



Independence

COMMUNITY COLLEGE

2012 - 2014



*Make it
Happen!*



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

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

Independence Community College
1057 West College Avenue
P.O. Box 708
Independence, Kansas 67301-0708

<http://www.indycc.edu>

800-842-6063 or 620-331-4100
Fax: 620-331-0946

TABLE OF CONTENTS

| | |
|---|-----------|
| TABLE OF CONTENTS | i |
| DIRECTORY..... | 1 |
| 2012-2014 ACADEMIC CATALOG | 3 |
| COLLEGE CATALOG | 3 |
| NOTICE OF NONDISCRIMINATION..... | 3 |
| MESSAGE FROM THE PRESIDENT | 4 |
| GENERAL INFORMATION | 5 |
| ACCREDITATION | 5 |
| MISSION STATEMENT..... | 5 |
| VISION STATEMENT | 5 |
| SOUTHEAST KANSAS HIGHER EDUCATION COLLEGE SYSTEM | 5 |
| PARTNERSHIPS FOR LEARNING | 5 |
| COLLEGE LEGAL ASSURANCES | 5 |
| COLLEGE HISTORY | 6 |
| ADMISSION | 7 |
| ADMISSION POLICIES | 7 |
| ADMISSION PROCEDURE..... | 7 |
| NEW STUDENTS..... | 7 |
| FORMER/RETURNING STUDENTS..... | 7 |
| HIGH SCHOOL STUDENTS..... | 7 |
| READMISSION..... | 8 |
| HOME SCHOOL STUDENTS..... | 8 |
| OUT-OF-STATE STUDENTS | 8 |
| INTERNATIONAL STUDENTS..... | 9 |
| RETENTION OF RECORDS | 9 |
| ENROLLMENT AND REGISTRATION | 10 |
| STUDENT CREDIT HOUR LOAD | 10 |
| ENROLLMENT | 10 |
| LATE ENROLLMENT | 10 |
| CONCURRENT ENROLLMENT | 10 |
| PLACEMENT ASSESSMENT..... | 10 |
| ADVISEMENT | 11 |
| STUDENT CLASSIFICATION..... | 11 |
| IDENTIFICATION CARDS | 11 |
| DROPPING CLASSES..... | 11 |
| REFUND POLICY..... | 11 |
| AUDIT STUDENTS | 11 |
| WITHDRAWING FROM CLASSES | 11 |
| COMPLETE WITHDRAWAL FROM COLLEGE | 12 |
| COSTS | 13 |
| TUITION..... | 13 |

| | |
|---|-----------|
| COURSE FEES..... | 13 |
| SPECIAL FEES..... | 13 |
| TECHNOLOGY FEES | 13 |
| ONLINE TECHNICAL FEES | 13 |
| FEE PAYMENT | 13 |
| PAYMENT OF OBLIGATIONS..... | 13 |
| RESIDENCE HALL COST | 14 |
| TEXTBOOK COSTS | 14 |
| TRANSCRIPT FEES | 14 |
| RETURNED CHECK POLICY..... | 14 |
| FINANCIAL AID | 15 |
| SERVICES | 15 |
| APPLICATION PROCESS FOR FEDERAL AID | 15 |
| STUDENT ELIGIBILITY REQUIREMENTS..... | 15 |
| FEDERAL COLLEGE WORK-STUDY | 15 |
| PROGRAM..... | 15 |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT | 15 |
| FEDERAL FINANCIAL AID DISBURSEMENT | 15 |
| FEDERAL STAFFORD LOAN PROGRAM | 16 |
| SATISFACTORY ACADEMIC PROGRESS | 16 |
| ICC SCHOLARSHIPS..... | 17 |
| ACADEMIC & STUDENT POLICIES AND PROCEDURES | 18 |
| STUDENT RESPONSIBILITIES..... | 18 |
| UPDATING STUDENT INFORMATION | 18 |
| ADVANCED STANDING CREDIT..... | 18 |
| ADVANCED PLACEMENT | 18 |
| COLLEGE LEVEL EXAMINATION PROGRAM | 18 |
| CREDIT BY EXAMINATION | 18 |
| CREDIT FOR MILITARY SERVICE..... | 18 |
| COMPLETED VOCATIONAL PROGRAMS | 18 |
| ATTENDANCE..... | 19 |
| EXAMINATIONS..... | 19 |
| GRADING SYSTEM..... | 19 |
| GRADE POINTS PER CREDIT HOUR..... | 19 |
| PROGRESS INDICATORS..... | 19 |
| CREDIT/PASS GRADES | 19 |
| PASS/FAIL POLICY | 19 |
| INCOMPLETE GRADES | 19 |
| REPETITION OF COURSES | 20 |
| GRADE APPEALS..... | 20 |
| INDEPENDENT STUDY | 21 |
| COURSE OFFERING FORMATS | 21 |
| ASSESSMENT OF STUDENT LEARNING..... | 21 |
| ACADEMIC PROBATION/SUSPENSION | 21 |
| ACADEMIC SUSPENSION APPEAL PROCESS | 22 |
| ACADEMIC RENEWAL..... | 22 |
| ACCESS TO STUDENT INFORMATION | 23 |
| HONOR ROLL | 23 |
| TRANSCRIPTS | 23 |
| RECORDS ON HOLD..... | 23 |

| | |
|--|----|
| STUDENT ASSISTANCE AND SERVICES | 24 |
| STUDENT SERVICES | 24 |
| BOOKS/SUPPLIES | 24 |
| CAMPUS SECURITY | 24 |
| PIRATE COVE ACADEMY DAY CARE | 24 |
| COUNSELING SERVICES | 24 |
| STUDENT HANDBOOK | 24 |
| LIBRARY | 24 |
| COMPUTER LABS | 25 |
| INTERNET USAGE | 25 |
| STUDENT EMPLOYMENT | 25 |
| CHORALE | 26 |
| ICC VOCAL ENSEMBLE | 26 |
| PUBLICATIONS | 26 |
| STUDENT AMBASSADORS | 26 |
| ATHLETICS | 26 |
| SPIRIT SQUAD | 26 |
| STUDENT GOVERNMENT | 26 |
| PHI THETA KAPPA | 26 |
| WILLIAM INGE THEATRE FESTIVAL | 28 |
| THE WILLIAM INGE COLLECTION | 28 |
| WILLIAM INGE CENTER FOR THE ARTS | 28 |
| HOUSING | 29 |
| EXTENDED EDUCATIONAL/COMMUNITY OPPORTUNITIES | 29 |
| HOUSING INFORMATION | 29 |
| LIVING ON CAMPUS | 29 |
| COMPUTING IN RESIDENCE HALL | 29 |
| NON-SMOKING AREAS | 29 |
| MEAL PLANS | 29 |
| ACADEMIC ASSISTANCE AND SERVICES | 30 |
| TRIO PROGRAMS | 30 |
| STUDENT SUPPORT SERVICES - SSS | 30 |
| UPWARD BOUND | 30 |
| ADULT BASIC EDUCATION | 30 |
| GENERAL EDUCATION DEVELOPMENT (GED®) TEST | 30 |
| EXTENDED EDUCATIONAL/COMMUNITY OPPORTUNITIES | 31 |
| DISTANCE LEARNING | 31 |
| OUTSTANDING ALUMNUS | 31 |
| COMPETITION DAY | 31 |
| WORKFORCE DEVELOPMENT | 31 |
| EVENING PROGRAM | 31 |
| EDUCATIONAL ENRICHMENT PROGRAM | 31 |
| DEGREES, CERTIFICATES & GRADUATION REQUIREMENTS | 32 |
| DEGREES AND GRADUATION REQUIREMENTS | 32 |
| DEVELOPMENTAL COURSES | 32 |
| APPLICATION FOR GRADUATION | 32 |
| CATALOG COMPLIANCE FOR GRADUATION | 32 |

| | |
|--|----|
| GRADUATION EXERCISES | 32 |
| TRANSFERRING CREDITS TO ICC | 32 |
| TRANSFER CREDIT FROM ICC TO KANSAS REGENTS UNIVERSITIES..... | 32 |
| KANSAS TRANSFER AGREEMENT AND ARTICULATION GUIDE | 33 |
| COURSES THAT MEET ICC GENERAL EDUCATION REQUIREMENTS | 34 |
| ASSOCIATE OF ARTS (AA) DEGREE | 35 |
| ASSOCIATE OF SCIENCE (AS) DEGREE | 36 |
| ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE | 37 |
| ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE | 38 |
| DEGREES AND CERTIFICATES | 39 |
| COURSE DESCRIPTIONS | 69 |

