

# INDEPENDENCE

— *Community College* —



— 2018 - 2019 —

## ACADEMIC CATALOG



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](http://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>**  
800-842-6063 or 620-331-4100  
Fax: 620-331-0946

# TABLE OF CONTENTS

DIRECTORY .....	6
NOTICE OF NONDISCRIMINATION.....	7
MESSAGE FROM THE PRESIDENT .....	8
<b>GENERAL INFORMATION</b> .....	<b>9</b>
ACCREDITATION .....	9
MISSION STATEMENT .....	9
VISION STATEMENT .....	9
COLLEGE LEGAL ASSURANCES .....	9
COLLEGE HISTORY.....	10
<b>ADMISSION</b> .....	<b>11</b>
ADMISSION POLICIES .....	11
ADMISSION PROCEDURE .....	11
NEW STUDENTS.....	11
FORMER/RETURNING STUDENTS .....	11
HIGH SCHOOL STUDENTS.....	11
HOME SCHOOL STUDENTS .....	12
OUT-OF-STATE STUDENTS .....	12
INTERNATIONAL STUDENTS .....	12
INTERNATIONAL ADVISOR POLICY.....	13
INTERNATIONAL STUDENT ADDRESS CHANGES .....	14
INTERNATIONAL STUDENT DISTANCE LEARNING RESTRICTIONS .....	14
INTERNATIONAL STUDENT EMPLOYMENT .....	14
RETENTION OF RECORDS.....	14
<b>ENROLLMENT AND REGISTRATION</b> .....	<b>15</b>
STUDENT CREDIT HOUR LOAD .....	15
ENROLLMENT.....	15
LATE ENROLLMENT .....	15
CONCURRENT ENROLLMENT .....	15
PLACEMENT ASSESSMENT .....	15
ADVISEMENT .....	16
STUDENT CLASSIFICATION.....	16
IDENTIFICATION CARDS .....	16
DROPPING CLASSES .....	16
REFUND POLICY .....	16
AUDIT STUDENTS .....	16
WITHDRAWING FROM CLASSES.....	16
<b>COSTS</b> .....	<b>17</b>
TUITION .....	17
FEES .....	17
HIGH SCHOOL STUDENT FEES.....	17
FEE PAYMENT.....	17
PAYMENT POLICY.....	17
PAYMENT PLAN POLICY.....	17
RESIDENCE HALL COST.....	18

TEXTBOOK LOAN PROGRAM.....	18
RETURNED CHECK POLICY.....	18
<b>FINANCIAL AID</b>	<b>19</b>
SERVICES.....	19
APPLICATION PROCESS FOR FEDERAL AID .....	19
STUDENT ELIGIBILITY REQUIREMENTS .....	19
FEDERAL COLLEGE WORK-STUDY PROGRAM .....	19
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT .....	19
FEDERAL FINANCIAL AID DISBURSEMENT .....	19
FEDERAL STAFFORD DIRECT LOAN PROGRAM .....	20
EXIT COUNSELING .....	20
RETURN OF TITLE IV (FEDERAL FINANCIAL AID) FUNDS .....	20
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS .....	20
ICC SCHOLARSHIPS .....	24
ACADEMIC SCHOLARSHIPS .....	24
ATHLETIC SCHOLARSHIPS .....	24
CO-CURRICULAR SCHOLARSHIPS .....	24
OTHER TUITION SCHOLARSHIPS .....	24
<b>ACADEMIC &amp; STUDENT POLICIES AND PROCEDURES</b>	<b>25</b>
STUDENT RESPONSIBILITIES .....	25
UPDATING STUDENT INFORMATION .....	25
ADVANCED PLACEMENT .....	25
COLLEGE LEVEL EXAMINATION PROGRAM .....	25
CREDIT BY CHALLENGE EXAM.....	25
CREDIT FOR MILITARY SERVICE .....	26
COMPLETED VOCATIONAL PROGRAMS .....	26
ATTENDANCE POLICY .....	26
FINAL EXAMINATIONS .....	26
GRADING SYSTEM .....	26
PROGRESS INDICATORS .....	27
CREDIT/PASS GRADES .....	27
PASS/FAIL POLICY .....	27
INCOMPLETE GRADES .....	27
REPEATED COURSES .....	27
GRADE APPEALS .....	27
GRADE CHANGES .....	27
INDEPENDENT STUDY .....	28
COURSE OFFERING FORMATS .....	28
ASSESSMENT OF STUDENT LEARNING .....	29
ACADEMIC RENEWAL .....	29
ACCESS TO STUDENT INFORMATION .....	30
HONOR ROLL .....	30
RECORDS ON HOLD .....	30
TRANSCRIPTS .....	30
<b>STUDENT ASSISTANCE AND SERVICES</b>	<b>31</b>
BOOKS/SUPPLIES .....	31
CAMPUS SECURITY .....	31
EMERGENCY ALERT SYSTEM.....	31
ANNUAL SECURITY & FIRE SAFETY REPORT.....	31
STUDENT HANDBOOK .....	31
LIBRARY .....	31

COMPUTER LABS .....	31
INTERNET USAGE .....	32
CONCERNS/COMPLAINTS .....	32
<b>ATHLETICS AND ACTIVITIES</b> .....	<b>33</b>
STUDENT UNION .....	33
CHORALE .....	33
ENSEMBLE .....	33
BAND .....	33
ATHLETIC BAND .....	33
JAZZ BAND .....	33
STUDENT AMBASSADORS .....	33
ATHLETICS .....	33
SPIRIT SQUAD .....	33
STUDENT GOVERNMENT .....	33
PHI THETA KAPPA .....	34
<b>WILLIAM INGE CENTER FOR THE ARTS</b> .....	<b>35</b>
WILLIAM INGE THEATRE FESTIVAL .....	35
THE WILLIAM INGE COLLECTION .....	35
<b>HOUSING</b> .....	<b>36</b>
HOUSING INFORMATION .....	36
LIVING ON CAMPUS .....	36
COMPUTING IN RESIDENCE HALL .....	36
NON-SMOKING AREAS .....	36
MEAL PLANS .....	36
<b>ACADEMIC ASSISTANCE AND SERVICES</b> .....	<b>37</b>
TRIO PROGRAMS .....	37
STUDENT SUPPORT SERVICES - SSS .....	37
UPWARD BOUND .....	37
ADULT BASIC EDUCATION .....	37
GENERAL EDUCATION DEVELOPMENT (GED®) TEST .....	37
TUTORING CENTER .....	37
<b>EXTENDED EDUCATIONAL/COMMUNITY OPPORTUNITIES</b> .....	<b>38</b>
ONLINE EDUCATION .....	38
ON-GROUND DISTANCE LEARNING .....	38
CONCURRENT/DUAL CREDIT .....	38
OUTSTANDING ALUMNUS .....	38
WORKFORCE DEVELOPMENT .....	38
COMMUNITY LINKS CLASSES .....	38
<b>DEGREES, CERTIFICATES &amp; GRADUATION REQUIREMENTS</b> .....	<b>39</b>
DEGREE AND GRADUATION REQUIREMENTS .....	39
DEVELOPMENTAL COURSES .....	39
APPLICATION FOR GRADUATION .....	39
CATALOG COMPLIANCE FOR GRADUATION .....	39
GRADUATION EXERCISES .....	39

TRANSFERRING CREDITS TO ICC .....	39
REVERSE TRANSFER CREDIT .....	39
KANSAS TRANSFER AND ARTICULATION.....	39
KANSAS SYSTEM-WIDE TRANSFER.....	40
AREAS OF STUDY.....	40
TERMINAL PROGRAMS.....	40
CERTIFICATE PROGRAMS.....	40
COURSE DESCRIPTIONS .....	67

# 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	620-332-5610
Allied Health	620-332-5636
Associate Dean for Academic Support	620-332-5457
Associate Dean of Online and Outreach	620-332-5638
Athletic Fax	620-331-0153
Bookstore	620-332-5440
Business Office	620-332-5416
Cafeteria - Great Western Dining	620-332-5455
Cosmetology	620-332-5640
Emergency Medical Education	620-332-5647
Financial Aid	620-332-5460
Fine Arts	620-332-5436
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
Records	620-332-5634
Recruiting	620-332-5605
Registrar	620-332-5430
Residence Hall Coordinator	620-331-8332
Security	620-331-8558
Student Life Coordinator	620-332-5496
Student Support Services	620-332-5423
Student Union Fax	620-331-0946
Title IX Coordinator	620-332-5672
Tutoring Center Coordinator	620-332-5457
Upward Bound	620-332-5465
Veterinary Technology	620-332-5651
Vice President of Academic Affairs	620-332-5635
Vice President for Student Affairs and Athletics	620-332-5480

# 2018-19 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, age, 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 coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination should be referred to:

Compliance Officer, Title IX, and Section 504 Coordinator  
Jessica Morgan-Tate  
Academic Building  
620-332-5672  
jmorgantate@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:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: OCR.KansasCity@ed.gov

U.S. Equal Employment Opportunity Commission  
Gateway Tower II  
4th & State Avenue, 9th Floor  
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](mailto: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 be reviewed in at the November 2017 bi-annual meeting.

The Cosmetology Program is licensed by the Kansas Board of Cosmetology (KOBC). The mission of the Kansas Board of Cosmetology is to protect the health and safety of the consuming public by licensing qualified individuals and enforcing standards of practice.

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.

## COLLEGE LEGAL ASSURANCES

Independence Community College is committed to a policy of nondiscrimination on the basis of race, color, 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 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 website 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 website.

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

# 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 freshman enrolled in a recognized gifted program with written permission from the high school principal/counselor.
5. A high school sophomore, junior, senior with written permission from the high school principal/counselor.
5. Homeschool students following procedure on pg. 11.

## 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.

An official copy of transcripts from each university/college attended prior to enrollment must be sent directly to the Office of the Registrar.

3. 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.
4. A completed medical form is required for all students in residence 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.

### **HOME SCHOOL STUDENTS**

Individuals over the age of 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](http://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 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 a 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) coursework 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.

International students wanting to transfer credit to ICC from a foreign college are required to provide the Registrar's Office with a certified English translation of their transcript. This evaluation must be completed on a course-by-course basis through an organization recognized by The National Association of Foreign Student Educators (NAFSE). Students are responsible for all fees involved in having the evaluation completed.

### **INTERNATIONAL ADVISOR POLICY**

All international students are required to have their schedule approved by the main academic advisor. First semester international students must schedule an appointment for testing and advising. All international students need the main academic advisor to review any changes that are being made to their academic schedules (to add, drop or swap a class).

## **INTERNATIONAL STUDENT ADDRESS CHANGES**

International students are required to report any address change to the college within 10 days of the address change. You can do this in the Admissions Office located in the Administration Building. If you have any questions about reporting changes of address, please see the Director of Admissions.

## **INTERNATIONAL STUDENT DISTANCE LEARNING RESTRICTIONS**

There are restrictions for F-1 students who wish to take online courses. Under federal regulations, only three credit hours of online or distance learning courses may count toward the number of credit hours required for full-time enrollment. Violation of this policy will constitute under-enrollment, which is a violation of F-1 status.

## **INTERNATIONAL STUDENT EMPLOYMENT**

International students who have a valid, current F-1 visa are eligible for part-time (10 hours per week) employment on campus. F-1 students must maintain good Department of Homeland Security status to be eligible for on-campus employment. If you are interested, please see the Financial Aid Department located in the Administration Building.

## **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 order to be considered full-time during the spring or fall semester, the student must be enrolled in a minimum of 12 credit hours (cannot exceed 21 credit hours). For summer courses, the total number of credit hours may not exceed 12 credit hours, or more than 6 hours during any one session.

If a student seeks to enroll in more than the maximum, the student must complete (prior to registration) the Maximum Credit Hour Waiver. The form must be signed by the student's navigator/adviser, his/her coach or scholarship sponsor (if appropriate), and the Vice President of Academic Affairs. Students must have at least a 2.5 cumulative grade point average to take more than maximum number of credit hours during a given term.

## ENROLLMENT

Enrollment begins well in advance of the beginning of each semester and summer session. 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 in courses after the deadline outlined in the Academic Calendar.

## 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 has 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 website for the ACT 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. Developmental courses will count in the calculated grade point average for the student. 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 coursework.

### **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. Navigators will be assigned at the beginning of each semester. Each student is responsible for working out a plan of education with his/her Navigator.

### **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. 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 Academic Calendar) will not appear on the student's transcript.

### **REFUND POLICY**

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 outlined in the Academic Calendar.

### **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 not 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 Academic Calendar for the last date to withdraw during a semester.

# COSTS

## TUITION

In-District	\$54.00 per credit hour
In-State	\$60.00 per credit hour
Border State	\$67.00 per credit hour
Out-of-State	\$67.00 per credit hour
International	\$151.00 per credit hour

## FEES

All courses are assessed academic or vocational fees at the rate of \$65.00 per credit hour and ICC Innovation fees at the rate of \$30.00 per credit hour. For all other fees, please visit ICC's website at the following

link: <http://www.indycc.edu/admissions/costs-to-attend>

## HIGH SCHOOL STUDENT FEES

Tuition base on residency. See above.

**ICC NOW** \$60.00 per credit hour  
(No other fees apply)

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 for 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 a debit or credit card. ICC accepts Visa, Mastercard, or Discover.

## 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 the 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 another

- 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, the meal plan is not optional. 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 LOAN PROGRAM**

All textbooks are available for check out each semester at no extra cost to students through the Textbook Loan Program.

All textbooks will be on **loan** to students. Textbooks are due by noon on the Friday immediately following finals.

Failure to return textbooks will result in a Non-Returned Book hold being placed on the student account. A Non-Returned Book hold will prevent the release of all academic records and transcripts. Five (5) business days after the last day of class students will be charged the **full** retail price.

Book Buy Back is available if a student has been charged for non-returned books, only on books that are still currently in use. Buyback will be offered at up to 50% of the retail price charged to the students. This Buyback credit amount will be placed on the student account.

Books returned in poor condition or damaged, by water or other means, will not be accepted for return and the student will be responsible for the full retail price of the book. The bookstore staff has the right to refuse the return of textbooks in poor condition. The student account will be charged for any non-returned and/or damaged books.

Textbooks may be returned to the Pirate Bookstore located in the Academic building, upper level, next to the Library. A printed schedule is required to check out textbooks.

Textbooks may be returned to the Pirate Bookstore or placed in the Drop Box outside the Bookstore.

Online course textbooks, returned by mail, must be postmarked by the Rental Book Deadline.

Consumable items may be charged to the student account and are not included in the Textbook Loan Program. Consumables include, but are not limited to, workbooks, software, online codes, or lab books.

### **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](mailto: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](http://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 is 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/financial-aid/student-employment](http://www.indycc.edu/financial-aid/student-employment).

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](http://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 is 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 ([www.indycc.edu/financial-aid/forms](http://www.indycc.edu/financial-aid/forms)). 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.

Unsuccessfully 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 an 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 of 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/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)
- 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 the 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.

## 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".

## 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). An official Joint Services Transcript of training credit must be submitted to the Registrar's Office in order for credit to be awarded. There is no maximum to the amount of credit hours that can be transcribed, but 15 credit hours will have to be completed at ICC to earn a degree.

### **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 POLICY**

Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. There is no distinction between excused and unexcused absences. A student should inform instructors of special circumstances, such as participation in campus activities or sports, which make an absence necessary.

ICC expects students will attend a minimum of 75% of the class meetings for that particular course. The instructor, however, has the right to institute a more strict attendance policy which will be outlined in his/her course syllabus.

Any instructor may withdraw a student for lack of attendance, but only after the appropriate date of certification for the course and on or before the last date to withdraw for the semester. If an instructor does exercise 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 will be automatically withdrawn and receive a grade of WN if they fail to meet the 75% attendance standard (e.g., if the student missed 8 times in a TR 16-week class, 11 times in a MWF 16-week class, 15 times in a M-R 16-week class, or 19 times in a M-F 16-week class).

