to develop the student's skill in makeup.

Stagecraft I (THR1033) 3 hrs.
The fundamentals of sketching, building and painting scenery, stage lighting, and creating sound reinforcement for theatrical production are taught in this course. Students are required to work lab hours outside of class times and to work on theatre department productions during the semester.

Stagecraft II (THR1133) 3 hrs.
The fundamentals of sketching, building, and painting props, costuming, and puppetry for theatrical production are taught in this course. Students are required to work lab hours outside of class time and to work on theatre department productions during the semester.

Stage/Theatre Management (THR2073) 3 hrs.
An introductory course in the structure of theatrical management and the techniques of stage management. This class will give you a "nuts and bolts" knowledge of paperwork and procedures, the first steps to effective stage management, and explore how stage managers function within the theatrical management structure. Attention is given to best practices in the less tangible aspects of management such as facilitating creative work, prioritizing, problem-solving, and facilitating conflict resolution. **Prerequisite: Theatre appreciation (THR1013).**

Tap Dance I (THR1091) 1 hr.
An introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop dance combinations to enhance technical skills, memory, and performance qualities.

Technical Theatre Lab I (THR1061) 1 hr.
Practicum in Theatre with emphasis on technique and procedures with experience gained in technical backstage duties and scene shop maintenance. May be repeated for credit, but not more than four semester hours total may be counted toward graduation. Required each semester of all Theatre scholarship recipients.

Technical Theatre Lab II (THR1071) 1hr.
Practicum in Theatre with emphasis on technique and procedures with experience gained in technical backstage duties and scene shop maintenance. May be repeated for credit, but not more than four semester hours total may

be counted toward graduation. Required each semester of all Theatre scholarship recipients.

Technical Theatre Lab III (THR2021) 1hr.

Practicum in Theatre with emphasis on technique and procedures with experience gained in technical backstage duties and scene shop maintenance. May be repeated for credit, but not more than four semester hours total may be counted toward graduation. Required each semester of all Theatre scholarship recipients.

Technical Theatre Lab IV(THR2041) 1hr.

Practicum in Theatre with emphasis on technique and procedures with experience gained in technical backstage duties and scene shop maintenance. May be repeated for credit, but not more than four semester hours total may be counted toward graduation. Required each semester of all Theatre scholarship recipients.

Theatre Appreciation (THR1013) 3 hrs.

How has theatre developed in different parts of the world over the past 2500 years? What is happening on Broadway and in the professional theatre today? What goes into a good local theatre production? Theatre Appreciation will provide the student with answers to these questions and enhance the student's ability to analyze and enjoy theatre productions during the semester. Students will read about the history of theatre, will study various scripts, and will see videos and live performances of plays.

Theatre Company Ensemble (THR1101 or SRV0730)

0-1 hr.

This class encompasses the creation and running of a theatre company ensemble. Making extensive use of Inge Center professional guest artists, staff and faculty, the theatre ensemble class trains together to learn to tackle the theatrical challenges that face a producing artistic ensemble. This course is required for all theatre and play-writing scholarship students but is open to any students on campus. Admitting preference is given to theatre majors and fine arts scholarship students, though all interested students are welcome.

Theatre Study Tours (THR1001) 1 hr.

A tour of three to seven days that offers opportunities to study art and archaeology in galleries and museums, architecture in cities and countryside, history on battlefields and in seats of government, music and drama in concert halls and theatres. Tours will be planned and coordinated for a guarantee of rich educational experience to those who participate in foreign travel.

Theatrical Design I (THR2083) 3 hrs.

Theatrical Design I will provide an opportunity for students to apply their creative abilities in designing scenery for theatrical use. Students will learn the basics of the design process, how to research and apply that new found knowledge within the context of the script to create a "world" in which the characters will live. **Prerequisite: Theatre Appreciation**

Theatrical Design II (THR2183) 3 hrs.

Design I focuses on the general theories and working knowledge needed for an understanding of the theatrical design process, with an emphasis on scenic design. Design II follows up on this learning, and explores how the same principles are used when designing lighting, sound, costumes, props and makeup for theatre. **Prerequisite: Theatrical Design I (THR2083)**

Voice I (THR1083) 3 hrs.