INDEPENDENCE COMMUNITY COLLEGE

1057 W. College Avenue - Independence, Kansas 67301 - (620) 331-4100
Toll Free (800) 842-6063 - www.indycc.edu

DIRECTORY

| | |
|---|-------------------|
| Academic Office | 620-332-5499 |
| Academic Office Fax | 620-331-6821 |
| Accounts Payable | 620-332-5401 |
| Administration Fax | 620-331-5344 |
| Admissions Office | 620-332-5495 |
| Adult Education/GED | 620-332-5630 |
| Allied Health | 620-332-5498 |
| Associate Vice President for Career and Technical Education | 620-332-5420 |
| 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 |
| Financial Aid | 620-332-5449 |
| Fine Arts | 620-332-5422 |
| Fine Arts Fax | 620-331-9022 |
| Human Resources | 620-331-4104 |
| Inge Office | 620-332-5490/5492 |
| Institutional Research | 620-332-5419 |
| Library | 620-332-5468 |
| Library Fax | 620-331-8342 |
| Pirate Cove Academy (Child Care) | 620-331-7834 |
| Recruiting | 620-332-5605 |
| Registrar | 620-332-5430 |
| Registrar Fax | 620-331-7924 |
| Residence Hall Coordinator | 620-331-8332 |
| Security | 620-331-8558 |
| Student Life Coordinator | 620-331-8332 |
| Student Union Fax | 620-331-0946 |
| Theatre Box Office | 620-332-5422 |
| Upward Bound | 620-332-5439 |
| Veterinary Technology | 620-332-5651 |
| Vice President for Academic Affairs | 620-332-5418 |
| Vice President for Marketing and Resource Development | 620-332-5487 |
| Vice President for Student Affairs and Athletics | 620-332-5480 |

**Independence Community College
ACADEMIC CALENDAR
2012-2013**

Summer 2012

| | |
|-----------|--|
| June 4 | First Short Session/Long Session Begin |
| July 4 | Fourth of July Holiday (no classes) |
| July 6 | Finals and First Short Session Ends |
| July 9 | Second Short Session Begins |
| August 10 | Finals, Summer Classes End |

Fall Semester 2012

| | |
|----------------|---|
| August 17 | Faculty Preparation |
| August 20 | Classes Begin |
| September 3 | Labor Day (no classes) |
| September 21 | Five-Week Grade Progress Report Due |
| October 2 | Full Day In-service (no classes) |
| October 8 | Mid-semester Classes Begin |
| October 12 | Eight-Week Grade Progress Report Due |
| October 25-26 | Fall Break (no classes) |
| November 9 | Twelve-Week Grade Progress Report Due |
| November 13 | Advisement Day (eve. classes meet) |
| November 21-23 | Thanksgiving Break (no classes) |
| December 10-13 | Final Examinations |
| December 14 | Faculty Preparation/Grades Due to Registrar |

Spring Semester 2013

| | |
|-------------|---|
| January 11 | Faculty Preparation |
| January 14 | Classes Begin |
| January 21 | Martin Luther King Day (no classes) |
| February 15 | Five-Week Grade Progress Report Due |
| March 4 | Mid-semester Classes Begin |
| March 8 | Eight-Week Grade Progress Report Due |
| March 12 | Competition Day (no morning classes) |
| March 18-22 | Spring Break (no classes) |
| April 3 | Full Day In-Service (eve. classes meet) |
| April 12 | Twelve-Week Grade Progress Report Due |
| April 18 | Advisement Day (eve. classes meet) |
| May 11 | Graduation |
| May 13-16 | Final Examinations |
| May 17 | Faculty Preparation/Grades Due to Registrar |

**Independence Community College
ACADEMIC CALENDAR
2013-2014 ****

Summer 2013

| | |
|----------|-------------------------------------|
| June 3 | First Session Begins |
| July 4 | Fourth of July Holiday (no classes) |
| June 28 | Finals and First Short Session Ends |
| July 8 | Second Session Begins |
| August 2 | Finals, Summer Classes End |

Fall Semester 2013

| | |
|----------------|---|
| August 13 | Faculty Preparation |
| August 14 | Classes Begin |
| September 2 | Labor Day (no classes) |
| September 18 | Five-Week Grade Progress Report Due |
| September 27 | Faculty Professional Dev. (eve. classes meet) |
| October 9 | Eight-Week Grade Progress Report Due |
| October 14 | Mid-semester Classes Begin |
| October 24-25 | Fall Break (no classes) |
| November 5 | Advisement Day (eve. classes meet) |
| November 6 | Twelve-Week Grade Progress Report Due |
| November 27-29 | Thanksgiving Break (no classes) |
| December 9-12 | Final Examinations |
| December 13 | Faculty Preparation/Grades Due to Registrar |

Spring Semester 2014

| | |
|-------------|---|
| January 13 | Faculty Preparation |
| January 14 | Classes Begin |
| January 20 | Martin Luther King Day (no classes) |
| February 14 | Five-Week Grade Progress Report Due |
| March 3 | Mid-semester Classes Begin |
| March 4 | Competition Day (eve. classes meet) |
| March 7 | Eight-Week Grade Progress Report Due |
| March 17-21 | Spring Break (no classes) |
| April 2 | Full Day In-Service (eve. classes meet) |
| April 11 | Twelve-Week Grade Progress Report Due |
| April 17 | Advisement Day (eve. classes meet) |
| May 10 | Graduation |
| May 12-15 | Final Examinations |
| May 16 | Faculty Preparation/Grades Due to Registrar |

** DATES ARE SUBJECT TO CHANGE

2012-2014 ACADEMIC CATALOG

COLLEGE CATALOG

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

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

NOTICE OF NONDISCRIMINATION

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

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

Title IX Coordinator: Vice President for Academic Affairs - Instructional Needs
AC117, Academic Building
Phone: 620-332-5418

Section 504 ADA: Vice President for Information and Operations - Facility/Technical Needs
Cessna Building
Phone: 620-332-5444
Vice President for Academic Affairs - Additional Needs
AC117, Academic Building
Phone: 620-332-5418

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

U.S. Commission on Civil Rights

Central Regional Office
400 State Avenue, Suite 908
Kansas City, KS 66101
913-551-1400

U.S. Equal Employment Opportunity Commission

Gateway Tower II
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 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 above all, learn to love learning. I want to hear about your adventures here - friend me on Facebook or send me an e-mail at dbarwick@indycc.edu. Like all of us at the college, I'm here to make you a success. We're glad you're here!

Sincerely,
Dan Barwick

GENERAL INFORMATION

ACCREDITATION

ICC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 203 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (800) 621-7440. Credits earned are accepted by leading colleges and universities throughout the nation.

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 of the North Central Association of Colleges and Schools, 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.

SOUTHEAST KANSAS HIGHER EDUCATION COLLEGE SYSTEM

ICC is a member of the Southeast Kansas Higher Education College SYSTEM, an organization that provides comprehensive, complementary, and cost-effective educational programs, instructional support services, and student services for its members. In addition, the College SYSTEM encourages interaction among its eight higher education member institutions for the benefit of students and the area communities they serve.

Members of the Southeast Kansas Higher Education College SYSTEM include Allen County Community College, Coffeyville Community

College, Emporia State University, Ft. Scott Community College, Independence Community College, Labette Community College, Neosho County Community College, and Pittsburg State University.

PARTNERSHIPS FOR LEARNING

A collaborative set of 2+2 baccalaureate degree completion programs have been developed with four-year colleges and universities:

Kansas State - Salina:

Mechanical Engineering Technician
Construction Engineering Technician
Electronic & Computer Engineering Technician
Computer Systems Technician
Technology Management

Washburn University:

Criminal Justice
Health Science
Integrated Studies

Friends University:

Business Administration

Newman University:

Elementary Education

Neosho County Community College & Mercy Hospital:

Licensed Practical Nursing (LPN)

Southwestern College Professional Studies:

Professional Studies

COLLEGE LEGAL ASSURANCES

Independence Community College is committed to a policy of nondiscrimination on the basis of race, gender, national origin, religion, age, and disability in admissions, all as required by applicable law and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and Americans With Disabilities Act (ADA) of 1990.

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

Independence Community College policies provide classrooms, the college environment, and the workplace free of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature. Federal and State law, as well as Board of Trustees' policy, prohibit sexual harassment. If you

have questions or believe that you have been subjected to sexual harassment, you should report it to the Vice President for Student Affairs and Athletics (if unavailable, then the Vice President for Academic Affairs).