### **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. Three 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 15 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 the 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 the 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**

A student may attempt to improve the grade in any course by repeating the course. All grades remain on the student’s transcript and the grade for the last enrollment in the course will be used in determining grade points.

### **Grade Appeals**

There are two categories of grade appeals. Those are:

1. Assignment, tests, etc. of the course.
2. The final grade for the course.

To appeal #1: Students should have an informal conversation with the instructor for the purpose of resolving the issue. If the student does not feel that this conversation has helped to resolve the issue, the next step is to appeal the grade in writing with the Chief Academic Officer within two weeks after the conversation with the instructor. The CAO will review the information available, deliberate, and render a decision in writing to the student with a copy to the instructor within 10 days of receipt of the appeal.

To appeal #2: Students should appeal the grade 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. If the student’s appeal is approved, 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 Policy**

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 (this list is not all-inclusive):

- 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, but are required to document the sanction in the college's reporting system:

- 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

A student who has been penalized for violating academic integrity standards may submit an appeal to the college's Judicial Committee under the following circumstances:

1. The established procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
2. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which a charged student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.
3. There is new information that would have been material to the outcome, had the information been presented at the conference or hearing. The new information must be included with the student's request for appeal. Also, the student must show that the new information was not known to the person appealing at the time of the original hearing.

In the case of three (or more) violations the Vice President of Academic Affairs 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.

### **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 another 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 information on online courses can be found here: <http://www.indycc.edu/learning/online-education/index>
- 3. Hybrid:** Hybrid courses may replace up to 50% of the 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.

## 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 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 Assessment Committee. Additional information about assessment policies and processes at ICC can be found on the website at: <http://www.indycc.edu/about-us/assessment-info>.

## 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 the 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 a 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 at ICC should be aware of legal rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. By the knowledge and the exercise of these rights, students may be certain that the college is providing fair and accurate information from their records only to persons with a legitimate need and right to know and that students have free access to their own records.

Students have the right to inspect and review all their records that meet the definition of “educational records.” Students may request an interpretation of what this information means and a copy of these records at their expense. 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. For more information regarding your rights, please visit our webpage at <http://www.indycc.edu/student-life/registrar/personal-information>

### **HONOR ROLL**

In order to give proper recognition for excellence in scholarship, the ICC faculty have established an honor roll program. The 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 to 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 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](http://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.

## EMERGENCY ALERT SYSTEM

Independence Community College uses TextCaster for emergency alerts. Emergency alerts will be used to notify users of inclement weather, campus closings, active shooters, and other incidents affecting the campus. To receive active alerts for incidents users must subscribe to TextCaster using the following link: <http://www.indycc.edu/student-life/campus-security>

## ANNUAL SECURITY AND FIRE SAFETY REPORT

Independence Community College is required by federal law to publish an annual report detailing procedures and statistics pertaining to security and fire safety. The current report is available as a paper copy upon written request to the Office of Institutional Research and in PDF format by going to the following page on the website: <http://www.indycc.edu/student-life/campus-security>

## STUDENT HANDBOOK

The ICC Student Handbook is available online at <http://www.indycc.edu/student-life/index>.

The handbook covers topics of interest, financial matters, services and activities for students. Policies

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, 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. Additionally 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](http://static1.1.sqspcdn.com/static/f/1229331/27225751/1472840748457/ICC_AUP.pdf?token=ASqSHFDK7JrcQ3503Efz98PoMGM%3D)

## **CONCERNS/COMPLAINTS**

Independence Community College has implemented a complaint/concern system to assist our students in a variety of different ways. The safety and well-being 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 by going to the following link: <http://www.indycc.edu/student-life/student-complaints>

# ATHLETICS AND ACTIVITIES

## 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, shuffleboard and Pop a Shot. Our outside back deck is also a place to chill with your friends.

## 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 masterwork 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 a season with music at home games. In the fall, the band is a marching band which performs

marching shows at halftime. 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](http://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 an 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

# 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, screenplays, 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

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.

ICC has partnered with Bluffstone Property Management to provide students on-campus housing through The Villas, which 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 AND 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:

- Peer tutoring in many college courses.
- Instruction and/or tutoring in basic academic skills.
- Academic coaching for skills building, career planning, and personal development.
- Education in financial and economic literacy.
- Assistance in applying for financial aid.
- Advocacy for students with disabilities, to ensure equal access to post-secondary educational opportunities.
- Assistance with choosing and applying to four-year colleges.
- Campus visits to four-year colleges in the region.
- 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 weekly.

### 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.

## 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, Elk City, and Peru. 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.

## 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 LINKS 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 620-332-5630 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. They will be included in the cumulative GPA for the student on their official transcript.

DEV0115 English Skills Development  
DEV0121 Vocabulary I  
DEV0131 Vocabulary II  
DEV0143 Composition Prep  
DEV0344 Elementary 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. There is a \$3 graduation fee which applies to all graduates, regardless of participation in Commencement exercises.

## 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 may participate in commencement exercises at the end of the fall or 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. No more than 45 credit hours will be accepted from all sources: Advanced Placement (AP), College Level Examination Program (CLEP), Credit by Challenge Exam, Credit for Military Service, and/or prior post-secondary institutions.

## 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.

## KANSAS TRANSFER AND ARTICULATION

Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness in the public postsecondary education system in Kansas. The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the system-wide transfer courses listed at the following



website: [http://www.kansasregents.org/academic\\_affairs/transfer-articulation](http://www.kansasregents.org/academic_affairs/transfer-articulation). A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.

## **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](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.

## **AREAS OF STUDY**

### **Associate Degrees (AA, AS - Transfer Degrees)**

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.

Accounting (ACC)  
Art (AED)  
Athletic Training (ATH)  
Biology (BIO)  
Business Administration (BUS)  
Communication (COM)  
Computer Information Systems (CIS)  
Computer Science (CSE)  
Criminal Justice (CRM)  
Education - Elementary (EDU)  
Education - Secondary (EDS)  
Engineering, Mathematics, and Physical Sciences  
Engineering Technology (EGT)  
English (ENG)  
Health, Physical Education and Recreation (HPR)  
Liberal Studies (LBR)  
Mathematics and Physical Sciences (PHS)  
Music (MUE)  
Musical Theatre  
Physical Science (PHY)

Pre-Nursing (PRN)  
Pre-Psychology (BEH)  
Social Science (SOC)  
Theatre Arts (THR)

## **TERMINAL PROGRAMS**

### **Associate of Applied Science Degrees (AAS)**

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

Administrative Office Management (AOM)  
Computer Information Technology (CIT)  
Computer Programming (SCP)  
Cosmetology (COS)  
Culinary Arts and Hospitality (CUL)  
Early Childhood Education (ECE)  
Entrepreneurship/Small Business Management (MDM)  
Fab Force/Small Business Management (SBM)  
Veterinary Technology (VET)  
Web Design and Development (WDD)

## **CERTIFICATE PROGRAMS**

Advanced Emergency Medical Services (EMT)  
Automotive Technology (IND)  
Computer Information Technology (CIT)  
Computer Programming (SCP)  
Cosmetology (COS)  
Culinary Arts and Hospitality (CUL)  
Early Childhood Education (ECE)  
Emergency Medical Services (EMT)  
Fab Force/Small Business Management (SBM)  
Long Term Care (LTC)  
Web Design and Development (WDD)  
Welding (IND)  
Woodworking (IND)

## 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.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>
English Composition I (ENG 1003)	3
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3

<b>Mathematics (6 hours)</b>	<b>Credit Hours</b>
College Algebra or higher (MAT 1023)	3
Elementary Statistics (MAT 1103)	3

<b>Sciences (10 hours)</b>	<b>Credit Hours</b>
Natural Sciences (1 required course)	
General Biology (non-majors) (BIO 1005)	5
Physical Science (1 required course)	
Chemistry for non-majors (PHS 1015)	5
Descriptive Astronomy (PHS 1085)	5
Physical Science (PHS 1005)	5

<b>Fine Arts &amp; Aesthetic Studies (3 hours)</b>	<b>Credit Hours</b>
(Select 1)	
Art Appreciation (AED 1043)	3
Drawing and Composition (AED 1023)	3
Ceramics I (AED 2023)	3
Painting I (AED 1033)	3
Music Appreciation (MUE 1303)	3
Music Theory I (MUE 1093)	3
Creative Writing (ENG 2023)	3
Theatre Appreciation (THR 1013)	3
Acting I (THR 1023)	3
Stagecraft I (THR 1033)	3

<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>
(Select 1)	
Anthropology (SOC 1023)	3
Spanish I, II, III (FRL 1025, 1035, 2035)	5
World Regional Geography (GEO 2013)	3
Intro to Race and Ethnic Relations (SOC 2113)	3
African American History (HIS 1163)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3

<b>Health and Well-Being (3 hours)</b>	<b>Credit Hours</b>
Psychological	
General Psychology (BEH 1003)	3

<b>Human Heritage (9 hours)</b>	<b>Credit Hours</b>
<b>Select 1 from each of the following 3 categories:</b>	
History (Select 1)	
US History I (HIS 1023)	3
US History II (HIS 1063)	3
Literature (Select 1)	
Introduction to Literature (ENG 1073)	3

Philosophy and Religion (Select 1)	
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3
Logical and Classical Reasoning (PHI 2073)	3
World Religions (REL 1053)	3

<b>Social Awareness (3 hours)</b>	<b>Credit Hours</b>
Introduction to Sociology (SOC 1003)	3

<b>Political Awareness (3 hours)</b>	<b>Credit Hours</b>
(Select 1)	
American Government (POL 1023)	3
Introduction to Political Science (POL 1013)	3

<b>Business and Technology (13 hours)</b>	<b>Credit Hours</b>
Computerized Accounting (ACC 1033)	3
Financial Accounting (ACC 1043)	3
Managerial Accounting (ACC 2033)	3
Introduction to Spreadsheets (CIT 1204)	4

**Total: 62**

### Administrative Office Management

Degree: Associate of Applied Science

Individuals will develop skills in office management, business software, accounting, and leadership, all of which are in demand in organizations both large and small. Students in this program will learn these skills in a hands-on environment, which includes possible internship opportunities with the college campus and local business offices.

#### Suggested Four-Semester Plan

##### First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Administrative Assistant (OTC1063)	3
Intro Database (CIT1552)	2
Keyboarding (OTC1001)	1
Computerized Accounting (ACC1033)	3
English Composition I (ENG 1003)	3
Financial Accounting (ACC1044)	4
Term Total	16

##### Second Semester

##### Cert B

<i>Sit for MOS Access Certificate</i>	<i>Credit Hours</i>
General Office Procedures (OTC1163)	3
Advanced Database (CIT1562)	2
Office Technology (OTC1043)	3
Records Management (OTC1051)	1
Intro to Spreadsheets (CIT1202)	2
Intro to Business (BUS1093)	3
Term Total	14

##### Third Semester

<i>Sit for MOS Excel Certificate</i>	<i>Credit Hours</i>
Advanced Spreadsheets (CIT1214)	4
Cultural Studies Elective*	3
Business Communication (BUS2013)	3
Document Processing (OTC1014)	4
Computer Concepts & Applications (CIT 1003)	3
Term Total	17

##### Fourth Semester

<i>Sit for MOS Word Certificate</i>	<i>Credit Hours</i>
Advanced Document Processing (OTC2003)	3
Business Ethics (BUS2113)	3
Human Relations in Business (MDM1033)	3
Business Math (BUS1013)	3
Intern & Seminar Office Tech (OTC1093)	3
Term Total	15
<b>Total: 62</b>	

### Administrative Office Management

Degree: Certificate

Individuals will develop skills in office management, business software, accounting, and leadership, all of which are in demand in organizations both large and small. Students in this program will learn these skills in a hands-on environment, which includes possible internship opportunities with the college campus and local business offices.

#### Suggested Two-Semester Plan

##### First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Administrative Assistant (OTC1063)	3
Intro to Database (CIT1552)	2
Keyboarding (OTC1001)	1
Computerized Accounting (ACC1033)	3
English Composition I (ENG 1003)	3
Financial Accounting (ACC1044)	4
Term Total	16

##### Second Semester

##### Cert B

<i>Sit for MOS Access Certificate</i>	<i>Credit Hours</i>
General Office Procedures (OTC1163)	3
Advanced Database (CIT1562)	2
Office Technology (OTC1043)	3
Records Management (OTC1051)	1
Intro to Spreadsheets (CIT1202)	2
Intro to Business (BUS1093)	3
Term Total	14

**TOTAL: 30**

\*See Liberal Studies degree categories for list of classes.

## 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.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>		
English Composition I (ENG 1003)	3		
English Composition II (ENG 1013)	3		
Public Speaking (COM 1203)	3		
<b>Mathematics (3 hours)</b>	<b>Credit Hours</b>		
College Algebra or higher (MAT 1023)	3		
<b>Sciences (5 hours)</b>	<b>Credit Hours</b>		
Natural Sciences			
General Biology (non-majors) (BIO 1005)	5		
Physical Science			
Chemistry for non-majors (PHS 1015)	5		
Descriptive Astronomy (PHS 1085)	5		
Physical Science (PHS 1005)	5		
<b>Fine Arts &amp; Aesthetic Studies (21 hours)</b>	<b>Credit Hours</b>		
Art Appreciation (AED 1043)	3		
Drawing and Composition (AED 1023)	3		
Ceramics I (AED 2023)	3		
Painting I (AED 1033)	3		
Design I (AED 1003)	3		
Design II (AED 1103)	3		
Art electives (Select 1)			
Ceramics II (AED 2043)	3		
Illustration (AED 2053)	3		
Painting II (AED 1053)	3		
Web Design & Development (CIT 2013)	3		
Art for Elementary Schools (AED 2113)	3		
<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>		
(Select 1)			
Anthropology (SOC 1023)	3		
Spanish I, II, III (FRL 1025, 1035, 2035)	5		
World Regional Geography (GEO 2013)	3		
Intro to Race and Ethnic Relations (SOC 2113)	3		
African American History (HIS 1163)	3		
World History I (HIS 1003)	3		
World History II (HIS 1013)	3		
World Religions (REL 1053)	3		
<b>Health and Well-Being (4-6 hours)</b>	<b>Credit Hours</b>		
Psychological			
General Psychology (BEH 1003)	3		
Physical (Select 1)			
Wellness Concepts (HPR 1401)	1		
Nutrition (BIO 2053)	3		
Personal and Community Health (HEA 1053)	3		
<b>Human Heritage (9 hours)</b>	<b>Credit Hours</b>		
<b>Select 1 from each of the following 3 categories:</b>			
History (Select 1)			
US History I (HIS 1023)	3		
US History II (HIS 1063)	3		
Literature (Select 1)			
Introduction to Literature (ENG 1073)	3		
		Philosophy and Religion (Select 1)	
		Introduction to Philosophy (PHI 2003)	3
		Ethics (PHI 1073)	3
		Logical and Classical Reasoning (PHI 2073)	3
		World Religions (REL 1053)	3
		<b>Social Awareness (3 hours)</b>	<b>Credit Hours</b>
		Introduction to Sociology (SOC 1003)	3
		<b>Political Awareness (3 hours)</b>	<b>Credit Hours</b>
		(Select 1)	
		American Government (POL 1023)	3
		Introduction to Political Science (POL 1013)	3
		<b>Business and Technology (6 hours)</b>	<b>Credit Hours</b>
		Personal Finance (BUS 1003)	3
		Financial Accounting (ACC 1043)	3
		Introduction to Business (BUS 1093)	3
		Computer Concepts & Applications (CIT 1003)	3
		Microeconomics (BUS 2023)	3
		Macroeconomics (BUS 2033)	3
		<b>Total: 61-63</b>	

### Athletic Training

Degree: Associate of Science

Program Description: The Associate of Science Degree in Athletic Training is intended to enable students to complete the necessary general education electives at the freshman and sophomore level for students in pursuit of a Bachelor of Science Degree.