This class introduces the student to the fundamentals of vocal use for the stage. Topics addressed will be vocal anatomy and awareness, breath release, resonance, and sensitivity to impulse. The class will employ the vocal progression of exercises designed by Kristin Linklater. The goal of the course is to find a free voice in a free, dynamically responsive body.

Voice II (THR 2173) 3 hrs.

This class introduces the students to the International Phonetic Alphabet. Topics addressed will be vowels, consonants, diphthongs, the relationship between tension and regional accents, and learning accents for stage work. This class will employ the Phonetic Pillows designed by Louis Colaianni and the vocal progression developed by Kristin Linklater. The goal of the course is to utilize a free voice and a free dynamic body to apply phonetics for character development.

VETERINARY TECHNOLOGY

Anatomy and Physiology of Domestic Animals (VET1005) 5 hrs.

Three hours of lecture plus two hours of dissection laboratory are included. Principles of normal systematic animal anatomy and animal physiology are studied. Review of basic principles followed by detailed study of the anatomy and function of all the major systems of the body with focus directed toward comparisons of organ systems of various domestic animals, birds, amphibians, and reptiles.

Animal Facility Management I**(VET1102)****2 hr.**

This class includes topics covering practical techniques of daily animal care, including nursing care of the healthy and abnormal animals, nutrition, and animal husbandry. Practical techniques in veterinary team interactions and veterinary technician task management are covered. Students will be introduced to disease recognition and the common clinical signs of diseased animals in certain housing situations.

Animal Facility Management II**(VET1012)****2 hr.**

This course will touch on several bases of animal facility management. Lessons will include: feline breed identification, animal restraint and handling, use of restraint equipment, and common knot tying techniques which are helpful with restraining animals. Students will learn first-aid for animals, including CPR (cardiopulmonary cerebrovascular resuscitation), emergency drugs, bandaging, and how to handle emergency situations. Students will work on front office “first impressions” and how to handle difficult situations. Students will learn the importance of nutrition and how to be nutritional consultants in the field of veterinary medicine. Finally, students will learn about small animal diseases and making use of veterinary diagnostic laboratories.

Board Review for Vet Technician**(VET2113)****3 hr.**

This course is designed to prepare the student for the National Veterinary Technician Examination (NVTE).

Clinical Internship (VET2114)**4 hrs.**

Student will spend time in a veterinary clinic setting, shadowing a veterinarian.

Clinical Pathology I (VET2003)**3 hrs.**

This course is an introduction to laboratory techniques and procedures used to identify animal pathogens and parasites. Operation and familiarity with general laboratory equipment, routine lab procedures, fecal analysis, urine analysis, hematology analysis, parasite identification, and interpretation of clinical lab results will be emphasized.

Clinical Pathology II (VET2203)**3 hrs.**

This course is a continuation of Clinical Pathology I. Continued practice in hematological tests, interpretation of urological tests, fecal analysis, and pathogen identification.

Introduction to Veterinary Technology**(VET1033)****3 hrs.**

An introductory course for students admitted to veterinary technology program. Discussion of the role of veterinary technician in a veterinary health care team, professional opportunities, organizations, and continuing education. The course emphasizes humane care practices, sanitation, animal behavior, pet loss grief issues, and client relations.

Laboratory, Wild, and Exotic Animal Technology**(VET2213)****3 hrs.**

Techniques required to assist the veterinarian in the care and treatment of laboratory animals, birds, exotic, and wild animals. Restraint and handling, identification, blood collection, medication, anesthesia, and specimen collection are studied. Supervisory skills for laboratory animal research are covered. Each student will rotate sanitation and nursing care for program animals.

Large Animal Health Care (VET1022)**2 hrs.**

An introduction to the management, husbandry, and basic veterinary care for large animal species, including, not limited to, equine, bovine, caprine, vine, and porcine. Basic dietary requirements, proper sanitation, proper handling and housing of large animals are discussed. Basic techniques in restraint, recording vital signs, administering medications, and grooming will be covered. Introduction to biological sample collection and testing will be discussed. Beginning knowledge of the pathophysiology of disease and clinical signs for diseases encountered in Large Animal Medicine will be covered. Aspects related to anatomical species variations will be reviewed.