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

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

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

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

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Independence Community College provides a link on the campus web site to the Kansas Bureau of Investigation Registered Offender Search Page so that interested parties can search for registered sex offenders attending or working at Independence Community College. Interested individuals will find this link at <http://www.indycc.edu/campus-security/>.

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

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., Mercy Hospital, Sabreliner, Amazon.com, 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, fitness center, 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.

The ICC School of Cosmetology, Allied Health, Veterinary Technology, 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 the GED® examination.
2. A transfer student, in good standing, from a regionally accredited university/college.
3. A successful completer of the General Education Development (GED®) examination.
4. A high school sophomore, junior, senior, or high school student enrolled in a recognized gifted program with written permission from the high school principal/counselor. A high school student can take up to 24 credit hours of concurrent enrollment.
5. Home school students, refer to page 8.

ADMISSION PROCEDURE

NEW STUDENTS

Students must obtain, complete, and submit the following:

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

must be sent directly to the Office of the Registrar.

4. All first-time students are required to have ACT, SAT, or COMPASS 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 COMPASS assessment test. This test will be given by appointment in the Student Services' office between the hours of 8:00 a.m. and 2:00 p.m. The Student Services' office is located in the lower level of the Student Union building.
5. A completed medical form is required for all students in residential halls and athletic programs. Students in these programs will be advised according to departmental policy and the appropriate forms will be provided.

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

FORMER/RETURNING STUDENTS

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

HIGH SCHOOL STUDENTS

High school students may enroll concurrently in college courses with written permission of their high school principal/counselor. A high school student can take up to 24 total hours of concurrent enrollment during their high school years.

High school students must have principal permission forms completed and on file at the time of their enrollment. Failure to do so will classify students as "course auditors" and no credit will be awarded.

High school students younger than sophomores enrolled in a recognized gifted program may enroll in college courses. Written permission of their school principal/counselor and a copy of the student's Individual Education Plan (IEP) must be on file in the Registrar's Office for college credit to be granted. The IEP must be renewed each academic year. High school students wishing to enroll in Independence Community

College classes that are offered at the high school must follow the same requirements, guidelines, and standards as on-campus students.

READMISSION

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

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

HOME SCHOOL STUDENTS

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

OUT-OF-STATE STUDENTS

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

of Kansas unless that person is in continuous physical residence and intends to make Kansas a permanent home, not only while in attendance at an educational institution, but indefinitely thereafter as well."

Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates. The six-month requirement may be waived, upon appeal to the Registrar's Office, if the student (or parent of a dependent student) was transferred or recruited by a Kansas company as a full-time employee to work in the state and he/she has established a residence in Kansas. A letter of verification from the company is required.

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

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

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

INTERNATIONAL STUDENTS

International students are welcome at Independence Community College. An I-20 form will be issued and the student will be accepted at ICC upon receipt of an application for admission, official transcripts received from the high school or other schools attended, statement of financial support, and a non-refundable application/processing fee of \$100.00. Applications will be considered on an individual basis, 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 \$100.00.
2. Submit an official TOEFL score of at least 500 PBT, 173 CBT or 61 IBT. Admission may be evaluated on a case-by-case basis. If the applicant has a TOEFL score of 480 PBT, 157 CBT or 54 IBT the applicant can be admitted to ICC but will be required to enter into ESL. A student may also gain entry if they demonstrate successful completion of at least one semester of English proficiency. (For more information about the TOEFL, go to <http://www.toefl.org>.)
3. Candidates must submit a statement of financial support indicating they have adequate funds to pay for one year of college.
4. Candidates must submit an official high school transcript.
5. International students are required to have proof of health insurance.
6. International students must submit admission materials to the Office of Admission by July 1 for the fall semester, November 1 for the spring semester and May 1 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 students' responsibility.

All new students are required to take an assessment test before enrolling in courses. 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.

RETENTION OF RECORDS

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

ENROLLMENT AND REGISTRATION

STUDENT CREDIT HOUR LOAD

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

ENROLLMENT

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

LATE ENROLLMENT

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

CONCURRENT ENROLLMENT

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

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

PLACEMENT ASSESSMENT

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

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

Students who are exempt from placement testing include:

1. Students who have earned an associate's degree or a bachelor's degree.
2. Students who have successfully completed ("C" or higher) a college credit level or above in mathematics are exempt from the requirement for assessment in mathematics.
3. Students who have taken the ACT/SAT/COMPASS 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 Vice President for Academic Affairs.

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

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

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

ADVISEMENT

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

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

STUDENT CLASSIFICATION

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

IDENTIFICATION CARDS

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

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

Lost ID cards should be reported and can be replaced for a \$10.00 charge. In order to receive a

replacement ID card, the fees for the replacement must be paid in full and cannot be put "on account." ID cards must be shown to faculty and staff upon request.

DROPPING CLASSES

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

REFUND POLICY

Spring and Fall Sessions

First through 10th day of the semester – Full Refund

After 10th day of semester – No Refund

Evening, Mini, Mid-Term or Summer Sessions

Prior to second class meeting – Full Refund

Remaining Class Days – No Refund

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

AUDIT STUDENTS

Audit students, those who attend a class regularly but who elect not to earn credit, are permitted to enroll. Regular tuition and fees will be charged. Students must declare their intention to audit at the time of enrollment 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.

WITHDRAWING FROM CLASSES

A request for withdrawal from 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. Students who are withdrawn by an instructor for cheating in class or for disciplinary reasons will receive a failing grade for the course (a grade of "F" or an "XF") on their transcript. 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 process a Withdrawal Form will receive whatever grade (A,B,C,D,F) is earned throughout the semester, and that grade will be entered on the student's transcript. Please see the Registrar for the last date to withdraw during a semester.

COMPLETE WITHDRAWAL FROM COLLEGE

Students who find it necessary to withdraw from all college classes for the remainder of the semester must meet with the Registrar. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving ICC.

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KANSAS STATE
UNIVERSITY

Division of Continuing Education

COSTS

TUITION

| | | |
|---------------|----------|-----------------|
| In-District | \$36.00 | per credit hour |
| In-State | \$38.50 | per credit hour |
| Border State | \$46.00 | per credit hour |
| Out-of-State | \$78.50 | per credit hour |
| International | \$130.00 | per credit hour |

COURSE FEES

All courses are assessed course fees at the rate of \$35.00 (in-district) and \$38.00 (all others) per credit hour.

SPECIAL FEES

Certain courses, classes or programs have additional laboratory, class materials, or other fees. The additional costs are approved annually by the Board of Trustees. A complete listing is available in the Business Office.

TECHNOLOGY FEES

A technology fee for on-campus courses is assessed at the rate of \$9.00 per credit hour.

ONLINE TECHNICAL FEES

All online courses are assessed a fee at the rate of \$30.00 per credit hour. Hybrid courses are assessed a fee of \$15.00 per credit hour.

FEE PAYMENT

Any student who has enrolled must pay all tuition and fees by the 15th day of the semester, provide proof of receiving federal financial aid or make arrangements for monthly payments with the ICC Business Office. If this is not done, the student may be subject to dismissal from any or all classes. 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, and Discover.

Students: To make payment on your account online,

1. Go to the college's website at www.indycc.edu, and select the Student Information System
2. In the field next to SSN or ID number, enter your student information

3. Enter your PIN number and click the Submit button
 4. Click the link for Show my Statement of Account
 5. Click the Make Payment button
 6. Enter desired payment amount
 7. Enter valid debit or credit card information
 8. Enter any optional special instructions you may have
 9. Make sure the email address to which you have transaction confirmations sent is correct
 10. Click the Submit Payment button
- Parents/Others: To make payment for your child or dependent:

1. Go to the college's website at www.indycc.edu, and select the Student Information System
2. Next to "I need to pay a bill for someone –," click the Pay a Bill button
3. Enter your child or dependent's known information (birth date is required)
4. Click the submit button
5. You will see the amount owed only, and not detail; click the Pay Now button
6. Enter desired payment amount
7. Enter valid debit or credit card information
8. Enter any optional special instructions you may have
9. Make sure the email address to which you have transaction confirmations sent is correct
10. Click the Submit Payment button

PAYMENT OF OBLIGATIONS

Students are expected to make prompt payment of all college financial obligations, such as tuition and fees, housing, food, special fees, and library fines. Most major credit cards are accepted for payments. Financial obligations must be addressed with the Business Office before enrollment will be allowed for the subsequent semester or summer session.

1. If a student leaves the college with unpaid accounts, his/her academic records will be placed on hold. Academic transcripts will not be issued until the account is cleared.
2. Graduating students must clear all outstanding accounts before their diplomas are issued.
3. Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending ICC. No academic transcripts will be issued until the default status is resolved.