#### Analysis & Oral Communication (9 hours) *Credit Hours*

English Comp I (ENG 1003)	3
English Comp II (ENG 1013)	3
Public Speaking (COM 1203)	3

#### Mathematics (6 hours) *Credit Hours*

College Algebra (MAT 1023/MAT 1025)	3
Elementary Statistics (MAT 1103)	3

#### Sciences (15 hours) *Credit Hours*

Biology I (BIO 1115)	5
Chemistry I for Non-Majors (PHS 1015)	5

#### Additional Science (Select 1)

Anatomy & Physiology (BIO 2045)**	5
College Physics I (PHS 1055)*	5

#### Fine Arts and Aesthetic Studies (3 hours) *Credit Hours*

(Select 1)	
Music Appreciation (MUE 1303)	3
Theatre Appreciation (THR 1013)	3

#### Cultural Studies (3 hours) *Credit Hours*

(Select 1)	
World History I (HIS 1003)	3
World History II (HIS 1013)	3

#### Health and Well-Being (7 hours) *Credit Hours*

General Psychology (BEH 1003)	3
Nutrition (BIO 2053)	3
College Success (SSC 1021)	1

#### Social Awareness (3 hours) *Credit Hours*

Introduction to Sociology (SOC 1003)	3
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#### Business and Technology (6 hours) *Credit Hours*

Computer Concepts and Apps (CIT 1003)	3
Macroeconomics (BUS 2033)	3

#### Area of Study Courses (16 hours) *Credit Hours*

Intro to Athletic Training (ATH 1003)	3
Care & Prevention of Athletic Injuries (ATH 1103)	3
Practicum I (ATH 1002)	2
Practicum II (ATH 2002)	2
First Aid: Responding to Emergencies (ATH 1013)	3
Medical Terminology (HEA 1143) (optional) **	3

**Total: 65-68**

\*This course is required for students transferring to Kansas State University

\*\*This course is required for students transferring to Wichita State University

### Automotive Technology

Degree: Certificate

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

#### 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
<b>TOTAL:</b>	<b>21</b>

## Biology

Degree: Associate of Science

The Associate of Science Degree in Biology is intended to enable students complete the necessary courses at the freshman and sophomore level in pursuit of Bachelor of Science Degree in the areas of biological sciences.

### **Analysis and Oral Communication (9 hours) Credit Hours**

English Composition I (ENG 1003)	3
English Composition II (ENG 1013)	3
Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)	3

### **Mathematics (3-5 hours) Credit Hours**

(Select 1)	
College Algebra (MAT1023)	3
Analytical Geometry & Calculus I (MAT 1055)	5

### **Biological Sciences (20 hours) Credit Hours**

Biology I (BIO1115)	5
Biology II (BIO 2115)	5
Anatomy & Physiology (BIO2045)	5
Microbiology (BIO 2055)	5

### **Physical Sciences (20 hours) Credit Hours**

Chemistry I for majors (PHS1055)	5
Chemistry II for majors (PHS1065)	5
General College Physics I (PHS1055)	5
General College Physics II (PHS 1065)	5

### **Cultural Studies (3 hours) Credit Hours**

(Select 1)	
Spanish I, II, III (FRL 1025, 1035, 2035)	5
World History I (HIS1003)	3
World History II (HIS1013)	3
World Regional Geography (SOC2013)	3
Intro to Race and Ethnic Relations (SOC2113)	3
World Religions (REL 1053)	3

### **Health & Well-Being (3 hours) Credit Hours**

(Select 1)	
General Psychology (BEH1003)	3
Developmental Psychology (BEH2003)	3
Nutrition (BIO 2053)	3

### **Human Heritage (3 hours) Credit Hours**

(Select 1)	
U.S. History I (HIS1023)	3
U.S. History II (HIS1063)	3
Introduction to Literature (ENG 1073)	3
American Literature I (ENG 1083)	3
American Literature II (ENG 2113)	3
Topics in Literature (ENG 2153)	3
British Literature I (ENG 2123)	3
British Literature II (ENG 2133)	3
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3
Logical & Classical Reasoning (PHI 2073)	3
New Testament Theory (REL 1013)	3
World Religions (REL 1053)	3

**Total: 61-63**

## 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.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>	<b>Physical (Select 1)</b>	
English Composition I (ENG 1003)	3	Wellness Concepts (HPR 1401)	1
English Composition II (ENG 1013)	3	Nutrition (BIO 2053)	3
Public Speaking (COM 1203)	3	Personal and Community Health (HEA 1053)	3
<b>Mathematics (3 hours)</b>	<b>Credit Hours</b>	<b>Human Heritage (9 hours)</b>	<b>Credit Hours</b>
College Algebra or higher (MAT 1023)	3	<b>Select 1 from each of the following 3 categories:</b>	
<b>Sciences (10 hours)</b>	<b>Credit Hours</b>	History (Select 1)	
Natural Sciences (1 required course)		US History I (HIS 1023)	3
General Biology (non-majors) (BIO 1005)	5	US History II (HIS 1063)	3
Physical Science (Select 1 required course)		Literature (Select 1)	
Chemistry for non-majors (PHS 1015)	5	Introduction to Literature (ENG 1073)	3
Descriptive Astronomy (PHS 1085)	5	Philosophy and Religion (Select 1)	
Physical Science (PHS 1005)	5	Introduction to Philosophy (PHI 2003)	3
<b>Fine Arts &amp; Aesthetic Studies (3 hours)</b>	<b>Credit Hours</b>	Ethics (PHI 1073)	3
(Select 1)		Logical and Classical Reasoning (PHI 2073)	3
Art Appreciation (AED 1043)	3	World Religions (REL 1053)	3
Drawing and Composition (AED 1023)	3	<b>Social Awareness (3 hours)</b>	<b>Credit Hours</b>
Music Appreciation (MUE 1303)	3	Introduction to Sociology (SOC 1003)	3
Music Theory I (MUE 1093)	3	<b>Political Awareness (3 hours)</b>	<b>Credit Hours</b>
Creative Writing (ENG 2023)	3	(Select 1)	
Theatre Appreciation (THR 1013)	3	American Government (POL 1023)	3
Acting I (THR 1023)	3	Introduction to Political Science (POL 1013)	3
Stagecraft I (THR 1033)	3	<b>Business and Technology (15 hours)</b>	<b>Credit Hours</b>
<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>	Introduction to Business (BUS1093)	3
(Select 1)		Microeconomics (BUS 2023)	3
Spanish I, II, III (FRL 1025, 1035, 2035)	5	Macroeconomics (BUS 2033)	3
World Regional Geography (GEO 2013)	3	Financial Accounting (ACC 1043)	3
Intro to Race and Ethnic Relations (SOC 2113)	3	Managerial Accounting (ACC 2033)	3
African American History (HIS 1163)	3	<b>Total: 62-64</b>	
World History I (HIS 1003)	3		
World History II (HIS 1013)	3		
World Religions (REL 1053)	3		
<b>Health and Well-Being (4-6 hours)</b>	<b>Credit Hours</b>		
Psychological			
General Psychology (BEH 1003)	3		

## Communication

Degree: Associate of Science

The Associate of Science Degree in communication prepares students for careers in strategic communication, multimedia journalism, media production, human communication, theatre, and communication education. The activities uniquely available from this program reflect a multicultural and interdisciplinary perspective commensurate with the goals of a liberal education for students. Students planning to transfer to a four-year institution should monitor four-year degree requirements at their intended schools.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>	<b>Social Awareness (3 hours)</b>	<b>Credit Hours</b>
English Composition I (ENG 1003)	3	Introduction to Sociology (SOC 1003)	3
English Composition II (ENG 1013)	3	Social Problems (SOC 2023)	3
Public Speaking (COM 1203)	3		
<b>Mathematics (3 hours)</b>	<b>Credit Hours</b>	<b>Political Awareness (3 hours)</b>	<b>Credit Hours</b>
College Algebra (MAT1023) or higher	3	(Select 1)	
		American Government (POL 1023)	3
		Introduction to Political Science (POL 1013)	3
<b>Sciences (10 hours)</b>	<b>Credit Hours</b>	<b>Business and Technology (6 hours)</b>	<b>Credit Hours</b>
Natural Sciences (1 required course)		Business Communication (BUS 2013)	3
General Biology (non-majors) (BIO 1005)	5	(Select 1)	
Physical Science (Select 1 required course)		Personal Finance (BUS 1003)	3
Chemistry for non-majors (PHS 1015)	5	Financial Accounting (ACC 1043)	3
Descriptive Astronomy (PHS 1085)	5	Introduction to Business (BUS 1093)	3
Physical Science (PHS 1005)	5	Computer Concepts & Applications (CIT 1003)	3
		Microeconomics (BUS 2023)	3
<b>Fine Arts &amp; Aesthetic Studies (3 hours)</b>	<b>Credit Hours</b>	Macroeconomics (BUS 2033)	3
(Select 1)			
Art Appreciation (AED 1043)	3	<b>Major Courses (6 hours)</b>	<b>Credit Hours</b>
Drawing and Composition (AED 1023)	3	Intro to Mass Communication (COM 1033)	3
Music Appreciation (MUE 1303)	3	Interpersonal Communication (COM 1233)	3
Music Theory I (MUE 1093)	3		
Creative Writing (ENG 2023)	3		
Theatre Appreciation (THR 1013)	3		
Acting I (THR 1023)	3		
Stagecraft I (THR 1033)	3		
		<b>TOTAL: 60-64</b>	
<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>		
(Select 1)			
Spanish I, II, III (FRL 1025, 1035, 2035)	5		
World Regional Geography (GEO 2013)	3		
Intro to Race and Ethnic Relations (SOC 2113)	3		
African American History (HIS 1163)	3		
World History I (HIS 1003)	3		
World History II (HIS 1013)	3		
World Religions (REL 1053)	3		
<b>Health &amp; Well-Being (5-9 hours)</b>	<b>Credit Hours</b>		
Psychological			
General Psychology (BEH 1003)	3		
Physical (Select 2)			
Wellness Concepts (HPR 1401)	1		
Nutrition (BIO 2053)	3		
Personal and Community Health (HEA 1053)	3		
College Success (SSC 1021)	1		
<b>Human Heritage (9 hours)</b>	<b>Credit Hours</b>		
History (Select 1)			
US History I (HIS 1023)	3		
US History II (HIS 1063)	3		
Literature (Select 1)			
Introduction to Literature (ENG 1073)	3		
Philosophy and Religion (Select 1)			
Introduction to Philosophy (PHI 2003)	3		
Ethics (PHI 1073)	3		
Logical and Classical Reasoning (PHI 2073)	3		
World Religions (REL 1053)	3		



### Computer Information Technology (CIT)

Degree: Associate of Applied Science

The Computer Information Technology Associate of Applied Science exposes students to IT fundamentals, networking, systems administration, server set up and management, information security, project management, end-user customer support techniques, problem solving and listening skills. It is designed for students seeking the skills set needed to be successful in an entry level IT field, as well as providing an opportunity to transfer and work towards a Bachelor of Science in Technology Management.

Computer Information Technology graduates can find employment in the following professions: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Network Technician, Support Specialist, or Technical Support.

#### Suggested Four-Semester Plan

##### First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
IT Fundamentals (CIT 1013)	3
Windows OS – 7&10 (CIT 1713)	3
Cloud & Mobile Computing (CIT 2123)	3
Introduction to Project Management (FAB 1043)	3
Microcontrollers, Automation, & Mechanics (FAB1103)	3
Term Total	15

##### Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Networking & Data Communication (CSE 2033)	3
Server Administrator (CIT 2053)	3
Computer & Network Security (CIT 2103)	3
A+ PC Maintenance & Repair (CIT 2076)	6
Term Total	15

##### Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
CompTIA Networking + (CIT2066)	6
Advanced Server (CIT 2156)	6
English Composition I (ENG 1003)	3
Term Total	15

##### Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Macroeconomics (BUS 2033)	3
Systems Analysis & Design (CIT 2063)	3
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3
Microeconomics (BUS 2023)	3
Term Total	15

**TOTAL: 60**

### Computer Information Technology (CIT)

Degree: Technical Certificate

The Computer Information Technology Technical Certificate exposes students to IT fundamentals, networking, systems administration, server set up and management, information security, project management, end-user customer support techniques, problem solving and listening skills. It is designed for students seeking the skills set needed to be successful in an entry level IT field.

#### Suggested Three-Semester Plan

##### First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
IT Fundamentals (CIT 1013)	3
Windows OS – 7&10 (CIT 1713)	3
Cloud & Mobile Computing (CIT 2123)	3
Introduction to Project Management (FAB 1043)	3
Microcontrollers, Automation, & Mechanics (FAB1103)	3
Term Total	15

##### Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Networking & Data Communication (CSE 2033)	3
Server Administrator (CIT 2053)	3
Computer & Network Security (CIT 2103)	3
A+ PC Maintenance & Repair (CIT 2076)	6
Term Total	15

##### Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
CompTIA Networking + (CIT2066)	6
Advanced Server (CIT 2156)	6
Term Total	12

**TOTAL: 42**

## 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.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>	<b>Social Awareness (3 hours)</b>	<b>Credit Hours</b>
English Composition I (ENG 1003)	3	Introduction to Sociology (SOC 1003)	3
English Composition II (ENG 1013)	3	Social Problems (SOC 2023)	3
Public Speaking (COM 1203)	3		
<b>Mathematics (3 hours)</b>	<b>Credit Hours</b>	<b>Political Awareness (3 hours)</b>	<b>Credit Hours</b>
College Algebra (MAT1023) or higher	3	(Select 1)	
		American Government (POL 1023)	3
		Introduction to Political Science (POL 1013)	3
<b>Sciences (10 hours)</b>	<b>Credit Hours</b>	<b>Business and Technology (6 hours)</b>	<b>Credit Hours</b>
Natural Sciences (1 required course)		(Select 1)	
General Biology (non-majors) (BIO 1005)	5	Microeconomics (BUS 2023)	3
Physical Science (Select 1 required course)		Macroeconomics (BUS 2033)	3
Chemistry for non-majors (PHS 1015)	5	(Select 1)	
Descriptive Astronomy (PHS 1085)	5	Computer Concepts & Applications (CIT 1003)	3
Physical Science (PHS 1005)	5	Computer Information Systems (CIT 2003)	3
<b>Fine Arts &amp; Aesthetic Studies (3 hours)</b>	<b>Credit Hours</b>	<b>Major Courses (9 hours)</b>	<b>Credit Hours</b>
(Select 1)		Programming Language Elective**	3
Art Appreciation (AED 1043)	3	Program Electives	6
Drawing and Composition (AED 1023)	3	<b>TOTAL: 61</b>	
Music Appreciation (MUE 1303)	3	<b>Suggested Program Electives:</b>	
Music Theory I (MUE 1093)	3	Calculus I (MAT 1055)	5
Creative Writing (ENG 2023)	3	Elementary Statistics (MAT 1103)	3
Theatre Appreciation (THR 1013)	3	Introduction to Computer Science (CSE 1033)	3
Acting I (THR 1023)	3	Web Design and Development (CIT 1033)	3
Stagecraft I (THR 1033)	3	Advanced Web Design and Development (CIT 2143)	3
<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>	Networking and Data Communications (CSE 2033)	3
(Select 1)		Word I/ Windows (CIT 1652)	2
Spanish I, II, III (FRL 1025, 1035, 2035)	5	Intro to Spreadsheets (CIT 1202)	2
World Regional Geography (GEO 2013)	3	Intro to Database Management (CIT 1552)	2
Intro to Race and Ethnic Relations (SOC 2113)	3	Mobile/Web App Design & Development (CSE1033)	3
African American History (HIS 1163)	3	Basics of Python Programming (CSE1073)	3
World History I (HIS 1003)	3	HTML5 Game Play (CSE1023)	3
World History II (HIS 1013)	3	Personal Finance (BUS 1003)	3
World Religions (REL 1053)	3	Introduction to Accounting (ACC 1003)	3
<b>Health &amp; Well-Being (3 hours)</b>	<b>Credit Hours</b>		
Psychological		**See Program Advisor	
General Psychology (BEH 1003)	3		
<b>Human Heritage (9 hours)</b>	<b>Credit Hours</b>		
History (Select 1)			
US History I (HIS 1023)	3		
US History II (HIS 1063)	3		
Literature (Select 1)			
Introduction to Literature (ENG 1073)	3		
Philosophy and Religion (Select 1)			
Introduction to Philosophy (PHI 2003)	3		
Ethics (PHI 1073)	3		
Logical and Classical Reasoning (PHI 2073)	3		
World Religions (REL 1053)	3		

## 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.

### Plan of Study

#### Fall Start:

<i>Course Title</i>	<i>Clock Hrs</i>	<i>Credit Hrs</i>
Scientific Concepts (COS1015)	115	5
Kansas State Law (COS1002)	50	2
Physical Services I (COS1006)	175	6
Hair Designing I (COS1025)	155	5
Term Total		18

#### Spring Start:

<i>Course Title</i>	<i>Clock Hrs</i>	<i>Credit Hrs</i>
Scientific Concepts (COS1015)	115	5
Kansas State Law (COS1002)	50	2
Physical Services I (COS1006)	175	6
Hair Designing I (COS1025)	155	5
Term Total		18

#### Spring

Physical Services II (COS1016)	175	6
Business Practices I (COS1021)	25	1
Chemical Services I (COS1004)	135	4
Hair Designing II (COS2005)	155	5
Term Total		16

#### Fall

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

#### 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

#### 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**

**TOTAL: 50**

**AAS** = Cosmetology hours + 15 additional hours required of which 15 must be ICC Liberal Studies requirements.

### Criminal Justice

Degree: Associate of Science

The criminal justice program exists for students who are interested in careers in law enforcement or social work and is an appropriate major for those interested in pursuing a law degree.