Large Animal Technology (VET2013)**3 hrs.**

This course studies the technical aspects of large animal restraint, large animal handling, and medication delivery techniques. Commonly encountered medical conditions of large/equine/food animals, their care and treatment, nutrition, and preventative health measures will be discussed. Sampling techniques for laboratory testing will be studied along with regulatory medicine.

Math for Veterinary Medicine (VET1043)**3 hrs.**

This course emphasizes dosage calculations for proper pharmaceutical drug administration. Application of the metric and apothecary system will be covered.

Principles of Anesthesiology (VET1001) 1 hr.

During this course, the students will learn the principles of anesthesia in small animals, large animals, and exotic species. Students will learn how to prepare a patient for anesthetic procedures, they will learn IV catheter placement, induction procedures, how to monitor patients during anesthesia, and how to care for the patient after the surgical procedure has been completed. Students will also learn how to maintain anesthetic equipment and log in drugs and procures.

Radiology, Ultrasound, and Diagnostic Imaging (VET1113) 3 hrs.

Students will learn the anatomy of the x-ray machine and understand how the x-rays are produced. The students will have hands-on in setting up the x-ray machine, loading cassettes, positioning the animals to take radiographs, and developing the radiograph. Students will learn how to make adjustments in their radiographic technique in order to improve the quality of the radiographs. There will be hands-on use of a portable x-ray machine, dental x-rays, manual development, and ultrasound.

Small Animal Health Care (VET1103) 3 hrs.

An introduction to the management, husbandry, and basic veterinary care for small animal species, with emphasis on dog and cat. A survey of signs and treatments of commonly encountered diseases. Basic dietary requirements, proper sanitation, proper handling and housing of small animals are discussed. Basic techniques in dentistry, restraint, recording vital signs, administering medications, vaccination protocols, grooming, and sample collection for basic laboratory testing.

Veterinary Microbiology (VET2004) 4 hrs.

Introduction to microorganisms like bacteria, fungi, protozoa, and viruses with emphasis on pathogenic microorganisms related to veterinary medicine. Aseptic techniques, sterilization techniques, sanitation, zoonosis, and related public health concerns will be discussed. Laboratory work will emphasize proper use of microscope, staining and culture techniques necessary for the identification of microorganisms, and methods involved in handling, culturing, and controlling microorganisms.

Veterinary Pharmacology (VET2103) 3 hrs.

Basic principles of drug therapy in the veterinary practice are discussed. Discussion of major classes of drugs, mechanisms of drug action, side effects, drug interactions, dosage calculations, and drug administration. It also includes ordering, prescribing, dispensing pharmaceuticals, and dispensary protocols as per federal regulations.

Veterinary Surgical Nursing and Clinical Skills (VET2116) 6 hrs.

This course emphasizes veterinary nursing procedures with study and practice of general nursing care, equipment care in a veterinary clinic, surgical preparation and assistance, administration of anesthetics, anesthesia monitoring, postoperative procedures, parenteral fluid administration, blood transfusion, and many other nursing techniques. Students will practice intravenous catheterization. Students will learn and identify surgical instruments and understand proper methods for cleaning and sterilizing those instruments. Students will practice applying post-surgical bandages and casts, then monitor those devices. Students will be responsible for patient care and will rotate sanitation and nursing care for Resident Program animals. Students will understand their role in maintaining a proper sterile surgical environment. Students will learn computer software application of veterinary record keeping. Continued use of previous knowledge of the pathophysiology of disease and clinical signs for diseases common to veterinary practice will be reviewed.

Veterinary Technology Office Practices (VET1023) 3 hrs.

The student will become proficient in using the AVImark Veterinary Management System. This is a streamlined system for storing medical records, scheduling appointments, and tracking prescriptions, as well as providing data back-up.

Zoo Internship (VET2221) 1 hr.

Student will shadow a zookeeper and identify and learn methods of animal care, health maintenance, and sanitation of zoological specimens.