4. To avoid registration delays, a student relying on financial aid to pay college costs is responsible for contacting the Financial Aid Office and having all necessary forms and documentation completed before registration.
5. Delinquent accounts may be turned over to a collection agency.

RESIDENCE HALL COST

The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for 19 meals per week each semester. This amount is subject to change. Students interested in living in the residence hall should call the Student Services' Welcome Desk at (620) 332-5472 for current costs, contracts, payment plans, and additional information. (See Student Handbook and Residence Guidebook and <http://www.indycc.edu/residence-life>)

TEXTBOOK COSTS

Full-time students can expect to pay between \$150 and \$400 per semester for textbooks. ICC, in an effort to reduce costs for students, has also instituted a rental program for textbooks. Many of the textbooks are covered under this rental program. There is a \$12.50 per credit hour charge for all rental books. Any student not returning a rental book at the end of the semester will be charged the full retail price of the book, less the rental fee. Textbooks may be purchased/rented at the Pirate Bookstore. Students with a book scholarship in place at the beginning of each semester may obtain books with a scholarship book voucher issued by the Financial Aid Office. Scholarship books not returned at the end of the semester (during book buy-back period) will be charged to the student's account. Students wishing to charge their textbooks to their student account may do so with a promissory note issued by the Business Office.

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 Financial Aid Office 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) 332-5449.

APPLICATION PROCESS FOR FEDERAL AID

To apply for Federal Student Financial Aid, students are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov. The student's official high school transcript or GED® and all college/university transcripts must be on file in the Registrar's Office. If the student qualifies, payment of grants are made each semester to pay for tuition, fees, books, transportation, housing, food, clothing, etc. To receive the full grant award, a student must enroll full-time and maintain satisfactory academic progress in his/her 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 the process is complete and any/all conflicting information has been resolved.

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 18-32 year old male
3. Completed the Free Application for Federal Student Aid (FAFSA)
4. High school graduate/GED®, or ability to benefit
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 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 in the Financial Aid Office.

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 Financial Aid Office. 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 \$1000 per year.

FEDERAL FINANCIAL AID DISBURSEMENT

At ICC, Title IV funds (Pell, FSEOG & ACG) are disbursed once the class(es) reach 40% completion. Students who enroll in mid-semester classes may receive a split disbursement. Students who enroll in on-line or by-appointment classes or clock-hour programs, must complete 40% of the required coursework before federal grants will be disbursed. 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. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

FEDERAL STAFFORD LOAN PROGRAM

The college participates in the Federal Stafford Loan Program. Students must have a 2.25 GPA and be in good standing to be eligible for loan. Up to \$3500 per academic year may be borrowed by qualified first-year students. Qualified sophomores may be eligible for up to \$4500. Student Stafford Loan and Parent PLUS Loan applications are available online. Certification of the student's enrollment and loan amount is validated by the Financial Aid office.

Stafford loans may be subsidized and/or unsubsidized. Subsidized loans are interest and payment free during college attendance. Unsubsidized loans require interest 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 completes his/her course of study.

SATISFACTORY ACADEMIC PROGRESS

In accordance with the U.S. Department of Education regulations (Public Law 94-482), a student receiving federally funded financial assistance must be "making measurable progress toward the completion of his/her course of study" in order to continue receiving financial assistance. The standards have a quality component (GPA) measured against a quantitative component (number of credits attempted).

Transfer students are subject to the same policy regarding length of time and grade point average. All transfer transcripts must be received in the Registrar's Office and must be evaluated before academic progress can be determined.

The Satisfactory Academic Progress Standards are as follows for degree-seeking students:

1. Students with 1-31 total cumulative attempted semester hours must have completed those semester hours with at least a 1.80 cumulative GPA to advance to the next level.
2. Students with 32-63 total cumulative attempted semester hours must complete those semester hours with at least a 1.90 cumulative GPA to advance to the next level.
3. Students with 64-91 total cumulative attempted semester hours must complete those semester hours with at least a 2.0 cumulative GPA to advance to the next level.

The Satisfactory Academic Progress Standards are as follows for certificate-seeking students:

Certificate Programs 32 credit hours or less:

Students with 1-32 total cumulative attempted semester hours must complete those semester hours with at least a 2.0 cumulative GPA to advance to the next level.

Certificate Programs of 33 credit hours and above:

1. Students with 1-31 total cumulative attempted semester hours must have completed those semester hours with at least a 1.90 cumulative GPA to advance to the next level.
2. Students with 32-59 total cumulative attempted semester hours must complete those semester hours with at least a 2.0 cumulative GPA.

Students can receive financial aid for no longer than 150% of the total hours required for the degree or certificate. This includes F's, W's, I's, CR's, P's, Audits and Repeated Courses.

Students with 3 or more hours of enrollment in any semester must complete 60% of the attempted hours to remain in good standing. Students who complete 40-59% of the semester hours attempted may be placed on financial aid probation. Students who complete less than 40% of the semester hours attempted are subject to Suspension from receiving Title IV student financial aid and institutional aid the next subsequent semester of enrollment. A certified letter, explaining consequences, will be mailed to students who fail to meet these satisfactory academic progress guidelines.

A student on financial aid probation who fails to raise his/her cumulative grade point average to the required minimum after a regular (Fall and Spring) semester will be placed on financial aid suspension until he/she has earned the deficient number of hours and GPA at **the student's own expense**. Students may appeal suspension.

A suspended student may apply for reinstatement of their financial aid by submitting a written appeal within 3 days prior to the beginning of the subsequent semester. The petition must be submitted to the Director of Financial Aid. The petition will then be reviewed and decided upon by the Financial Aid Appeal Committee. Financial Aid appeals are separate and independent from academic appeals.

The Financial Aid Appeal Committee may elect to approve the petition as submitted, to approve the petition with conditions (e.g., delayed disbursement), to uphold suspension, or to take additional action. If the student is reinstated for financial aid, he/she will automatically be placed on probation.

Once placed on probation or suspension, the student will need to enroll and sufficiently complete

the necessary semester hours as per Student Financial Aid Satisfactory Academic Progress guidelines.

Undergraduate students with more than 91 attempted semester hours may receive Title IV student financial aid only at the discretion of the Director of Financial Aid, upon counseling for a determination of change in degree/certification intent and completion time-limits.

ICC SCHOLARSHIPS

Each year, ICC awards more than \$300,000 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. Applications are available in the Financial Aid Offices and on the ICC website at <http://www.indycc.edu/financial-aid-application>.

Scholarship Requirements

ICC awards scholarships on a semester-by-semester basis to students who meet the College's expectations in both academics standards and behavior. Scholarship awards may only be used toward the cost of tuition, or books, or ICC room and/or board. Students with previous college enrollment are required by Kansas law to have an official copy of their transcript sent directly to ICC from every previously attended institution; it is your 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 interested in Athletic or Co-curricular scholarships must be enrolled in at least 12 credit hours; scholarship awards are applied to the cost of books and tuition, up to a maximum enrollment of 18 credit hours each semester. Qualifying students who reside outside a 50 mile radius of the institution are required to live in the residence halls and purchase a board plan. Students failing to meet this requirement will be eligible for a maximum scholarship award of \$500 per semester. Students may petition the Financial Aid Office for exemption a minimum of 21 days prior to the beginning of the semester; exceptions will be considered on a case-by-case basis.

Co-curricular scholarships are offered through the specific division, but are awarded through the Financial Aid Office. Scholarship awards may be based upon academic and leadership abilities, or ACT scores, but require the student show evidence of at least a 2.5 cumulative grade point average. An applicant who

wishes to receive a co-curricular scholarship must submit an application form. High school seniors may apply for a tentative award based on submission of a 6th semester transcript; actual awards will be determined upon receipt of official high school transcripts.

Presidential Scholarship: 3.5-4.0 grade point average, or a 27 ACT, or a GED® Standard Score of 640. Students must be enrolled in at least 15 credit hours; scholarship awards are applied to the cost of tuition, up to a maximum of 18 credit hours and the loan of books. Qualifying international students may receive a Presidential Scholarship maximum award equivalent to the out-of-state tuition rate.

Vice President's Scholarship: 3.0-3.49 grade point average, or a 23-26 ACT, or GED® Standard Score of 580. Students must be enrolled in at least 15 credit hours; scholarship awards, maximum of \$500 per semester or \$1000 annually, dependent upon enrollment, are applied to the cost of tuition and books.

Academic Athlete: Awarded to students on a full athletic scholarship with a cumulative 3.5 grade point average, up to \$500 a semester or \$1000 annually.