#### Analysis and Oral Communication (9 hours) *Credit Hours*

English Composition I (ENG 1003)	3
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3

#### Mathematics (3 hours) *Credit Hours*

College Algebra (MAT 1023) or higher	3
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#### Sciences (10 hours) *Credit Hours*

General Biology (BIO 1005)	5
Physical Science Elective*	5

#### Fine Arts and Aesthetic Studies (3 hours) *Credit Hours*

Music Appreciation (MUE 1303)	3
OR Art Appreciation (AED 1043)	3

#### Cultural Studies (3 hours) *Credit Hours*

World Regional Geography	3
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#### Health and Well-Being (4 hours) *Credit Hours*

General Psychology (BEH 1003)	3
Select one: Wellness Concepts (HPR 1401)	1
OR College Success (SSC 1021)	1

#### Human Heritage (9 hours) *Credit Hours*

(Select 1)	
US History I (HIS 1023)	3
US History II (HIS1063)	3
(Required)	
Introduction to Literature (ENG 1073)	3
(Select 1)	
Ethics (SOC 1073)	3
Introduction to Philosophy (SOC 2003)	3

#### Social Awareness (3 hours) *Credit Hours*

Introduction to Sociology (SOC 1003)	3
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#### Political Awareness (3 hours) *Credit Hours*

American Government (POL 1023)	3
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#### Business and Technology (6 hours) *Credit Hours*

Personal Finance (BUS 1003)	3
(Select 1)	
Introduction to Business (BUS 1093)	3
Computer Concepts & Applications (CIT 1003)	3

#### Major Requirements (6 hours) *Credit Hours*

Introduction to Criminal Justice (SOC 1113)	3
Introduction to Criminal Behavior (SOC 1133)	3

#### Recommended Electives (3-5 hours) *Credit Hours*

(Select 1)	
Social Problems (SOC 2023)	3
Spanish I (FRL 1025)	5

**TOTAL: 60-62**

### 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)	3
Introduction to Baking (CUL1014)	3
Culinary Math (CUL1033)	3
Term Total	14

##### Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
International Foods (CUL1024)	3
Managing Customer Service (CUL1143)	3
Culinary Nutrition (CUL10430)	3
Culinary Arts & Hospitality Practicum (CUL1044)	4 Term
Total	13

**TOTAL: 27**

\*Please review the science requirements at your potential transfer institutions to determine which Physical Sciences option is best.

### Culinary Arts and Hospitality Management (CUL)

Degree: Associate of Applied Science

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)	3
Introduction to Baking (CUL1014)	3
Culinary Math (CUL1033)	3
Term Total	14

##### Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
International Foods (CUL1024)	3
Managing Customer Service (CUL1143)	3
Culinary Nutrition (CUL10430)	3
Culinary Arts & Hospitality Practicum (CUL1044)	4 Term
Total	13

#### General Education Requirements (Third & Fourth Semester):

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
College Algebra (MAT 1023) or higher	3
Public Speaking (COM 1203)	3
Fine Arts elective	3
Human Heritage elective	3
Nutrition (BIO2053) OR	3
Biological Science elective	5
Social or Political Awareness elective	3
General Psychology (BEH1003)	3
Cultural Studies elective	3
Personal Finance (BUS1003) OR	3
Introduction to Business (BUS1093)	3
Computer Concepts & Applications (CIT1003)	3

**TOTAL: 62**

### Early Childhood Education (ECE)

Degree: Associate of Applied 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.

#### 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
Music for Elementary Schools (MUE1013)	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	3
Early Childhood Curriculum Planning (ECE 1053)	3
Child Guidance: Observing & Interacting with Children (ECE 1303)	3
Term Total	15

**TOTAL: 60**

### Early Childhood Education (ECE)

Degree: Certificate

##### First Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Child Health, Safety and Nutrition (ECE 2013)	3
Principles of Early Childhood Education (ECE 1143)	3
Teaching Children with Special Needs (ECE 1073)	3
Parenting (ECE 2023)	3
Early Childhood Administration (ECE 1093)	3
Term Total	15

##### Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Creative Experiences for Young Children (ECE 2113)	3
Language and Literacy Experiences (ECE 2073)	3
Infant and Toddler Education and Care (ECE 2063)	3
Early Childhood Curriculum Planning (ECE 1053)	3
Observing & Interacting with Children (ECE 1303)	3

Term Total 15

**TOTAL: 30**

**Elementary Education  
Associate of Science**

**Program Description:** The Associate of Science in Elementary Education is intended for students wanting to teach in the Elementary School for grades K-6. This degree provides all needed coursework for the first two years to pursue a Bachelor of Science Degree in Elementary Education. NOTE: The program below matches the 2+2 agreements with Emporia State University, Pittsburg State University, and Newman University.

<b>Analysis &amp; Oral Communication</b>	<i>Credit Hours</i>
English Comp I (ENG 1003)	3
English Comp II (ENG 1013)	3
Public Speaking (COM 1203)	3

<b>Mathematics (Choose 1)</b>	
College Algebra (MAT 1023)	3
Elementary Statistics (MAT 1103)*	3

<b>Sciences</b>	
Natural Sciences	
General Biology (BIO 1005)	5
Physical Sciences	
Physical Science (PHS 1005)	5

<b>Fine Arts and Aesthetic Studies (Choose 2)</b>	
Art for Elementary Schools (AED2113)	3
Music for Elementary Schools (MUE1013)	3
Art Appreciation (AED 1043)***	3

<b>Cultural Studies (Choose 1)</b>	
World Regional Geography (GEO 2013)*	3
World Religions (REL1053)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3

<b>Health and Well-Being</b>	
Psychological	
General Psychology (BEH 1003)	3
Developmental Psychology (BEH 2003)	3
Physical (Choose 1)	
Wellness Concepts (HPR 1401)	1
Personal/Community Health (HEA 1053)***	3

<b>Human Heritage</b>	<i>Credit Hours</i>
History (Choose 1)	
US History I (HIS 1023)	3
US History II (HIS 1063)	3
Literature	
Introduction to Literature (ENG 1073)	3
Philosophy and Religion (Choose 1)	
New Testament History (REL 1013)**	3
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3

<b>Social Awareness</b>	
Introduction to Sociology (SOC 1003)	3

<b>Political Awareness (Choose 1)</b>	
American Government (POL 1023)*	3
Introduction to Political Science (POL 1013)	3

<b>Business and Technology (Choose 1)</b>	<i>Credit Hours</i>
Personal Finance (BUS 1003)	3
Microeconomics (BUS 2023)	3
Macroeconomics (BUS 2033)	3

<b>General Requirements (4 hours)</b>	
Introduction to Education (EDU1003)	3
Supervised Classroom Experience (EDU1001)	3

**Total Credit Hours: 63-65**

<b>Elective Options (Transfer but not required)</b>	
Children's Literature (ENG 2063)	3
Tech in the Classroom (EDU1043)	3

\*This course is required for students transferring to Pittsburg State University.  
 \*\*This course is required for students transferring to Newman University.  
 \*\*\*This course is required for students transferring to Emporia State University.

**EMS Education**

Degree: Certificate

EMS education is for people wanting to work in the exciting field of emergency care. The EMT Certificate is designed to train students in the techniques of the basic life support and the responsibility of the EMT in performing emergency care. Students will develop skill in diagnosis and emergency treatment procedures, and learn to use and care for the equipment required to accomplish their work.

**Suggested Plan**

<i>Course Title</i>	<i>Credit Hours</i>
EMT (HEA 1113)	13
Medical Terminology (HEA1143)	3

OR

EMT I (HEA1106) and	6
EMT II (HEA1127)	7
Medical Terminology (HEA 1143)	3

**Total: 16**

**Advanced EMS Education**

Degree: Certificate

Advanced EMS education is for people wanting to advance in their work in the exciting field of emergency care. Students will develop skills in diagnosis and emergency treatment procedures, and learn to use and care for the equipment required to accomplish their work.

<i>Course Title</i>	<i>Credit Hours</i>
Advanced EMT (HEA1167)	7
Phlebotomy Essentials (HEA1003)	3
Phlebotomy Clinical Application (HEA1013) (Pick 1)	3
Interpersonal Communication (COM1233)	3
Public Speaking (COM1203)	3
<b>Total: 16</b>	

## Engineering, Mathematics, and Physical Sciences

Degree: Associate of Science

The Associate of Science Degree in Engineering, Mathematics, and Physical Sciences is intended to enable students to complete the necessary courses at the freshman and sophomore level in pursuit of Bachelor of Science Degree in the areas of chemistry, engineering, mathematics, or physics. The student needs to choose an area of emphasis at the time of choosing this program.

### Analysis & Oral Communication (9 hours) Credit Hours

English Comp I (ENG 1003)	3
English Comp II (ENG 1013) (Select 1)	3
Public Speaking (COM 1203)	3
Interpersonal Communication (COM 1233)	3

### Mathematics (5 hours)

Analytic Geometry & Calculus I (MAT 1055)	5
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### Biological Sciences (5 hours)

(Select 1)	
General Biology (Non-majors) (BIO 1005)	5
Biology I (BIO 1115)	5

### Fine Arts and Aesthetic Studies (3 hours)

(Select 1)	
Art Appreciation (AED 1043)	3
Drawing and Composition (AED 1023)	3
Ceramics I (AED 2023)	3
Painting I (AED 1033)	3
Music Appreciation (MUE 1303)	3
Music Theory I (MUE 1093)	3
Creative Writing (ENG 2023)	3
Theatre Appreciation (THR 1013)	3
Acting I (THR 1023)	3
Stagecraft I (THR 1033)	3

### Cultural Studies (3 hours)

(Select 1)	
Anthropology (SOC 1023)	3
French I, II, III (FRL 1005, 1015, 2005)	5
Spanish I, II, III (FRL 1025, 1035, 2035)	5
World Regional Geography (GEO 2013)	3
Intro to Race and Ethnic Relations (SOC 2113)	3
African American History (HIS 1163)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3

### Human Heritage (3 hours) Credit Hours

Select 1 from each of the following 3 categories:

History	
US History I (HIS 1023)	3
US History II (HIS 1063)	3
Literature	
Introduction to Literature (ENG 1073)	3
American Literature I (ENG 1083)	3
American Literature II (ENG 2113)	3
British Literature I (ENG 2123)	3
British Literature II (ENG 2133)	3
Topics in Literature (ENG 2151, 2152, 2153)	1-3
Philosophy and Religion	
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3
Logical and Classical Reasoning (PHI 2073)	3
New Testament History (REL 1013)	3

### Social and Behavioral Science (9 hours)

General Psychology (BEH 1003)	3
Social Awareness (Select 1)	
Introduction to Sociology (SOC 1003)	3
Social Problems (SOC 2023)	3
Political Awareness (Select 1)	
American Government (POL 1023)	3
Introduction to Political Science (POL 1013)	3

### Business and Technology (6 hours)(Select 2)

Personal Finance (BUS 1003)	3
Financial Accounting (ACC 1043)	3
Introduction to Business (BUS 1093)	3
Computer Concepts & Applications (CIT 1003)	3
Microeconomics (BUS 2023)	3
Macroeconomics (BUS 2033)	3

### Total Core and General Education Hours: 37

### Chemistry Emphasis (23)

Chemistry I (PHS1055)

Chemistry II (PHS1065)

Choice of 13 Credit Hours of the following:

Organic Chemistry I (PHS2025)	
Organic Chemistry II (PHS2035)	
Analytic Geometry & Calculus II (MAT2025)	
Analytic Geometry & Calculus III (MAT2035)	
Elementary Statistics (MAT1103)	
Engineering Physics I (PHS2055) or	
College Physics I (PHS1055)	
Engineering Physics II (PHS2065) or	
College Physics II (PHS1065)	

### Mathematics Emphasis (24)

Analytic Geometry & Calculus II (MAT2025)

Analytic Geometry & Calculus III (MAT2033)

Elementary Statistics (MAT1103)

Engineering Physics I (PHS2055) or College Physics I (PHS1055)

Engineering Physics II (PHS2065) or College Physics II (PHS1065)

Programming Language (CSE2023 or CSE2113)

### Physics Emphasis (23)

Engineering Physics I (PHS2055) or College Physics I (PHS1055)

Engineering Physics II (PHS2065) or College Physics II (PHS1065)

Choice of 13 Credit Hours of the following:

Chemistry I (PHS1055)	
Chemistry II (PHS1065)	
Analytic Geometry & Calculus II (MAT2025)	
Analytic Geometry & Calculus III (MAT2035)	
Elementary Statistics (MAT1103)	
Astronomy (PHS1085)	

### Pre-Engineering Emphasis (24)

Engineering Physics I (PHS2055)

Engineering Physics II (PHS2065)

Analytic Geometry & Calculus II (MAT2025)

\*Choice of 9 Credit Hours in an engineering discipline: Civil, Mechanical, Chemical, Environmental, or Electrical.

\*See Advisor for suggestions.

### Total Credit Hours by Emphasis

Chemistry: 60

Mathematics: 61

Physics: 60

Pre-Engineering: 61

## English Language & Literature

Degree: Associate of Arts

The AA in English Language & Literature is intended to enable students to complete the necessary courses at the freshman and sophomore level in pursuit of a Bachelor of Arts degree in the area of English. Students interested in teaching English at the secondary level can also pursue this degree option.

### Analysis & Oral Communication (9 hours) *Credit Hours*

English Composition I (ENG 1003)	3
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3

(Select 3)

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
Creative Writing (ENG 2023)	3

### Mathematics (3 hours) *Credit Hours*

College Algebra (MAT 1023) or higher	3
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### Sciences (5 hours) (Select 1) *Credit Hours*

Natural Sciences	
General Biology (Non-majors) (BIO 1005)	5
Biology I: Principles of Cellular and Molecular Biology (BIO 1115)	5
Physical Sciences	
Chemistry for Non-majors (PHS 1015)	5
Chemistry I for Majors (PHS 1025)	5
Descriptive Astronomy (PHS 1085)	5
Physical Science (PHS 1005)	5
College Physics I (PHS 1055)	5

### Major Electives (3 hours) *Credit Hours*

(Select 1)	
Introduction to Education (EDU1003)	3
Literature or Writing Elective**	3

\*\*Students interested in Secondary Education with a focus in English are encouraged to take Introduction to Education as the Elective. If interested in English Language and Literature, students are encouraged to review the transfer policies of their potential transfer school when selecting the elective.

**Total: 60**

### Fine Arts and Aesthetic Studies (3 hours) *Credit Hours*

(Select 1)	
Music Appreciation (MUE 1303)	3
Art Appreciation (AED 1043)	3

### Cultural Studies (3 hours) *Credit Hours*

World Regional Geography	3
Spanish I (FRL 1025)	5

### Health and Well-Being (4 hours) *Credit Hours*

(Select 1)	
General Psychology (BEH 1003)	3
Wellness Concepts (HPR 1401)	1
College Success (SSC 1021)	1

### Human Heritage (9 hours) *Credit Hours*

Introduction to Literature (ENG 1073)	3
(Select 1)	
US History I (HIS 1023)	3
US History II (HIS1063)	3
(Select 1)	
Ethics (SOC 1073)	3
Introduction to Philosophy (SOC 2003)	3

### Social Awareness (3 hours) *Credit Hours*

Introduction to Sociology (SOC 1003)	3
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### Political Awareness (3 hours) *Credit Hours*

American Government (POL 1023)	3
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### Business and Technology (6 hours) *Credit Hours*

(Select 2)	
Personal Finance (BUS 1003)	3
Financial Accounting (ACC 1043)	3
Introduction to Business (BUS 1093)	3
Computer Concepts & Applications (CIT 1003)	3
Microeconomics (BUS 2023)	3
Macroeconomics (BUS 2033)	3

### Major Requirements (9 hours) *Credit Hours*



**Fab Force/Small Business Management**

Degree: Technical Certificate

The following is a project-based learning program containing a variety of opportunities for students to design and develop projects to grow in both soft-skills and technical training needed in the workforce today.

**Required Core Courses:**

<i>Course Title</i>	<i>Credit Hours</i>
Entrepreneurial Mindset (MDM1613)	3
Creative Innovation (FAB1033)	3
Introduction to Project Mgmt (FAB1043)	3
Managing Conflict (FAB1053)	3
Introduction to Leadership (MDM1303)	3
Total	15

**Elective Courses (21 credits required):**

<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Business (BUS1093)	3
Business Ethics (BUS2113)	3
Business Communication (BUS2013)	3
Computerized Accounting (ACC1033)	3
Small Business Web (MDM2133)	3
Lasers Stickers & Sawdust (FAB1003)	3
From Design to Development (FAB1113)	3
SolidWorks Essentials (FAB1013)	3
Custom Guitar Fabrication (FAB1023)	3
Adobe Photoshop (CIT1423)	3
Adobe Illustrator (CIT1053)	3
Microcontrollers, Automation, & Mechanics (FAB1103)	3
Basics of Python (CSE1073)	3
Javascript (CSE1153)	3
HTML (CSE1063)	3
IT Fundamentals (CIT1013)	3
Mobile/Web Application Development (CSE1033)	3
Visual Basic (CSE1003)	3
Animation and Multimedia (CIT1043)	3

**TOTAL: 36****Fab Force/Small Business Management**

Degree: Associate of Applied Science

The following is a project-based learning program containing a variety of opportunities for students to design and develop projects to grow in both soft-skills and technical training needed in the workforce today.

**Required Core Courses:**

<i>Course Title</i>	<i>Credit Hours</i>
Entrepreneurial Mindset (MDM1613)	3
Creative Innovation (FAB1033)	3
Introduction to Project Mgmt (FAB1043)	3
Managing Conflict (FAB1053)	3
Introduction to Leadership (MDM1303)	3
Total	15

**Required General Education Courses:**

Please review the categories in the Liberal Studies degree plan to meet these requirements.

<i>Course Title</i>	<i>Credit Hours</i>
Cultural Studies Elective (Required)	3
Other Elective credits	12
Total	15

**Elective Courses (30 credits required):**

<i>Course Title</i>	<i>Credit Hours</i>
Introduction to Business (BUS1093)	3
Business Ethics (BUS2113)	3
Business Communication (BUS2013)	3
Computerized Accounting (ACC1033)	3
Small Business Web (MDM2133)	3
Lasers Stickers & Sawdust (FAB1003)	3
From Design to Development (FAB1113)	3
SolidWorks Essentials (FAB1013)	3
Custom Guitar Fabrication (FAB1023)	3
Adobe Photoshop (CIT1423)	3
Adobe Illustrator (CIT1053)	3
Microcontrollers, Automation, & Mechanics (FAB1103)	3
Basics of Python (CSE1073)	3
Javascript (CSE1153)	3
HTML (CSE1063)	3
IT Fundamentals (CIT1013)	3
Mobile/Web Application Development (CSE1033)	3
Visual Basic (CSE1003)	3
Animation and Multimedia (CIT1043)	3

**TOTAL: 60**

## General Studies

Degree: Associate of General Studies

The Associate of General Studies Degree is intended to enable students to complete the necessary general education electives at the freshman and sophomore level for students in pursuit of a Bachelor's degree. Courses taken as electives may or may not satisfy equivalent lower division college credit course requirements to transfer into a Bachelor's degree program at a Kansas Regents university.

<p><b>Analysis and Oral Communication (9 hours) <i>Credit Hours</i></b></p> <p>English Composition I (ENG 1003) 3</p> <p>English Composition II (ENG 1013) 3</p> <p>Public Speaking (COM 1203) 3</p> <p><b>Mathematics (3-4 hours) <i>Credit Hours</i></b></p> <p>Intermediate Algebra or Higher ** 3-4</p> <p><b>Sciences (5 hours) (Select 1) <i>Credit Hours</i></b></p> <p>Natural Sciences</p> <p style="padding-left: 20px;">General Biology (BIO1005) 5</p> <p style="padding-left: 20px;">A&amp;P (BIO2045) 5</p> <p>Physical Sciences</p> <p style="padding-left: 20px;">Physical Science (PHS1005) 5</p> <p style="padding-left: 20px;">Chemistry for non-majors (PHS1015) 5</p> <p style="padding-left: 20px;">Descriptive Astronomy (PHS1085) 5</p> <p><b>Fine Arts &amp; Aesthetic Studies (3 hours) (Select 1) <i>Credit Hours</i></b></p> <p style="padding-left: 20px;">Art Appreciation (AED1043) 3</p> <p style="padding-left: 20px;">Ceramics (AED2023) 3</p> <p style="padding-left: 20px;">Painting I (AED1033) 3</p> <p style="padding-left: 20px;">Music Appreciation (MUS1303) 3</p> <p style="padding-left: 20px;">Music Theory I (MUE1093) 3</p> <p style="padding-left: 20px;">Creative Writing (ENG2023) 3</p> <p style="padding-left: 20px;">Theatre Appreciation (THR1013) 3</p> <p style="padding-left: 20px;">Acting I (THR1023) 3</p> <p style="padding-left: 20px;">Stagecraft I (THR1033) 3</p> <p><b>Cultural Studies (3 hours) (Select 1) <i>Credit Hours</i></b></p> <p style="padding-left: 20px;">Anthropology (SOC1023) 3</p> <p style="padding-left: 20px;">Spanish I, II, III, (FRL1025, 1035, 2035) 5</p> <p style="padding-left: 20px;">World Regional Geography (GEO2013) 3</p> <p style="padding-left: 20px;">Intro to Race and Ethnic Relations (SOC2113) 3</p> <p style="padding-left: 20px;">World Religions (REL1053) 3</p> <p style="padding-left: 20px;">World History I (HIS1003) 3</p> <p style="padding-left: 20px;">World History II (HIS1013) 3</p> <p style="padding-left: 20px;">African American History (HIS1163) 3</p> <p><b>Health and Well-Being (5-9 hours) <i>Credit Hours</i></b></p> <p>Psychological (Choose 1)</p> <p style="padding-left: 20px;">General Psychology (BEH1003) 3</p> <p style="padding-left: 20px;">Developmental Psychology (BEH2003) 3</p> <p style="padding-left: 20px;">Drugs and Behavior (BEH2043) 3</p>	<p>Physical (Choose 2)</p> <p style="padding-left: 20px;">Wellness Concepts (HPR1401) 1</p> <p style="padding-left: 20px;">Nutrition (BIO2053) 3</p> <p style="padding-left: 20px;">Personal/Community Health (HEA1053) 3</p> <p style="padding-left: 20px;">College Success (SSC1021) 1</p> <p><b>Human Heritage (9 hours) (Choose 3 from 2 Different Categories) <i>Credit Hours</i></b></p> <p>History</p> <p style="padding-left: 20px;">US History I (HIS 1023) 3</p> <p style="padding-left: 20px;">US History II (HIS 1063) 3</p> <p>Literature</p> <p style="padding-left: 20px;">Introduction to Literature (ENG1073) 3</p> <p style="padding-left: 20px;">Topics in Literature (ENG2153) 3</p> <p>Philosophy and Religion</p> <p style="padding-left: 20px;">Introduction to Philosophy (PHI 2003) 3</p> <p style="padding-left: 20px;">Ethics (PHI 1073) 3</p> <p style="padding-left: 20px;">World Religions (REL1053) 3</p> <p style="padding-left: 20px;">New Testament History (REL 1013) 3</p> <p style="padding-left: 20px;">World Religions (REL1053) 3</p> <p><b>Social Awareness /Political Awareness (3 hours) (Select 1) <i>Credit Hours</i></b></p> <p style="padding-left: 20px;">Introduction to Sociology (SOC 1003) 3</p> <p style="padding-left: 20px;">Social Problems (SOC 2023) 3</p> <p style="padding-left: 20px;">American Government (POL 1023) 3</p> <p style="padding-left: 20px;">Introduction to Political Science (POL 1013) 3</p> <p><b>Business and Technology (3 hours) (Select 1) <i>Credit Hours</i></b></p> <p style="padding-left: 20px;">Personal Finance (BUS 1003) 3</p> <p style="padding-left: 20px;">Introduction to Business (BUS 1093) 3</p> <p style="padding-left: 20px;">Computer Concepts &amp; Applications (CIT 1003) 3</p> <p style="padding-left: 20px;">Microeconomics (BUS 2023) 3</p> <p style="padding-left: 20px;">Macroeconomics (BUS 2033) 3</p> <p><b>General Electives (18-20)</b></p> <p><b>*Only 5 of the 18-20 hours may be activity or music courses.</b></p> <p><b>**If Intermediate Algebra is taken as the math requirement, 60 Credit Hours of college-level coursework are required to graduate.</b></p> <p><b>Total Credit Hours: 60-64</b></p>
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## Health, Physical Education, and Recreation (HPR)

Degree: Associate of Science

The HPR program is designed to provide students an introduction to potential careers in the health, physical education, and recreation disciplines. Whether the student wants to work as a PE teacher, in sports management, or as a park ranger, the HPR program can help him or her successfully complete the necessary general education requirements towards a Bachelor's degree in those fields.

Intro to Sports Management (HPR1043)\*\*\* 3  
Free elective\*\*\*\* 3

**TOTAL: 60-62**

\*Please review the science requirements at your potential transfer institutions to determine if you need Chem I or General Chemistry.

\*\*Depending on the four-year institution to whom you are transferring, A&P may be a required course.

\*\*\*Will transfer to KU and WSU if student is pursuing a Sports Management degree, otherwise only a required part of a degree in PSU's Recreation program.

\*\*\*\*Students are encouraged to consider the requirements of their potential transfer destinations to determine which elective course would be best.

### Analysis and Oral Communication (9 hours) *Credit Hours*

English Composition I (ENG 1003) 3  
English Composition II (ENG 1013) 3  
Public Speaking (COM 1203) 3

### Mathematics (3 hours) *Credit Hours*

College Algebra (MAT 1023) or higher 3

### Sciences (10 hours) *Credit Hours*

General Biology (BIO 1005) 5  
Chemistry I (PHS1025)\* 5

### Fine Arts and Aesthetic Studies (3 hours) *Credit Hours*

(Select 1)

Music Appreciation (MUE 1303) 3  
Art Appreciation (AED 1043) 3

### Cultural Studies (3 hours) *Credit Hours*

World Regional Geography 3

### Health and Well-Being (4 hours) *Credit Hours*

General Psychology (BEH 1003) 3  
Wellness Concepts (HPR 1401) 1

### Human Heritage (9 hours) *Credit Hours*

History (Select 1)

US History I (HIS 1023) 3  
US History II (HIS 1063) 3

Literature

Introduction to Literature (ENG 1073) 3

Philosophy and Religion (Select 1)

Introduction to Philosophy (PHI 2003) 3  
Ethics (PHI 1073) 3  
Logical and Classical Reasoning (PHI 2073) 3  
New Testament History (REL 1013) 3  
World Religions (REL1053) 3

### Social Awareness (3 hours) *Credit Hours*

Introduction to Sociology (SOC 1003) 3

### Political Awareness (3 hours) *Credit Hours*

American Government (POL 1023) 3

### Business and Technology (6 hours) *Credit Hours*

Personal Finance (BUS 1003) 3

(Select 1)

Introduction to Business (BUS 1093) 3

Computer Concepts & Applications (CIT 1003) 3

### Major Requirements (6 hours) *Credit Hours*

Personal and Community Health (HPR1053) 3  
Introduction to Physical Education (HPR1023) 3

### Recommended Electives (3-5 hours) *Credit Hours*

Anatomy and Physiology (BIO2045)\*\* 5

## Long Term Care

Certificate: Long Term Care

The Long Term Care Certificate allows students to have multiple credentials in long term care that will lead to multiple job options or increased pay in a current job. Interested students should choose courses that will complement their goals in long term health care.

### Required Course (6 hours) *Credit Hours*

Certified Nurse Aide (HEA 1216) 6

### Required credits from Tiered Electives (6 hours)

\*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

### Electives (6 hours)

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

**Total 18**

\*Requires having a CNA license

**Liberal Studies  
Associate of Arts**

**Program Description:** The Associate of Arts in Liberal Studies is intended to enable students to complete the necessary general education electives at the freshman and sophomore level for students in pursuit of a Bachelor of Arts Degree.