ACADEMIC & STUDENT POLICIES AND PROCEDURES

STUDENT RESPONSIBILITIES

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

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

UPDATING STUDENT INFORMATION

Students needing to change their recorded information including name, address 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 STANDING CREDIT

Advanced standing implies that credit will be granted for specific courses in which certain requirements or standards have been satisfactorily completed from external sources.

ADVANCED PLACEMENT

Students who have completed the Advanced Placement Test should have Educational Testing Service (ETS) forward an official report of their scores to the Registrar’s Office at Independence Community College in order to receive credit.

No college grade is assigned when advanced placement credit is given; instead, a “credit” is recorded on the student’s transcript. A score of 3 or higher is required for credit. No fee, beyond that charged by the ETS, is assessed for such college credit or placement.

Requests should be sent to: Advanced Placement Program, P.O. Box 6671, Princeton, New Jersey, 08541-6671, (215) 750-8300.

COLLEGE LEVEL EXAMINATION PROGRAM

ICC may award up to 15 credits earned through the College Level Examination Program (CLEP). The registrar’s office will determine the number of credits to be awarded based upon scores earned on individual examinations.

CREDIT BY EXAMINATION

Students whose educational experiences appear to have given them proficiency in a course equivalent to that ordinarily attained by taking the course in a regular class may be granted permission to take a comprehensive examination. To qualify a student must first:

1. Have the approval of the division chair, and the instructor in the course, except when determined by placement score
2. Enroll in the specific course and pay regular tuition and fees.

Not all courses are available for Credit by Examination.

CREDIT FOR MILITARY SERVICE

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

COMPLETED VOCATIONAL PROGRAMS

ICC works cooperatively with Kansas Area Vocational Technical Schools. Students who have completed an approved technical course associated with KAVTS may transfer the completed program to

ICC to satisfy corresponding technical requirements in an Associate of Applied Science Degree.

ATTENDANCE

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

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

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 Vice President for Academic Affairs.

GRADING SYSTEM

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

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

Grade Points Per Credit Hour

| | |
|--|-----------------------|
| A – 4 | I – N/A Incomplete |
| B – 3 | CR – N/A, Credit |
| C – 2 | NC – N/A, No Credit |
| D – 1 | CL – Academic Renewal |
| F – 0 | AU – N/A, Audit |
| P – N/A, Passing | W – N/A, Withdrawn |
| WN – N/A, Withdrawn for Non-Attendance | |
| XF – N/A, Failed/Disciplinary | |

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, or F are recorded. In classes where a grade of "P" 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 Vice President for Academic Affairs. 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

Incompletes may be given by instructors on an individual, case-by-case basis. To receive a grade of "I", students should have completed at least 50% of coursework, as well as a Request/Approval for Incomplete Grade form. The student will have a period of one successive spring or fall semester to complete the coursework required. When

an incomplete is not completed in the required time, students will receive a grade of “F” for that particular course.

Repetition of Courses

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

Grade Appeals

Students have the right to appeal grades or standards by initiating their appeal with the course instructor. The next step is to appeal the grade or standard in writing with the appropriate division chair within 60 days after a grade is posted. The division chair will review the information available, deliberate, and render a decision in writing to the student with a copy to the Vice President for Academic Affairs within 15 days of receipt of the appeal. If the student is not satisfied with the decision of the division chair, he/she can appeal in writing to the Student Progress Committee. The Student Progress Committee will review the information available, deliberate, and render a decision regarding the appeal in writing to the student with a copy to the Vice President for Academic Affairs within 15 days of receipt. The final appeal will rest with the Vice President for Academic Affairs, who will consider the student’s request and communicate a decision within 15 days of receipt.

Should the student’s appeal be approved at any stage in the process, the appropriate change will be made to the student’s official transcript by the college registrar within 30 days of notification. Grade appeals that are received after the 60-day deadline will not be considered.

Grade Changes

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

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

Academic Integrity

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

The following actions constitute violations of academic integrity:

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

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

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

In the case of extreme or repeated violations the Vice President for 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.

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

INDEPENDENT STUDY

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

COURSE OFFERING FORMATS

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

- 1. Traditional:** Traditional courses are taught entirely with face-to-face time with an instructor and meet in a physical space (typically a classroom) on a set schedule. Technology may be used to enhance the learning environment but it will not be a replacement for face-to-face time with an instructor.
- 2. Online:** Online courses are those that are completed with the use of technology and no face-to-face time with an instructor or other college employee (some courses may require tests to be taken at approved sites). Students enrolling in an online course for the first time at ICC are required to take an online orientation class. General equipment and software requirements for online courses can be found on the ICC website <http://www.indycc.edu/storage/pdfs/OnlineLearningSystemRequirements.pdf>. These classes will have an additional fee of \$30 per credit hour.
- 3. Hybrid:** Hybrid courses may replace up to 50% of instructional face-to-face time with the use of technology. The intent of a hybrid class is to use technology-based activities to add to the face-to-face meetings. These classes will have a regularly set meeting schedule for the face-to-face interactions. These classes will have an additional fee of \$15 per credit hour.

ASSESSMENT OF STUDENT LEARNING

Independence Community College pursues instructional excellence in all of its educational programs through an assessment of the Core Abilities identified in general education curricula as:

- Effective Communication to include listening, speaking, reading, and writing
- Critical Thinking skills to include the use of quantitative reasoning, scientific inquiry, and information processing to make decisions about beliefs, ethics, problems, and/or courses of action
- Diversity to include social and global awareness and historical perspective
- Creativity to include creative decision making and artistic awareness

Faculty employ a variety of measures to assess students directly and indirectly so that students will have acquired the Core Abilities Concepts. Students should attend classes, follow instructional objectives, and be engaged in the learning process, and complete assignments in a timely fashion. Student learning is documented through ICC’s Continuous Quality Improvement Process using multiple measures.

ACADEMIC PROBATION/ SUSPENSION

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

*Note: All courses, including developmental courses will be used in the calculation of GPA for probation and suspension purposes.

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

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

Suspension. Probationary status is removed by attaining the minimum cumulative GPA as defined above.

A student on academic probation for one regular (Fall or Spring) semester who fails to raise his/her cumulative grade point average to the required minimum will be placed on academic suspension and will be barred from registration for the period of one regular (Fall or Spring) semester. An appeal may be filed through the Vice President for Academic Affairs's office. Upon returning, an educational plan will be developed and signed by the student and the Vice President for Academic Affairs and followed until the student has met the academic standards as defined above.

ACADEMIC SUSPENSION APPEAL PROCESS

An appeal process is available to any student placed on Academic Suspension. During the appeal process, a student is not allowed to enroll at ICC. All appeals must occur in the following manner by the deadline specified in the Academic Suspension Letter or by the Vice President for Academic Affairs.

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

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

ACADEMIC RENEWAL

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

an explanation of why academic renewal should be granted. The requirements for academic renewal are:

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

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

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

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

ACCESS TO STUDENT INFORMATION

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

HONOR ROLL

In order to give proper recognition for excellence in scholarship, the ICC faculty has established an honor roll program. Announcement of honor roll students will be made at the close of each semester. Two honor rolls will be announced. The highest honor roll is known as the "President's Honor Roll." This honor will be given students whose GPA for the semester is 4.0. The second honor roll is known as the "Vice President's

Honor Roll.” This honor will be given to students whose GPA is 3.5-3.99 for the semester. A student must be enrolled in a minimum of 12 semester hours of non-remedial course work to be eligible for either honor roll.

TRANSCRIPTS

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

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

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 scholarship books, non-returned athletic equipment or clothing, unpaid library fines, non-returned 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.

STUDENT ASSISTANCE AND SERVICES

STUDENT SERVICES

The professional staff of the division of Student Services consults with students and student organizations to provide meaningful activity programs.

Students are encouraged to visit the Student Services Offices for counseling or consultation concerning any question or problem.

BOOKS/SUPPLIES

ICC operates its own bookstore in the upper level of the Student Union. All required texts and workbooks, dictionaries, classroom supplies, and souvenirs may be purchased in the college bookstore. Refunds for books will be made only during the first 5 days of classes; a refund may be available during the second 5 days of classes with documentation of course withdrawal. Cash is paid for book-buy-back books during final exams in the Fall, Spring, and Summer sessions.

CAMPUS SECURITY

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

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

COUNSELING SERVICES

Counseling services are available to any student or employee. Counseling services are available for a wide variety of reasons including stress over school, work, homesickness, depression, anxiety, problems in family, romantic relationships, or concerns for a friend or roommate.

STUDENT HANDBOOK

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

LIBRARY

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

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

In addition to around 20,000 scholarly and leisure reading books, the Library has DVDs, graphic novels, eReaders, magazines, journals and newspapers -- even children's books -- all available for free check-out. Interlibrary-loan services allow students to access books and journal articles from research libraries across the state.