**Analysis & Oral Communication (9 hours)      Credit Hours**

English Comp I (ENG 1003)	3
English Comp II (ENG 1013)	3
(Select 1)	
Public Speaking (COM 1203)	3
Interpersonal Communication (COM 1233)	3

**Mathematics (3 hours)      Credit Hours**

(Select 1)	
College Algebra (MAT 1023)	3
Analytic Geometry & Calculus I (MAT 1055)	5
Elementary Statistics (MAT 1103)	3
Plane Trigonometry (MAT 1093)	3

**Sciences (5 hours) (Select 1)      Credit Hours**

Natural Sciences	
General Biology (Non-majors) (BIO 1005)	5
Biology I: Principles of Cellular and Molecular Biology (BIO 1115)	5
Physical Sciences	
Chemistry for Non-majors (PHS 1015)	5
Chemistry I for Majors (PHS 1025)	5
Descriptive Astronomy (PHS 1085)	5
Physical Science (PHS 1005)	5
College Physics I (PHS 1055)	5

**Fine Arts and Aesthetic Studies (9 hours)      Credit Hours**

Art Appreciation (AED 1043)	3
Drawing and Composition (AED 1023)	3
Ceramics I (AED 2023)	3
Painting I (AED 1033)	3
Music Appreciation (MUE 1303)	3
Music Theory I (MUE 1093)	3
Creative Writing (ENG 2023)	3
Theatre Appreciation (THR 1013)	3
Acting I (THR 1023)	3
Stagecraft I (THR 1033)	3

**Cultural Studies (3 hours)      Credit Hours**

Anthropology (SOC 1023)	3
Spanish I, II, III (FRL 1025, 1035, 2035)	5
World Regional Geography (GEO 2013)	3
Intro to Race and Ethnic Relations (SOC 2113)	3
African American History (HIS 1163)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3
World Religions (REL1053)	3

**Health and Well-Being (4-6 hours)      Credit Hours**

Psychological (Choose 1)	
General Psychology (BEH 1003)	3
Developmental Psychology (BEH 2003)	3
Drugs and Behavior (BEH 2043)	3
Physical (Choose 2)	
Wellness Concepts (HPR 1401)	1
Nutrition (BIO 2053)	3
Personal and Community Health (HEA 1053)	3
College Success (SSC 1021)	1

**Human Heritage (9 hours)      Credit Hours**

History (Select 1)	
US History I (HIS 1023)	3
US History II (HIS 1063)	3
Literature (Select 1)	
Introduction to Literature (ENG 1073)	3
American Literature I (ENG 1083)	3
American Literature II (ENG 2113)	3
British Literature I (ENG 2123)	3
British Literature II (ENG 2133)	3
Topics in Literature (ENG 2151, 2152, 2153)	1-3
Philosophy and Religion (Select 1)	
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3
Logical and Classical Reasoning (PHI 2073)	3
New Testament History (REL 1013)	3
World Religions (REL1053)	3

**Social Awareness (3 hours) (Select 1)      Credit Hours**

Introduction to Sociology (SOC 1003)	3
Social Problems (SOC 2023)	3

**Political Awareness (3 hours) (Select 1)      Credit Hours**

American Government (POL 1023)	3
Introduction to Political Science (POL 1013)	3

**Business and Technology (6 hours)      Credit Hours**

(Select 2)	
Personal Finance (BUS 1003)	3
Financial Accounting (ACC 1043)	3
Introduction to Business (BUS 1093)	3
Computer Concepts & Applications (CIT 1003)	3
Microeconomics (BUS 2023)	3
Macroeconomics (BUS 2033)	3

**General Electives (6 hours)**

**\*Only 3 of the 6 hours may be activity or music courses**

**Total: 60-62**

**Liberal Studies**  
**Associate of Science**

**Program Description:** The Associate of Science in Liberal Studies is intended to enable students to complete the necessary general education electives at the freshman and sophomore level for students in pursuit of a Bachelor of Science Degree.

**Analysis & Oral Communication (9 hours)      Credit Hours**

English Comp I (ENG 1003)	3
English Comp II (ENG 1013)	3
(Select 1)	
Public Speaking (COM 1203)	3
Interpersonal Communication (COM 1233)	3

**Mathematics (3 hours)      Credit Hours**

(Select 1)	
College Algebra (MAT 1023)	3
Analytic Geometry & Calculus I (MAT 1055)	5
Elementary Statistics (MAT 1103)	3
Plane Trigonometry (MAT 1093)	3

**Sciences (10 hours)      Credit Hours**

Natural Sciences (Select 1)	
General Biology (Non-majors) (BIO 1005)	5
Biology I: Principles of Cellular and Molecular Biology (BIO 1115)	5
Physical Sciences (Select 1)	
Chemistry for Non-majors (PHS 1015)	5
Chemistry I for Majors (PHS 1025)	5
Descriptive Astronomy (PHS 1085)	5
Physical Science (PHS 1005)	5
College Physics I (PHS 1055)	5

**Fine Arts and Aesthetic Studies (6 hours)      Credit Hours**

Art Appreciation (AED 1043)	3
Drawing and Composition (AED 1023)	3
Ceramics I (AED 2023)	3
Painting I (AED 1033)	3
Music Appreciation (MUE 1303)	3
Music Theory I (MUE 1093)	3
Creative Writing (ENG 2023)	3
Theatre Appreciation (THR 1013)	3
Acting I (THR 1023)	3
Stagecraft I (THR 1033)	3

**Cultural Studies (3 hours)      Credit Hours**

Anthropology (SOC 1023)	3
Spanish I, II, III (FRL 1025, 1035, 2035)	5
World Regional Geography (GEO 2013)	3
Intro to Race and Ethnic Relations (SOC 2113)	3
African American History (HIS 1163)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3
World Religions (REL1053)	3

**Health and Well-Being (4-6 hours)      Credit Hours**

Psychological (Choose 1)	
General Psychology (BEH 1003)	3
Developmental Psychology (BEH 2003)	3
Drugs and Behavior (BEH 2043)	3
Physical (Choose 2)	
Wellness Concepts (HPR 1401)	1
Nutrition (BIO 2053)	3
Personal and Community Health (HEA 1053)	3
College Success (SSC 1021)	1

**Human Heritage (9 hours)      Credit Hours**

History (Select 1)	
US History I (HIS 1023)	3
US History II (HIS 1063)	3
Literature (Select 1)	
Introduction to Literature (ENG 1073)	3
American Literature I (ENG 1083)	3
American Literature II (ENG 2113)	3
British Literature I (ENG 2123)	3
British Literature II (ENG 2133)	3
Topics in Literature (ENG 2151, 2152, 2153)	1-3
Philosophy and Religion (Select 1)	
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3
Logical and Classical Reasoning (PHI 2073)	3
New Testament History (REL 1013)	3
World Religions (REL1053)	3

**Social Awareness (3 hours) (Select 1)      Credit Hours**

Introduction to Sociology (SOC 1003)	3
Social Problems (SOC 2023)	3

**Political Awareness (3 hours) (Select 1)      Credit Hours**

American Government (POL 1023)	3
Introduction to Political Science (POL 1013)	3

**Business and Technology (6 hours)      Credit Hours**

(Select 2)	
Personal Finance (BUS 1003)	3
Financial Accounting (ACC 1043)	3
Introduction to Business (BUS 1093)	3
Computer Concepts & Applications (CIT 1003)	3
Microeconomics (BUS 2023)	3
Macroeconomics (BUS 2033)	3

**General Electives (6 hours)**

**\*Only 3 of the 6 hours may be activity or music courses**

**Total: 60-64**

## 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 co-requisites 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 (COM 1203)	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
Fine Arts & Aesthetic Studies elective*	3
Term Total	17

#### Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Laboratory Science Elective*	5
Cultural Studies 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>
Health and Well-Being elective*	3
Human Heritage Elective*	3
Business and Technology elective*	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
<b>TOTAL: 64</b>	

\*See Courses that meet category requirements under Liberal Studies degree program for Associate of Arts.

## Music Theatre

Degree: Associate of Arts

The first two years of a college music theatre major curriculum may be completed at ICC and the credits are transferrable to another institution. Auditions may be required at some transfer institutions. All musical theatre majors will perform in musicals each semester.

### 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
Chorale, Chamber Singers, or M/W Chorus (MUE1021, MUE1141, MUE1701, MUE1341)	1
Piano I or Class Piano I (MUE 1081 or MUE 1241)	1
Applied Voice for Music Majors (MUE1122)	2
Music Theory I (MUE 1093)	3
Sight Singing & Ear Training I (MUE 1142)	2
Acting I (THR1023)	3
Term Total	18

#### Second Semester:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Applied Voice for Music Majors (MUE1122)	2
Music Theory II (MUE 1103)	3
Movement I (THR1142)	3
Sight Singing & Ear Training II (MUE 1152)	2
Musical Rehearsal & Performance I (MUE1321)	1
Dance 1 Ballet (THR1091)	1
Term Total	15

#### Third Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Laboratory Science Elective*	5
Cultural Studies Elective*	3
Chorale, Chamber Singers, or M/W Chorus (MUE1021, MUE1141, MUE1701, MUE1341)	1
Piano II or Class Piano II (MUE 1091 or MUE 1271)	1
Applied Voice for Music Majors (MUE1122)	2
Movement II (THR2142)	3
Dance 2 Jazz (THR1091)	1
Term Total	16

#### Fourth Semester:

<i>Course Title</i>	<i>Credit Hours</i>
Human Heritage Elective*	3
Health and Wellbeing Elective*	3
College Algebra or higher (MAT 1023)	3
Applied Voice for Music Majors (MUE1122)	2
History of the Broadway Musical (MUE1223)	3
Musical Rehearsal & Performance II (MUE1331)	1
Dance 3 Tap (THR1091)	1
Term Total	16
<b>TOTAL</b>	<b>65</b>

\*See Courses that meet category requirements under Liberal Studies degree program for Associate of Arts.

## 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 pursuing a Bachelor of Nursing degree. 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.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>	<b>Health and Well-Being (6 hours)</b>	<b>Credit Hours</b>
English Composition I (ENG1003)	3	General Psychology (BEH 1003)	3
English Composition II (ENG 1013)	3	Developmental Psychology (BEH 2003)	3
Public Speaking (COM 1203)	3		
<b>Mathematics (3 hours)</b>	<b>Credit Hours</b>	<b>Human Heritage (6 hours)</b>	<b>Credit Hours</b>
College Algebra (MAT 1023) or higher	3	History (Select 1)	
		US History I (HIS 1023)	3
		US History II (HIS 1063)	3
<b>Sciences (23 hours)</b>	<b>Credit Hours</b>	Philosophy and Religion (Select 1)	
Anatomy & Physiology (BIO 2045)	5	Introduction to Philosophy (PHI 2003)	3
Chemistry for Non-majors (PHS 1015)	5	Ethics (PHI 1073)	3
General Biology (BIO 1005)	5	New Testament History (REL 1013)	3
Microbiology (BIO 2055)	5	World Religions (REL1053)	3
Nutrition (BIO 2053)	3		
<b>Fine Arts and Aesthetic Studies (3 hours)</b>	<b>Credit Hours</b>	<b>Social Awareness (3 hours) (Select 1)</b>	<b>Credit Hours</b>
Art Appreciation (AED 1043)	3	Introduction to Sociology (SOC 1003)	3
Drawing and Composition (AED 1023)	3		
Ceramics I (AED 2023)	3	<b>Political Awareness (3 hours) (Select 1)</b>	<b>Credit Hours</b>
Painting I (AED 1033)	3	American Government (POL 1023)	3
Music Appreciation (MUE 1303)	3		
Music Theory I (MUE 1093)	3	<b>Business and Technology (6 hours)</b>	<b>Credit Hours</b>
Creative Writing (ENG 2023)	3	Personal Finance (BUS 1003)	3
Theatre Appreciation (THR 1013)	3	Financial Accounting (ACC 1043)	3
Acting I (THR 1023)	3	Introduction to Business (BUS 1093)	3
Stagecraft I (THR 1033)	3	Computer Concepts & Applications (CIT 1003)	3
		Microeconomics (BUS 2023)	3
		Macroeconomics (BUS 2033)	3
<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>	<b>Total: 65</b>	
Anthropology (SOC 1023)	3		
Spanish I, II, III (FRL 1025, 1035, 2035)	5		
World Regional Geography (GEO 2013)	3		
Intro to Race and Ethnic Relations (SOC 2113)	3		
African American History (HIS 1163)	3		
World History I (HIS 1003)	3		
World History II (HIS 1013)	3		

## Pre-Psychology

Degree: Associate of Science

The Pre-Psychology is a transfer-oriented program designed to help prospective Psychology majors transfer to their four-year institutions in junior-level standing.

<b>Analysis &amp; Oral Communication (9 hours)</b>	<b>Credit Hours</b>
English Composition I (ENG 1003)	3
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3

<b>Mathematics (3 hours)</b>	<b>Credit Hours</b>
College Algebra (MAT 1023) or higher	3

<b>Sciences (10 hours)</b>	<b>Credit Hours</b>
General Biology (BIO1005)	5
Physical Sciences Elective*	5

<b>Fine Arts &amp; Aesthetic Studies (3 hours)</b> (Select 1)	<b>Credit Hours</b>
Music Appreciation (MUE 1303)	3
Art Appreciation (AED 1043)	3

<b>Cultural Studies (3 hours)</b>	<b>Credit Hours</b>
World Regional Geography	3

<b>Health and Well-Being (4 hours)</b>	<b>Credit Hours</b>
General Psychology (BEH 1003)	3
Wellness Concepts (HPR 1401)	1

<b>Human Heritage (9 hours)</b>	<b>Credit Hours</b>
Introduction to Literature (ENG 1073) (Select 1)	3
US History I (HIS 1023)	3
US History II (HIS1063)	3
(Select 1)	
Ethics (SOC 1073)	3
Introduction to Philosophy (SOC 2003)	3

<b>Social Awareness (3 hours)</b>	<b>Credit Hours</b>
Introduction to Sociology (SOC 1003)	3

<b>Political Awareness (3 hours)</b>	<b>Credit Hours</b>
American Government (POL 1023)	3

<b>Business and Technology (6 hours)</b>	<b>Credit Hours</b>
Personal Finance (BUS 1003)	3
(Select 1)	
Introduction to Business (BUS1093)	3
Computer Concepts & Applications (CIT 1003)	3

<b>Major Requirements (6 hours)</b>	<b>Credit Hours</b>
Developmental Psychology (BEH2003)	3
Abnormal Psychology** (BEH2023)	3

<b>Recommended Electives (3 hours)</b> (Select 1)	<b>Credit Hours</b>
Spanish I (FRL1025)	5
Elementary Statistics (MAT1103)	3
Free elective***	3

### Total 62 hours

\*Please view the Liberal Studies degree for acceptable elective options available to meet these requirements.

\*\*Abnormal Psychology, which is only offered in the Fall, transfers to ESU, KSU, and WSU, but may only transfer as an elective credit for Psychology majors at KU and PSU.

\*\*\*Students are encouraged to pursue coursework that may count towards a minor at the four-year level e.g., take a second sociology course or a second political science course).



### Social Science (SOC)

Degree: Associate of Science

The Social Science degree is a transfer-oriented program designed to help prospective Sociology majors transfer to their four-year institutions in junior-level standing.

#### Analysis & Oral Communication (9 hours) *Credit Hours*

English Composition I (ENG 1003)	3
English Composition II (ENG 1013)	3
Public Speaking (COM 1203)	3

#### Mathematics (3 hours) *Credit Hours*

College Algebra (MAT 1023) or higher	3
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#### Sciences (10 hours) *Credit Hours*

General Biology (BIO1005)	5
Physical Sciences Elective (PHS1005)	5

#### Fine Arts and Aesthetic Studies (3 hours) *Credit Hours*

Art Appreciation (AED 1043)	3
Music Appreciation (MUE 1303)	3
Music Theory I (MUE 1093)	3
Creative Writing (ENG 2023)	3
Theatre Appreciation (THR 1013)	3
Acting I (THR 1023)	3
Stagecraft I (THR 1033)	3

#### Cultural Studies (3 hours) *Credit Hours*

World Regional Geography	3
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#### Health and Well-Being (4 hours) *Credit Hours*

General Psychology (BEH 1003)	3
(Select 1)	
College Success (SSC1021)	1
Wellness Concepts (HPR 1401)	1

#### Human Heritage (9 hours) *Credit Hours*

(Select 1)	
US History I (HIS 1023)	3
US History II (HIS1063)	3
Literature (Select 1)	
Introduction to Literature (ENG 1073)	3
Philosophy and Religion (Select 1)	
Introduction to Philosophy (PHI 2003)	3
Ethics (PHI 1073)	3
New Testament History (REL 1013)	3
World Religions (REL1053)	3

#### Social Awareness (6 hours) *Credit Hours*

Introduction to Sociology (SOC 1003)	3
Social Problems (SOC2023)	3

#### Political Awareness (3 hours) *Credit Hours*

American Government (POL 1023)	3
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#### Business and Technology (6 hours) *Credit Hours*

(Select 1)	
Microeconomics (BUS2023)	3
Macroeconomics (BUS2033)	3
Business and Technology Elective	3

#### General Electives (6 hours)

Recommend course in student's future area of study (i.e., History, Political Science, Sociology) or a more specific general education requirement based on student's transfer institution (e.g., Foreign Language).

**Total: 62 hours**

### Theatre Arts

Degree: Associate of Arts

#### Performance Track

The first two years of a college theatre major curriculum may be competed at ICC and the credits are transferable to another institution. Auditions may be required at some transfer institutions. All theatre majors will perform/work in productions each semester.

#### 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
Theatre Appreciation (THR 1013)	3
Stagecraft I (THR 1033)	3
Rehearsal & Performance I (THR 1051)	1
Acting I (THR 1023)	3
Term Total	16

##### Second Semester

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Movement I (THR1142)	3
Rehearsal & Performance II (THR 2051)	1
Stage Makeup (THR2022)	3
Script Analysis (THR 2103)	3
Stage and Theatre Management (THR 2073)	3
Term Total	16

##### Third Semester

<i>Course Title</i>	<i>Credit Hours</i>
Cultural Studies Elective*	3
Health and Well-Being Elective*	3
Movement II (THR2142)	3
Rehearsal & Performance III (THR 2061)	1
Play Production & Directing (THR2003)	3
Introduction to Dramatic Literature (THR 2043)	3
Term Total	16

##### Fourth Semester

<i>Course Title</i>	<i>Credit Hours</i>
College Algebra (MAT 1023) or higher	3
Laboratory Science Elective*	5
Human Heritage Elective*	3
Rehearsal & Performance IV (THR 2071)	1
Acting II/Intro to Playwriting (THR1123/THR1093)	3
Term Total	15

**TOTAL: 63**

## Theatre Arts

Degree: Associate of Arts

### Technical Production Track

The first two years of a college theatre major curriculum may be completed at ICC and the credits are transferable to another institution. Auditions may be required at some transfer institutions. All theatre majors will perform/work in productions each semester.

#### Suggested Four Semester Plan

##### First Semester

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG 1003)	3
Theatre Appreciation (THR 1013)	3
Stagecraft I (THR 1033)	3
Technical Theatre Lab (THR1061)	1
Introduction to Literature (ENG1073)	3
Acting I (THR 1023)	3
Term Total	16

##### Second Semester

<i>Course Title</i>	<i>Credit Hours</i>
English Composition II (ENG 1013)	3
Stage and Theatre Management (THR 2073)	3
Technical Theatre Lab II (THR1071)	1
Public Speaking (COM 1203)	3
Lasers, Stickers, and Sawdust (FAB1003)	3
Script Analysis (THR 2103)	3
Term Total	16

##### Third Semester

<i>Course Title</i>	<i>Credit Hours</i>
Cultural Studies Elective*	3
Health and Wellbeing Elective*	3
Theatrical Design I (THR2083)	3
Technical Theatre Lab III (THR2021)	1
Computer Aided Design (EGT1013)	3
Introduction to Dramatic Literature (THR 2043)	3
Term Total	16

##### Fourth Semester

<i>Course Title</i>	<i>Credit Hours</i>
College Algebra or higher (MAT 1023)	3
Laboratory Science Elective*	5
Human Heritage Elective*	3
Theatrical Design II (THR2183)	3
Technical Theatre Lab IV (THR2041)	1
Term Total	15

**TOTAL: 63**

## Veterinary Technology

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 prerequisite coursework prepares students for program rigor. All prerequisite 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 coursework 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 workplace. Veterinary Technology is a selective admission program. For information about applying, contact Admissions.

#### Suggested Semester Plan

##### Prerequisites:

<i>Course Title</i>	<i>Credit Hours</i>
English Composition I (ENG1003)	3
Biology I (BIO1115)	5
Chemistry for Non-majors (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**

### Web Design and Development

Degree: Associate of Applied Science

Web Design and Development (WDD) will prepare individuals for entry-level work in the design, creation, and maintenance of websites. If they so choose, they could also transfer seamlessly to Kansas State where we have a 2+2 plan in place in their Polytechnic Technology Management Department. Web Design individuals will obtain both creative and technical skill sets in Web Design, HTML, CSS and JavaScript alongside structural knowledge of web marketing, web animation, e-Commerce, and the social and mobile web. Web Design artists find varied careers in the design, creation, and maintenance of websites in the promotion, film, broadcast, visual effects, mobile, and Internet industries. Job titles may include: Web Designer, Web Project Manager, Media Designer, Web Developer, Content Developer, Front-End Developer, Social Media Strategist, UI Designer, Interaction Designer, Art Director, UX Designer, Web Master, SEO Specialist, Digital Marketing Manager, Content Manager, Web Manager, Web Strategist, Web Marketing Director, and Web Animator. There is also an opportunity to receive several industry certificates along the way. Many courses in WDD have industry certification upon successful course completion and/or additional testing.

#### Suggested Four-Semester Plan

##### First Semester:

Course Title	Credit Hours
Introduction to Electronic Commerce (CIT 2073)	3
Animation and Multimedia (CIT1043)	3
Small Business Web (MDM2133)	3
Computer Concepts & Applications (CIT 1003)	3
English Composition I (ENG 1003)	3
Term Total	15

##### Second Semester:

Course Title	Credit Hours
Adobe Illustrator (CIT1053)	3
Introduction to Video Game Design (GME 1003)	3
HTML/HTML5 (CSE1063/CSE1023)	3
Microeconomics (BUS 2023)	3
Public Speaking (COM1203)	3
Term Total	15

##### Third Semester:

Course Title	Credit Hours
Web Design and Development (CIT 1033)	3
Adobe Photoshop (CIT1422)	3
JavaScript (CSE1153)	3
English Composition II (ENG1013)	3
Design I (AED1003)	3
Term Total	15

##### Fourth Semester:

Course Title	Credit Hours
Advanced Web Design and Development (CIT 2143)	3
Adobe InDesign (CIT1052)	3
Mobile/Web App Design (CSE1033)	3
Internship Web Design (CSE2133)	3
Macroeconomics (BUS2033)	3
Term Total	15
<b>TOTAL: 60</b>	

### Web Design and Development

Degree: Technical Certificate

#### Suggested Two-Semester Plan

##### First Semester:

Course Title	Credit Hours
Introduction to Electronic Commerce (CIT 2073)	3
Animation and Multimedia (CIT1043)	3
Small Business Web (MDM2133)	3
Adobe Photoshop (CIT1422)	3
Web Design and Development (CIT 1033)	3
JavaScript (CSE1153)	3
Term Total	18

##### Second Semester:

Course Title	Credit Hours
Adobe Illustrator (CIT1053)	3
Introduction to Video Game Design (GME 1003)	3
HTML/HTML5 (CSE1063/CSE1023)	3
Advanced Web Design and Development (CIT 2143)	3
Adobe InDesign (CIT1052)	3
Mobile/Web App Design (CSE1033)	3
Internship Web Design (CSE2133)	3
Term Total	21
<b>TOTAL</b>	<b>39</b>

### Welding

Degree: Certificate

A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

Course Title	Credit Hours
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
<b>TOTAL: 16</b>	

### Woodworking

Degree: Certificate

A program that prepares individuals to apply technical knowledge and skills to join or cut wood surfaces to make cabinets, furniture, etc.

Course Title	Credit Hours
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
<b>TOTAL</b>	<b>15</b>

# 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.

### **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 a 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 fundamentals 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 (HEA1423) 3 hrs.**

This course will meet the requirements of the Kansas Department of Health and Environment. The course is built upon the Kansas Activities Director 45 hour Curriculum Guidelines. Students will perform specialized skills needed when caring for residents in a long-term care facility.

### **Activity Director /Social Services Designee (HEA1426) 6 hrs.**

This course will meet the requirements of the Kansas Department of Health and Environment. The course is built upon the Kansas Activities Director 90 hour Curriculum Guidelines. Students will perform specialized skills needed when caring for residents in a long-term care facility.

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

This course is designed to teach the concepts of direct patient care and apply the 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 skills 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.

**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 a range of motion, ambulation, and daily living training.

**Social Services Designee (HEA1413) 3 hrs.**

This course will meet the requirement of the Kansas Department of Health and Environment. The course is built upon the Kansas Activities Director 45 hour Curriculum Guidelines. Students will perform specialized skills needed when caring for residents in a long-term care facility.

**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.**

**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 a 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.

**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 the 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.

**Illustration (AED2053) 3 hrs.**

Illustration is a graphic design course designed to familiarize students with tools and materials used to create a wide variety of illustrations. Both black & white and color illustrations will be created using Adobe Illustrator and Adobe Photoshop.

**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 workload will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with 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).**

**Painting II (AED1053) 3 hrs.**

Students start at their own levels of experience and create realistic, abstract and non-objective paintings. Subject matter includes still-life, landscape, people and no subject matter as the advanced design is emphasized in both acrylic and oil paint.

## **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 the 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 the 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 to 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. A 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 the 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**

### **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 the course syllabus. Three Credit Hours of lecture and two Credit Hours of lab. **Prerequisite: None**

### **Independent Study: Biology (BIO1031, 1032, 1033) 1, 2, or 3 hrs.**

An individually structured course. Class assignments and workload will be established on a contract basis. Students can anticipate three hours per credit hour work per week in the form of appointments with instructor, study or research per hour of credit. Pre-requisite: 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 the 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 lifespan. 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 Mathematics (BUS1013) 3 hrs.**

Provides an intensive review of basic math and introduces business math applications using the electronic calculator and computer 10-keypad (touch system). Special emphasis is given to business situations and problems involving payroll, the 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.

**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.

**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 Business (BUS1093) 3 hrs.**

Introduction to Business is an entry-level business course. Different areas of general business are studied, including marketing, finance, human resource and product management, and social and ethical responsibilities. Students will explore these topics using case studies and practical application exercises.

**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.

**Macroeconomics (BUS2033) 3 hrs.**

A 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 the 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 website 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 website. Many expect to be able to purchase your products through your website. In this course, you'll develop your website, 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

**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

**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.

**Introduction to Mass Communication (COM1033) 3 hrs.**

This course examines the sociological, economic, and political effects of mass communication systems and media on American culture. It will cover communication theories and models, historical and contemporary research, the mass media industries, laws and regulations, and the effects of media on society.

**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

**A+ 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.

**Advanced Database Management (CIT 1562) 2 hrs.**

This course provides students the opportunity to utilize advanced functions of an operational database, interactive queries, custom reports, and custom forms. Students will use Microsoft Access to apply understanding and skills of a working database in a professional setting. Completion of Introduction to and Advanced Database Management prepares students for the Microsoft Access Specialist Exam. **Pre-requisite: Grade of "C" or better in Introduction to Database Management.**

**Advanced Server Administration (CIT2156) 6 hrs.**

This course focuses on networking features and functionality available in Windows Server 2016. It covers remote access solutions and implementation of software-defined networking solutions. Students will then focus on the identity functionality in Windows Server 2016, covering installation and configuration of Active Directory Domain Services, in addition to Group Policy

Implementation. Students who successfully complete this course will be prepared for advanced Microsoft Server Administration Exams.

### **Advanced Spreadsheets (CIT1212) 2hrs.**

This course is designed to expose students to advanced spreadsheet functions. Students will use Microsoft Excel to focus on data analysis, problem-solving, finance, business and information systems. Students will have the opportunity to apply the knowledge acquired. Completion of Introduction and Advanced Spreadsheets prepares students for the Microsoft Excel Specialist Exam. **Prerequisite: Grade of “C” or better in Introduction to Spreadsheets.**

### **Basic Computer Skills for Seniors (DEV0101)**

**1 hr.**

This course is designed to provide the student with an introduction to computers and information processing for students desiring to learn the computer, how computers function, and how computers are applied to the solutions of business/home and related problems in modern society. Hands-on learning in the Windows environment, Microsoft Word, Microsoft Excel, internet browsing, and email. After completion of this course, students are more comfortable and skilled enough to enroll in the 3 credit hour Computer Concepts and Applications class.

### **Cloud & Mobile Computing (CIT2123) 3 hrs.**

This course will provide students with the knowledge and skills required to understand cloud and mobile terminologies/methodologies. Students will implement, maintain, and deliver cloud & mobile technologies and infrastructures (e.g. server, network, storage, and virtualization technologies). The course will help students understand aspects of IT security and use of industry best practices related to Microsoft Cloud implementation and the application of virtualization for various devices and platforms.

### **CompTIA 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.

**Prerequisite:** IT Fundamentals or A+ PC Repair & Maintenance.

### **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, students 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. This course provides students with the opportunity to work with multiple operating systems and interfaces, preparing students for the CompTIA Security+ certification exam.

### **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 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 Database Management (CIT 1552) 2 hrs.**

This course provides students with an introduction to database architecture and function. Using Microsoft Access, students will learn how to create various database components for a professional setting.

### **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 Spreadsheets (CIT1204) 4 hrs.**

This course is a hands-on introductory course that provides students with the fundamentals required to utilize spreadsheet software in today's business world. Students will learn the basic features of Microsoft Excel and apply those features to a variety of entry-level business spreadsheet projects.

### **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 a computer technology field of study. 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 and one programming language course – C++, Visual Basic, or Java, Business Communication or Technical Writing.**

### **IT Fundamentals (CIT1013) 3 hrs.**

This course introduces skills required to become a successful systems support professional. It prepares students to progress onto more advanced training in the IT field. Students will be preparing for the first of many industry certifications with this course. \*Students holding a current CompTIA IT Fundamentals certification should speak with instructor prior to enrolling in this course.

### **Publisher/Windows (CIT 1032) 2 hrs.**

Designed to cover the latest computer software applications.

### **Server Administrator (CIT2053) 3 hrs.**

This course focuses on the computer features and functionality, as well as the installation and storage of Windows Server 2016. Curriculum will cover general installation tasks and the creation and management of images for deployment. Local and server storage solutions, including the configuration of disks and volumes will be covered. Students will work with Hyper-V and Windows containers, along with the maintenance and monitoring of servers in physical and computer environments. Students successful in this course will be able to sit for the first of three Server certification exams.

### **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 website using the latest in HTML editor, graphic, and animation software applications.

**Windows Operating Systems 7 & 10 (CIT1713)**

This course prepares students to install, manage, and troubleshoot Microsoft Windows Operating Systems. It focuses on configuration tasks performed at the client computer, including those performed by a desktop administrator in a small, medium, or larger business setting. Students successfully completing this course will be ready to sit for the Microsoft Installing and Configuring Windows certification exams.

## **COMPUTER SCIENCE**

**Adobe Illustrator (CIT1053) 3 hrs.**

This course is an introductory Adobe Illustrator course in which high-quality illustrations, logos, and other custom design work can be created for the web, print, or any other medium. Students will learn step-by-step key techniques, tips, and tricks for working in Illustrator CC.

**Adobe InDesign (CIT1153) 3 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 billboards. 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.

**Adobe Photoshop (CIT1423) 3 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 graphics processing.

**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.

**Basics of Python Programming (CSE1073) 3 hrs.**

This course is for students with little or no programming experience. It is designed to help students gain an understanding of the role programming and coding can play in solving problems. This hands-on approach will cover data types, control flow, object-oriented programming, and graphical user interface-driven applications.

**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.

**HTML5 Game Play (CSE1023) 3 hrs.**

This course is designed to provide the student with the basics of HTML, including the latest in CSS styling and JavaScript with a short review. Basic syntax is discussed and more advanced features such as JavaScript with animations, CSS and media queries, and styling with some of the new HTML5 tags. It is more than just HTML5, but also how to perform actual design elements using embedded CSS classes. Included in the course will be the latest form field tags that make gathering information and input from users much easier.