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

COMPUTER LABS

Fully equipped computer labs are located in the Academic Building, Student Union, and the Fine Arts Building. These labs contain computers and printers which are also part of a local area network for network instruction and contain telecommunications

training capabilities. These labs, when not used as classrooms, are available for student use during regular school hours. Additional specialized computer labs are available in many classrooms. The use of some labs may require instructor permission.

INTERNET USAGE

With access to computers also comes the availability of some materials that may not be considered to be of educational value within the context of a school setting. Guidelines are provided to establish responsibility on the user's part. If any user violates any of these provisions, access privileges may be terminated and appropriate disciplinary action taken. Students are provided access to the Internet to support research and education in and among schools and academic institutions in the U.S. Internet usage must be in support of education and research consistent with the educational objectives of ICC. Use of information obtained via ICC network services is at the user's own risk. Student and community use is subject to ICC's Acceptable Use Policy which is available in the computer labs, and online at <http://www.indycc.edu/storage/pdfs/Acceptable%20Use%20Policy.pdf>.

STUDENT EMPLOYMENT

ICC maintains job listings from local employers who are seeking student help. These jobs are listed on the bulletin boards in the Student Services Building, Fine Arts Building, and Academic Building. The Office of Financial Aid may be contacted for information concerning available on-campus jobs.

In addition, numerous employers visit campus regularly to inform students of potential job opportunities.

ATHLETICS & ACTIVITIES

CHORALE

This is an organization open to anyone interested in singing. Activities include public concerts during both fall and spring semesters. Students in Chorale are eligible for department scholarships and should see the Chorale Director for additional information.

ICC VOCAL ENSEMBLE

This is a group of singers that functions as a chamber choir. It is required for Music Scholarship students.

Enrollment is only allowed with the permission of the instructor. Students selected for the Ensemble are eligible for scholarships, as determined by the instructor. Membership in Chorale is required.

PUBLICATIONS

Students enrolled in Publications Lab I & II produce a news publication each semester that features the students of ICC. The publication, titled "Voices," showcases the interests and achievements of students and staff. Students who are interested in earning academic credit in writing, photography, or page design should visit the Communication Department office at AC101 for additional information. Positions on the staff are also available to students as an extracurricular activity, and contributions from the entire campus community are welcome.

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, golf, baseball, basketball, soccer, and women's volleyball, softball, basketball, soccer and cheer/dance. The college is a member of Region VI of the National Junior College Athletic Association and competes in the Eastern

Division of the Kansas Jayhawk Community College Conference. Potential student-athletes are encouraged to contact the athletic department about tryouts or scholarship opportunities. Many "walk-on" student-athletes have played important roles on current and past Pirate teams. For more information go to www.indycc.edu/athletics.

SPIRIT SQUAD

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

STUDENT GOVERNMENT

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

PHI THETA KAPPA

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

Today, Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, United Arab Emirates and Palau.

The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequalled among honor societies. Co-curricular programs focus upon the Society's Hallmark of Scholarship, Leadership, Service and

Fellowship. It is estimated that 200,000 students participate in Phi Theta Kappa programs each year.

Annually, approximately 100,000 students are inducted into Phi Theta Kappa. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and generally earn a grade point average of 3.5 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college, generally a 3.25 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.



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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 Independence Community College Alumni.

For over a quarter of a century, the Inge Festival has brought world-renowned writers to the campus to accept the prestigious Inge Festival 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, the Inge Center sponsors the Professional Playwriting Certificate Program at ICC. Each semester, the Inge Center brings professional, working playwrights to Independence to participate in the Playwrights-in-Residence program at Inge's historic home, 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 eight 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.

THE WILLIAM INGE COLLECTION

When writers decide to 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 special collection on par with the William Inge Collection. The Collection contains some four hundred original manuscripts written by Inge, including full-length plays, screen plays, one-act plays, novels and short stories. It also includes rare interviews with the playwright, with members of the Inge family,

and with professional collaborators including Joshua Logan and Elia Kazan. The Collection's holdings are limited in terms of correspondence, but include realia ranging from motion picture lobby cards and theatre programs to original drawings and watercolors. The Collection also contains 1,629 books from William Inge's personal library.

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

The Office of Residential Life assists students in obtaining Campus housing. Current rates and information may be obtained from the Welcome Desk, located in the Student Union.

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 two residence hall living areas that are available for students in the Fall and Spring semesters; Brick Units and the main Residence Hall. Brick Units are suite-style and include bathroom facilities and a laundry room. 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 Residence Hall 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 in the residence hall, in addition to a game room, two computer labs, and student lounges.

COMPUTING IN RESIDENCE HALL

Student residents at ICC enjoy the convenience and accessibility of e-mail and internet access through the use of ethernet connections. Each of the rooms is wired with two ethernet connections. 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 students who meet the federal criteria.

Student Support Services - SSS

SSS is 100% federally-funded by the U.S. Department of Education.

SSS provides support services to students who are income eligible (guidelines provided by the Federal Government), first generation college students (neither parent or legal guardian has completed a bachelor degree), and/or students with a documented disability (IEP on file). These support services are designed to increase college retention and graduation rates, facilitate the students' transfer from two-year to four-year colleges, and foster an institutional climate supportive of the students' success.

Activities and services are free to qualifying students. They include but are not limited to the following:

1. Peer tutoring in many college courses
2. Instruction and/or tutoring in basic academic skills
3. Counseling for academic advisement, career planning, and personal development
4. Assistance in acquiring financial aid
5. Workshops for development of academic skills, personal growth, career planning, and continued study options
6. Services for students with a documented disability, to ensure equal access to post-secondary educational opportunities
7. Services to assist students in securing admission and financial assistance for enrollment in a four-year program of post secondary education
8. Visits to four-year post secondary institutions for admission and enrollment
9. Cultural activities such as field trips, special lectures, and symposiums that will improve the students' academic progress and personal development

Upward Bound

Upward Bound was started at ICC in January 1996. The purpose is to identify, select, and assist high school students with the potential for post secondary education. The students are in grades 9-12

from targeted schools, show motivation and potential for college work, have a 2.0 grade point average, and are a potential first generation college student and/or meet income guidelines as designated by the US Department of Education. The targeted area schools are Altoona-Midway, Caney, Cherryvale, Coffeyville, Fredonia, Independence, Longton, Neodesha, Parsons, and Sedan. Interested students may pick up an application from their high school counselor or contact the Upward Bound Office, (800) 842-6063, ext. 5465.

Adult Basic Education

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

General Education Development (GED®) Test

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

EXTENDED EDUCATIONAL/COMMUNITY OPPORTUNITIES

DISTANCE LEARNING

The Academic Affairs Office promotes the utilization of educational technology as a viable means of instructing students and also provides traditional classes for students in various locations throughout ICC's Service Area. The service areas include: Independence, Cherryvale, Fredonia, West Elk/Howard, Elk Valley/Longton, Neodesha, Sedan, Altoona-Midway/Buffalo, Elk City, Peru, and Topeka. The goal of distance learning is to provide our students with a variety of quality nontraditional educational opportunities. Whether the method of delivery be online or traditional, the same commitment to quality and rigorous standards is resolute.

OUTSTANDING ALUMNUS

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

COMPETITION DAY

As a service to high schools and high school students, ICC sponsors a High School Competition Day in March. High school students compete in eighty-five academic contests encompassing the areas of art, drafting, English, foreign language, health, human ecology, journalistic writing, math and science, office/distributive education, photography, psychology/human development, public speaking, social science, music, theatre, poetry and short story writing. Competition Day provides high schools and their students the opportunity to compete academically for certificates, medals and trophies.

WORKFORCE DEVELOPMENT

ICC offers customized flexible training to meet the needs of local businesses. Courses can be designed to meet credentials of both organizations and individuals and can be taught either on campus or on site at the company. Depending on the situation, companies may be eligible for grant funding and individual grants or scholarships may be available.

EVENING PROGRAM

As part of the regular course offerings at Independence Community College, evening classes can supplement a traditional day schedule or provide the opportunity to achieve an associate degree. Coupled with mediated instruction, students can achieve their certificate or a degree in two to three years taking evening courses.

EDUCATIONAL ENRICHMENT PROGRAM

In the Educational Enrichment Program at ICC, many courses are designed for job and personal enrichment. This program serves both young adults and those 55 and over to enrich their lives in classes, keep abreast of the changing world, enjoy a social environment and to stimulate intellect through specifically developed classes. Those 55 and over are eligible for some tuition discounts or cost of supplies.