**Internship/Seminar: Computer Programming (CSE2123) 3 hrs.**

This course allows students to gain exposure to a profession or field and more in-depth knowledge of a career in a computer technology field of study. 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 and one semester of coursework for Certificate programs, or three semesters of coursework for AAS degree programs.**

**Internship/Seminar: Web Design & Development (CIT2133) 3 hrs.**

This course allows students to gain exposure to a profession or field and more in-depth knowledge of a career in a computer technology field of study. 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 and one semester of coursework for Certificate programs, or three semesters of coursework for AAS degree programs.**

**Java Programming Language (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.**

**JavaScript (CSE1153) 3 hrs.**

This course is designed to provide the student with the basics of JavaScript and designed to give web designers another tool to add features to their websites, including dynamically updated content, controlled multimedia, animated images, and much more. The hands-on projects presented in the course provide the fundamental knowledge necessary to design and develop dynamic web pages using JavaScript.

**Mobile/Web Application Design & Development (CSE1033) 3 hrs.**

This course covers the concept and architecture of the web and mobile application development. This hands-on course will allow students the opportunity to build a web and mobile-based interactive application in areas of science, engineering, or business while gaining the knowledge needed to write other applications for business and personal use.

**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 networking essentials, hardware, communications and protocols, architectures, administration and support, enterprise and distributed networks, troubleshooting, and using Internet Resources. Offered in the spring semester.

**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**

**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 website using the latest in HTML editor, graphic, and animation software applications.

**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 (COS2613) 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 hours cosmetology course and submit Instructor in Training notice of intent to the KBOC one week prior to starting in the 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 makeup, 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) 4 hrs.**

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.

### **Culinary Math (CUL1033) 3 hrs.**

This course develops students' math skills that are vital to the food service industry. These skills include working with conversions of weights, measuring and calculating food cost, portion costs, labor control, and portion control which are all vital skills in becoming a great chef.

### **Culinary Nutrition (CUL1043) 3 hrs.**

Fundamental culinary nutrition principles and theories for various groups are investigated. Healthy foods, pleasing to the eyes and the palate, will be prepared to cater to the growing number of health-minded customers. Recipe and menu development including ingredient selection and cooking techniques will be discussed. Special diets such as low fat, low sodium, diabetic, gluten-free, and caloric intake will be discussed.

### **International Foods (CUL1023) 3 hrs.**

This culinary production course is designed to develop practical necessary skills for students to work on the cold side of the kitchen, or garde manager. This course will provide an overview of essential garde manager 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 (CUL1013) 3 hrs.**

This introductory course in the baking arts is designed to examine and develop basic baking principles, techniques, and standards required for optimum baking production. This course will focus on safety and sanitation, weights and measures, cookies, quick breads, yeast doughs, pies & tarts, cakes syrups, creams, and pate choux. This is a hands-on course.

### **Introduction to Culinary Arts (CUL1003) 3 hrs.**

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, weights 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) 3 hrs.**

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) 3 hrs.**

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.

### **Sanitation & Safety (CUL2042) 2 hrs.**

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. The 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)**

**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**

## **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.

**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.

**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.

## **EARLY CHILDHOOD EDUCATION**

**Child Guidance (ECE1303) 3 hrs.**

This course introduces the practical principles and techniques for observing and guiding young children. Demonstration of the subject matter is included.

**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.

**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 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.

**Early Childhood Curriculum Planning (ECE1053) 3 hrs.**

Study and experiences in curriculum and developmental program planning for the preschool child in group settings.

**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 developmentally 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 developmentally 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 developmentally appropriate practices with children. 135 hour total.

**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.

**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.

**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.

**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.

**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. **Co-requisite: Supervised Classroom Experience (EDU1011)**

**Technology for the Classroom (EDU1033) 3 hrs.**

This course is designed to introduce students to educational technology, current research on critical issues and trends within the field, and how to effectively integrate educational technology into the K-12 classroom and curriculum. Students will explore and demonstrate how educational technology can enhance personal and professional productivity and support teaching and learning in the 21<sup>st</sup> Century learning environment.

**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.

**Supervised Classroom Experience**

**(EDU1011) 1 hr.**

Forty hours of classroom observation and participation.

**Co-requisite: 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.

**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 an "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 1013) 3 hrs.**

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 Graphics I (EGT1023) 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.

### **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.

### **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.

## **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.

### **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 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, grammar, and 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 and is taken concurrently with ENG1003.**

**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.

**Vocabulary I (DEV0121) 1 hr.**

Intended for the college student who needs improvement in foundational vocabulary. Includes a study of word 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.

**Inge and Contemporary Playwrights (ENG2161) 1 hr.**

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.

**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.

**Topics in Literature (ENG2153) 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.

**FAB LAB**

**Creative Innovation (FAB1033) 3 hrs.**

This course will provide students with techniques to create a road map for managing an innovative project. Students will choose a project that solves a problem or recognizes an opportunity, work through the challenges, and plan who can help and how the project will unfold. Finally, students will be able to move through all stages of design and development.

**Custom Guitar Fabrication (FAB1023) 3 hrs.**

Students will create, shape, and assemble a fully functional solid-body electric guitar with a bit of custom flair.

**From Design to Development (FAB1113) 3 hrs.**

This capstone course will require students to apply concepts from Lasers, Stickers, and Sawdust and Microcontrollers, Automation, and Mechanics, in order to become Lifelong Practitioners of Design and Innovation. The primary growth area during this course will be problem identification and needs assessment. By the end of the semester, students should be proficient in quickly, efficiently, and accurately identifying and assessing the extent of needs and problems, and relying on knowledge from previous coursework, students should be able to design and prototype multiple solutions, individually or as a team. **Prerequisites: Lasers, Stickers, and Sawdust (FAB1003) and Microcontrollers, Automation, and Mechanics (FAB1103 or Design Thinking and Design Technology.**

**Introduction to Project Management (FAB1043) 3 hrs.**

This course will introduce the student to the project management constraints that impact a project's ability to meet business goals: time, cost, and performance. We will also look at techniques for managing people and how the workforce will impact, and be impacted by, the project management constraints. This course provides students with the opportunity to sit for the CompTIA Project + certification exam.

**Lasers, Stickers, and Sawdust (FAB1003) 3 hrs.**

Lasers, Stickers, and Sawdust is intended to introduce students to many concepts of digital fabrication, design, and production. Throughout the course, special emphasis will be placed on the practices of design thinking, collaborative problem solving, productive struggle, and growth mindset. Successful completion of Lasers, Stickers, and Sawdust will equip students to work on projects at Fab Lab ICC independently and with minimal supervision. This class is open to any ICC student, but preference will be shown to students who enroll early. Due to a limited number of workstations, Fab Lab ICC cannot guarantee accommodation to more than 8 students in a single section of this course.

**Managing Conflict (FAB1053) 3 hrs.**

Improve your interpersonal skills and develop effective decision-making strategies to enhance the influence you have in the work-place. This class emphasizes that peacebuilding and conflict management requires

collaborative, structural, and innovative pre and post conflict resolution strategies.

**Microcontrollers, Automation, and Mechanics (FAB1103) 3 hrs.**

This course introduces students to concepts of robotics, automation, and mechanical movement. Students discover basic principles of microcontroller programming, including Raspberry Pi, Arduino, and Programmable Logic Controls (PLCs), and different programming languages for each. Students will apply classroom concepts to build projects.

**SolidWork Essentials (FAB1013) 3 hrs.**

This course focuses on providing a solid foundation in SolidWorks along with a competency-based project approach, preparing students for the Certified SolidWorks Associate Exam (CSWA). Introduces SolidWorks software as a 3-D design tool. Covers creation, retrieval, and modification of 3-D and layout drawings using basic SolidWorks commands. Includes skills needed to create models of parts and assemblies; generate dimensioned layouts; and Bill of Materials of those parts and assemblies.

## **GEOGRAPHY**

**World Regional Geography (GEO2013) 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.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

**Basketball (HPR1511) 1 hr.**

An activity course of basketball practice time and conditioning for student-athletes on the ICC basketball team. 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 (HPR1521) 1 hr.**

An activity course of cheer and dance practice time and conditioning for student-athletes on the ICC cheer and dance team. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Cheer Theory (HPR1301) 1 hr.**

ICC Cheer/Stunt and Dance players will receive coaching points and strategies for each aspect of the game, including competition-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**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 (HPR1531) 1 hr.**

An activity course of football practice time and conditioning for student-athletes on the ICC football team. 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 (HPR1171) 1 hr.**

ICC Football players will receive coaching points and strategies for each aspect of the game, including position-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**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 Cheer (HPR1191) 1 hr.**

The sport of cheer/stunt and dance is broken down into its basic segments. This course teaches student-athletes on the ICC cheer/stunt and dance team the basic skills required of the sport. Students planning to transfer to a

four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Fundamentals of Golf (HPR1291) 1 hr.**

The sport of golf is broken down into its basic segments. This course teaches student-athletes on the ICC golf team the basic skills required of the sport. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Fundamentals of Football (HPR1201) 1 hr.**

The sport of football is broken down into its basic segments. This course teaches student-athletes on the ICC football team the basic skills required on the offensive and defensive sides of the sport. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Fundamentals of Men's Basketball (HPR1341) 1 hr.**

The sport of men's basketball is broken down into its basic segments. This course teaches student-athletes on the ICC men's basketball team the basic skills required on the offensive and defensive sides of the sport. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Fundamentals of Softball (HPR1351) 1 hr.**

The sport of softball is broken down into its basic segments. This course teaches student-athletes on the ICC softball team the basic skills required on the offensive and defensive sides of the sport. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Fundamentals of Volleyball (HPR1361) 1 hr.**

The sport of volleyball is broken down into its basic segments. This course teaches student-athletes on the ICC volleyball team the basic skills required on the offensive and defensive sides of the sport. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Fundamentals of Women's Basketball (HPR1371) 1 hr.**

The sport of women's basketball is broken down into its basic segments. This course teaches student-athletes on the ICC women's basketball team the basic skills required

on the offensive and defensive sides of the sport. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Golf (HPR1541) 1 hr.**

An activity course of golf practice time and conditioning for student-athletes on the ICC golf team. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Golf Theory (HPR1451) 1 hr.**

ICC Golf players will receive coaching points and strategies for each aspect of the game, including swing-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**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.

**Men's Basketball Theory (HPR1461) 1 hr.**

ICC Golf players will receive coaching points and strategies for each aspect of the game, including swing-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Personal and Community Health (HPR1053) 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.

**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 (HPR1551) 1 hr.**

An activity course of softball practice time and conditioning for student-athletes on the ICC softball team. 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 (HPR1471) 1 hr.**

ICC Softball players will receive coaching points and strategies for each aspect of the game, including position-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**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 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-ng”), *jing*, and *chen* to the new forms.

**Tai Chi III (YANG 10 FORMS) (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 current 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 (HPR 1561) 1 hr.**

An activity course of volleyball practice time and conditioning for student-athletes on the ICC volleyball team. 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 (HPR1481) 1 hr.**

ICC Volleyball players will receive coaching points and strategies for each aspect of the game, including position-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**Weight Training (HPR1391) 1 hr.**

A physical education class to develop efficiency in weight lifting. This course is only available to student-athletes who are members of an ICC athletic team. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

**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.

**Women’s Basketball Theory (HPR1491) 1 hr.**

ICC Women’s Basketball players will receive coaching points and strategies for each aspect of the game, including position-specific skills training. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course.

## **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.

**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 alongside 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, students 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.

### **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.

### **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 courses 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**

### **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)**

### **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**

### **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)**

#### **Business Calculus (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)**

#### **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 Elementary Algebra (DEV0344) 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. Co-requisite: College Algebra (MAT1023).

#### **Contemporary Math (MAT1123) 3 hrs.**

A general education basic skills course for students majoring in non-technical areas. A collection of applications of mathematics illustrating how contemporary mathematical thinking is used in the decision-making process. Covers topics selected from such areas as the mathematics of social choice; management science; statistics; coding information; and the geometry of growth, shape, and symmetry. **Prerequisite: Appropriate ACCUPLACER or ACT score, or a minimum grade of C in Intermediate Algebra (DEV0334).**

#### **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.**

#### **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. This is a repeatable course.

### **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. This is a repeatable course.

### **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). This is a repeatable course.

### **Athletic Band (MUE 1211) 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. This is a repeatable course.

### **Chamber Singers (MUE 1141) 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. This is a repeatable course.

### **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 (MUE 1001) 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. This is a repeatable course.

### **Guitar I-IV (MUE1501, 1281, 1291, 1511) 1 hr.**

Individual instruction in performance area of music. **Prerequisite: Consent of Instructor**

**The History of the Broadway Musical (MUE1223) 3 hrs.**

How has Musical Theatre developed in America over the last two centuries? What is happening on Broadway today? What goes into a good musical theatre production? The History of the Broadway Musical will provide the student with answers to these questions and enhance the student's ability to analyze and enjoy musical theatre productions during the semester. Students will read about the history of musical theatre, will study various scripts and scores, and will see videos and live performances of musicals. This class meets the requirements of Theatre Appreciation.

**Jazz Band (MUE1401) 1 hr.**

The Jazz Band is designed to allow students the opportunity to study and perform the highest quality jazz literature. This is a repeatable course.

**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. This is a repeatable course.

**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 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.

**Musical Rehearsal and Performance I-IV (MUE1321, 1331, 1341, 1351) 1 hr.**

Students may earn one lab credit by participating as an actor/vocalist in a college musical production. Enrollment will be through appointment with the director of the production. There are no prerequisites for this class.

**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. This is a repeatable course.

## **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 the advanced functions of Microsoft Word and Microsoft Desktop Publishing to produce professional business documents. Completion of Document and Advanced Document Processing prepares students for the Microsoft Word Specialist Exam. **Pre-requisite: Grade of C or better in Document Processing.**

**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. Completion of Document and Advanced Document Processing prepares students for the Microsoft Word Specialist Exam.

### **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.**

### **Internship and Seminar (OTC1093) 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 office management. 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, Office Technology, and one semester of course work for Certificate programs, or three semesters of course work for AAS degree programs.**

### **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.**

## **PHILOSOPHY**

### **Ethics (PHI1073) 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 Philosophy (PHI2003) 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**

### **Logical and Classical Reasoning (PHI2073) 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.

## **PHYSICAL SCIENCE**

### **Chemistry I for Majors (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.

**Chemistry II for Majors (PHS1035) 5 hrs.**

This course is a continuation of Chemistry I for Majors 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. Chemistry II for Majors is offered in the spring semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite: A "C" or better in Chemistry I for Majors (PHS1025)**

**Chemistry for Non-majors (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 Chemistry II for Majors (PHS1035). **Prerequisite: two years of high school Algebra or concurrent enrollment in College Algebra (MAT1023) or higher math.**

**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**

**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)**

**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)**

**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 Chemistry II for Majors (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**

#### **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.**

## **RELIGION**

### **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.

### **World Religions (REL1053)**

This course is a nonsectarian survey of major world religions. The religions examined have world-wide effect or have crossed cultural and socio-political boundaries. The course will lead students toward an understanding of the historical phenomena associated with each religion as well as the philosophy and applied theology of said religions.

## **SOCIOLOGY**

### **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 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.

### **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.

### **Introduction to Cultural Anthropology (SOC1023) 3hrs.**

This course introduces students to the science of Cultural Anthropology, its terminology, theory, practice, and subject matter including an examination of the unique features of human culture, past, and present.

## **STUDENT SUCCESS**

### **College Success (SSC1021) 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.

## 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 play scripts 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**

### **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 (THR1143) 3 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 (THR2143) 3 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.**

Playwriting II centers upon writing a full one-act play as well as continuing work on writing 10-minute plays. Students will research and sketch a plot and follow that plot to a cohesive conclusion. Students will participate in further study of how to read plays like a playwright, looking at how plays are structured in the one-act form. And, they will continue learning to observe and see the world as a playwright and writer. Each term will be taught by a different set of playwrights in residence through the William Inge Center for the Arts.

### **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 playwriting 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.

**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 Veterinary Technicians (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 AVI-mark 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.