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 recommendations.

DEVELOPMENTAL COURSES

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

| | |
|---------|---------------------|
| DEV0203 | Basic Writing |
| DEV0143 | Composition Prep |
| DEV0103 | Reading Improvement |
| DEV0314 | Beginning Algebra |

APPLICATION FOR GRADUATION

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

CATALOG COMPLIANCE FOR GRADUATION

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

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

Fifteen (15) semester hours of credit must be completed at ICC in order to graduate from ICC.

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

GRADUATION EXERCISES

Students who meet all graduation requirements are expected to participate in commencement exercises at the end of the Spring semester. Students wishing to participate in the May Commencement exercises, must be within 12 hours of completion. Those who do not get the 12 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 Vice President for Academic Affairs and/or division chairs as needed. Course work completed at non-accredited or proprietary schools shall be similarly considered for possible transfer by the Registrar, acting in consultation with the Vice President for Academic Affairs.

TRANSFER CREDIT FROM ICC TO KANSAS REGENTS UNIVERSITIES

See Kansas transfer agreement details below. The college offers a comprehensive academic program parallel to the freshman and sophomore requirements for baccalaureate degrees in four-year institutions. A student transferring to a four-year institution should study that institution's college catalog, and consult with his/her faculty advisor and enroll in college courses that satisfy transfer requirements.

KANSAS TRANSFER AGREEMENT AND ARTICULATION GUIDE

Kansas Public Community College to Kansas
Regents Universities

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

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

12 hours of Basic Skills courses, including:

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

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

Art*
Theatre*
Philosophy
Music*
History
Literature
Modern Languages

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

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

Sociology
Psychology
Political Science
Economics
Geography
Anthropology

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

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

COURSES THAT MEET ICC GENERAL EDUCATION REQUIREMENTS

ARTS/HUMANITIES (See Degree Requirements)

Art

Art Appreciation (AED1043)
Design (AED1003)

Foreign Language

| | |
|----------------------|-----------------------|
| French I (FRL1005) | Spanish I (FRL1025) |
| French II (FRL1015) | Spanish II (FRL1035) |
| French III (FRL2003) | Spanish III (FRL2033) |
| French IV (FRL2013) | Spanish IV (FRL2043) |

History

History of Early Civilization (HIS1003)
History of Modern Civilization (HIS1013)
United States History I: to 1877 (HIS1023)
United States History II: 1877 to Present (HIS1063)

Literature

American Literature I (ENG1083)
American Literature II (ENG2113)
Introduction to Literature (ENG1073)

Music

Music Appreciation (MUE1303)
Music History and Literature I (MUE2023)
Music History and Literature II (MUE2033)

Philosophy

Introduction to Philosophy (SOC2003)

Theatre

Theatre Appreciation (THR1013)

COMPUTER SCIENCE

Three hours of Business & Technology Division approved computer course work. The following are recommended:

Computer Information Systems (CIT2003)
Computer Concepts & Applications (CIT1003)

MATHEMATICS

Analytic Geometry & Calculus I (MAT1055)
Analytic Geometry & Calculus II (MAT2025)
Analytic Geometry & Calculus III (MAT2033)
College Algebra (MAT1023/MAT1025)
Differential Equations (MAT2043)
Elementary Statistics (MAT1103)
Introduction to Analytic Processes (MAT1153)
Pre-Calculus (MAT1015)
Plane Trigonometry (MAT1093)

SCIENCE

(See Degree Requirements)

Biological Science

Anatomy and Physiology (BIO2045)
Biology I (BIO1115)
Biology II (BIO2115)
Environmental Biology (BIO2035)
General Biology (BIO1005)
Microbiology (BIO2055)

Physical Science

Geology (PHS1105)
College Chemistry I (PHS1025)
Descriptive Astronomy & Lab (PHS1083,1092)
Engineering Physics I (PHS2055)
General Chemistry (PHS1015)
General College Physics I (PHS1055)
Physical Science (PHS1005)

SOCIAL/BEHAVIORAL SCIENCES

(See Degree Requirements)

Psychology

General Psychology (BEH1003)
Developmental Psychology (BEH2003)

Economy and Society

Accounting I (ACC1003)
Accounting II (ACC1023)
Microeconomics (BUS2023)
Macroeconomics (BUS2033)
Personal Finance (BUS1003)

Sociology

Introduction to Sociology (SOC1003)
Anthropology (SOC1023)
Social Problems (SOC2023)
Ethics (SOC1073)

Geography

World Regional Geography (SOC2013)

Political Science

American Government (POL1023)
International Politics (POL1043)
Introduction to Political Science (POL1013)

ASSOCIATE OF ARTS (AA) DEGREE

(Refer to specific degree plan for course requirements)

The Associate of Arts Degree is 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 Degree programs at Kansas Regents universities.

The Associate of Arts Degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative grade point average of 2.0 including the following distribution of credits:

1. Communications..... 9 hours
English Composition I (ENG 1003)
English Composition II (ENG 1013)
Public Speaking (COM 1203 or COM 1233)
2. Arts and Humanities..... 9 hours
Select courses from at least **three** of the following areas:
Art (AED 1003 or AED 1043)
History (HIS 1003, HIS 1013, HIS 1023, or HIS 1063)
Literature (ENG 1073, ENG 1083, or ENG 2113)
Music (MUE 1303, MUE 2023, or MUE 2033)
Philosophy (SOC 2003)
Foreign Language (FRL1005, FRL1015, FRL1025, FRL1035,
FRL2003, FRL2013, FL2033, FRL2043)
Theatre (THR 1013)
3. Social and Behavioral Sciences 6 hours
Select courses from at least **two** of the following areas:
Economics (ACC 1003, ACC 1023, BUS 1003, BUS 2023, or BUS 2033)
Geography (SOC 2013)
Political Science (POL 1013, POL 1023, or POL 1043)
Psychology (BEH 1003 or BEH 2003)
Sociology (SOC 1003, SOC 1023, SOC1073, or SOC 2023)
4. Mathematics..... 3 hours
College Algebra or above (MAT 1023 or above)
5. Laboratory Sciences..... 5 hours
Select **one** course from the following areas:
Biological Science
Anatomy and Physiology (BIO 2045); Biology I (BIO 1115); Biology II (BIO 2115); General
Biology (BIO 1005); Microbiology (BIO 2055); Environmental Biology (BIO2035);
Physical Science
Geology (PHS 1105); College Chemistry I (PHS 1025); Descriptive Astronomy & Lab (PHS
1083 & PHS 1092); Engineering Physics I (PHS 2055); General Chemistry (PHS 1015);
General College Physics I (PHS 1055); or Physical Science (PHS 1005)
6. Computer Proficiency..... 3 hours
Computer Concepts & Applications (CIT 1003);
Computer Information Systems (CIT 2003); or an approved discipline-specific
computer course.
7. Additional courses necessary to complete degree plan.....29-34 hours

A minimum of 64 hours is required to achieve an Associate of Arts (AA) Degree of which fifteen hours must be completed at ICC.

ASSOCIATE OF SCIENCE (AS) DEGREE

(Refer to specific degree plan for course requirements)

The Associate of Science Degree is intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer, with advanced standing, into comparable Bachelor of Science Degree programs at Kansas Regents universities.

The Associate of Science Degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative grade point average of 2.0 including the following distribution of credits:

1. Communications..... 9 hours
English Composition I (ENG 1003)
English Composition II (ENG 1013)
Public Speaking (COM 1203 or COM 1233)
2. Arts and Humanities..... 6 hours
Select courses from at least **two** of the following areas:
Art (AED 1003 or AED 1043)
History (HIS 1003, HIS 1013, HIS 1023, or HIS 1063)
Literature (ENG 1073, ENG 1083, or ENG 2113)
Music (MUE 1303, MUE 2023, or MUE 2033)
Philosophy (SOC 2003)
Foreign Language (FRL1005, FRL1015, FRL1025, FRL1035,
FRL2003, FRL2013, FL2033, FRL2043)
Theatre (THR 1013)
3. Social and Behavioral Sciences 6 hours
Select courses from at least **two** of the following areas:
Economics (ACC 1003, ACC 1023, BUS 1003, BUS 2023, or BUS 2033)
Geography (SOC 2013)
Political Science (POL 1013, POL 1023, or POL 1043)
Psychology (BEH 1003 or BEH 2003)
Sociology (SOC 1003, SOC 1023, SOC1073, or SOC 2023)
4. Mathematics..... 3 hours
College Algebra or above (MAT 1023 or above)
5. Laboratory Sciences..... 10 hours
Select **one** course from each of the following areas:
Biological Science
Anatomy and Physiology (BIO 2045); Biology I (BIO 1115); Biology II (BIO 2115); General
Biology (BIO 1005); Microbiology (BIO 2055); Environmental Biology (BIO2035);
Physical Science
Geology (PHS 1105); College Chemistry I (PHS 1025); Descriptive Astronomy & Lab (PHS
1083 & PHS 1092); Engineering Physics I (PHS 2055); General Chemistry (PHS 1015);
General College Physics I (PHS 1055); or Physical Science (PHS 1005)
6. Computer Proficiency..... 3 hours
Computer Concepts & Applications (CIT 1003);
Computer Information Systems (CIT 2003); or an approved discipline-specific
computer course.
7. Additional courses necessary to complete degree plan.....27-32 hours

A minimum of 64 hours is required to achieve an Associate of Science (AS) Degree of which fifteen hours must be completed at ICC.

ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE

(The AGS is not designed for students who intend to transfer to a four-year college or university)

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

The Associate of General Studies Degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative grade point average of 2.0 including the following distribution of credits:

1. Communications..... 9 hours
English Composition I (ENG 1003)
English Composition II (ENG 1013)
Public Speaking (COM 1203 or COM 1233)
2. Arts and Humanities..... 9 hours
Select courses from at least three of the following areas:
Art (AED 1003 or AED 1043)
History (HIS 1003, HIS 1013, HIS 1023, or HIS 1063)
Literature (ENG 1073, ENG 1083, or ENG 2113)
Music (MUE 1303, MUE 2023, or MUE 2033)
Philosophy (SOC 2003)
Theatre (THR 1013)
Foreign Language (FRL1005, FRL1015, FRL1025, FRL1035,
FRL2003, FRL2013, FL2033, FRL2043)
3. Social and Behavioral Sciences 9 hours
Select courses from at least three of the following areas:
Economics (ACC 1003, ACC 1023, BUS 1003, BUS 2023, or BUS 2033)
Geography (SOC 2013)
Political Science (POL 1013, POL 1023, or POL 1043)
Psychology (BEH 1003 or BEH 2003)
Sociology (SOC 1003, SOC 1023, SOC1073, or SOC 2023)
4. Mathematics 3 hours
Intermediate Algebra or above (DEV 0334 or above)
5. Laboratory Sciences 5 hours
Select **one** course from either of the following areas:
Biological Science
Anatomy and Physiology (BIO 2045); Biology I (BIO 1115); Biology II (BIO 2115); General Biology (BIO 1005); Microbiology (BIO 2055); Environmental Biology (BIO2035);
Physical Science
Geology (PHS 1105); College Chemistry I (PHS 1025); Descriptive Astronomy & Lab (PHS 1083 & PHS 1092); Engineering Physics I (PHS 2055); General Chemistry (PHS 1015); General College Physics I (PHS 1055); or Physical Science (PHS 1005)
6. Computer Proficiency..... 3 hours
Computer Concepts & Applications (CIT 1003); Computer Information Systems (CIT 2003); or an approved discipline-specific computer course
7. Electives from any combination of disciplines..... 26 hours

A minimum of 64 hours is required to achieve an Associate of General Studies (AGS) Degree of which fifteen hours must be completed at ICC.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

(Refer to program of study for specific program requirements)

The Associate of Applied Science Degree is intended to prepare students for entry into an occupation or closely related cluster of occupations. The courses are classified primarily as career and technical, but may also include some transfer courses.

The Associate of Applied Science Degree will be awarded upon satisfactory completion of a **planned program** of not less than sixty-four (64) college credit hours and a cumulative grade point average of 2.0 including the following distribution of credits:

1. General Education Courses..... 15 hours
Select courses from at least two of the following areas:
Communications:
English Composition I (ENG 1003)
English Composition II (ENG 1013)
Public Speaking (COM 1203 or COM 1233)

Arts and Humanities:
Art (AED 1003 or AED 1043)
History (HIS 1003, HIS 1013, HIS 1023, HIS 1033, or HIS 1043)
Literature (ENG 1073, ENG 1083, or ENG 2113)
Music (MUE 1303, MUE 2023, or MUE 2033)
Philosophy (SOC 2003)
Theatre (THR 1013)
Foreign Language (FRL1005, FRL1015, FRL1025, FRL1035,
FRL2003, FRL2013, FL2033, FRL2043)

Social and Behavioral Sciences:
Economics (ACC 1003, ACC 1023, BUS 1003, BUS 2023, or BUS 2033)
Geography (SOC 2013)
Political Science (POL 1013, POL 1023, or POL 1043)
Psychology (BEH 1003 or BEH 2003)
Sociology (SOC 1003, SOC 1023, SOC1073, or SOC 2023)

Mathematics/Science
2. Specialized and Related Contextual Courses49 hours
A minimum of 49 credit hours of specialized and related contextual courses and/or competencies taken or mastered in a **prescribed program** of occupational, technical or vocational study designed to lead to employment, certification or higher levels of training.

A minimum of 64 hours is required to achieve an Associate of Applied Science (AAS) Degree of which fifteen hours must be completed at ICC.

DEGREES AND CERTIFICATES

Areas of Study

Associate Degrees (AA, AS - Transfer Degrees)*

Accounting (ACC)
Architectural Engineering Technology (ARC)
Art (AED)
Athletic Training (AT)
Biology (BIO)
Business Administration (BUS)
Communication (COM)
Computer Information Systems (CIS)
Computer Science (CSE)
Construction Engineering Technology (CON)
Criminal Justice (CRM)
Drafting/CADD Engineering Technology (DDT)
Education - Elementary (EDU)
Education - Secondary (EDS)
Engineering Technology (EGT)
English (ENG)
Entrepreneurship/Small Business Management (MDM)
Foreign Language (FRL)
History (HIS)
Liberal Studies (LBR)
Manufacturing Engineering Technology (TME)
Mathematics (MAT)
Mechanical Engineering Technology (MEC)
Music (MUE)
Physical Education/Recreation (PED)
Physical Science (PHY)
Pre-Nursing (PRN)
Social Science(SOC)
Sport Management (SM)
Theatre Arts (DRA)

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

Terminal Programs

Associate of Applied Science Degrees (AAS)**

Accounting (ACC)
Computer Information Technology (CIT)
Computer Programming (SCP)
Cosmetology (COS)
Drafting/CADD Engineering Technology (DDT)
Early Childhood Education (CHD)
Entrepreneurship/Small Business Management (MDM)
Office Technology Specialist (OTC)
Veterinary Technology (VET)
Web Design and Development (WDD)

Certificate Programs

Automotive Engine Repair Technician (ATE)
Computer Information Technology (CIT)
Computer Programming (SCP)
Cosmetology (COS)
Culinary Arts (CUL)
Emergency Medical Technician (EMT)
Entrepreneurship/Small Business Management (MDM)
Hospitality Management (HOS)
Long Term Care (LTC)
Manufacturing Skills Training (MST)
Nail Tech (NT)
Office Technology Specialist (OTC)
Public Management Training (PMT)
Web Design and Development (WDD)
Welding (WLD)
Woodworking (WDW)

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

Accounting

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Accounting I (ACC 1003) | 3 |
| English Composition I (ENG 1003) | 3 |
| Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003) | 3 |
| Biological Science Elective* | 5 |
| Computer Applications I: Microsoft Excel (CIT 1202) | 2 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Accounting II (ACC 1023) | 3 |
| English Composition II (ENG 1013) | 3 |
| Arts/Humanities Elective* | 3 |
| College Algebra or higher (MAT 1023) | 3 |
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Term Total | 18 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Managerial Accounting** (ACC 1043) | 3 |
| Macroeconomics (BUS 22033) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------------------------|---------------------|
| Intermediate Accounting*** (ACC 2013) | 3 |
| Arts/Humanities Elective* | 3 |
| Arts/Humanities Elective* | 3 |
| Physical Science Elective* | 5 |
| Social/Behavioral Science Elective* | 3 |
| Term Total | 17 |
| TOTAL | 66 |

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

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

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

Accounting

Degree: Associate of Applied Science

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

Suggested Four Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

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

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

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

Architectural Engineering Technology

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| General Biology (BIO 1005) | 5 |
| Microeconomics (BUS 2023) | 3 |
| History of Early Civilization (HIS 1003) | 3 |
| Computer Aided Drafting 3D (DDT 2053) | 3 |
| Public Speaking (COM 1203) | 3 |
| Term Total | 17 |

Fourth Semester:

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

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

Art

Degree: Associate of Arts

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

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

**Department Approved Electives:

| | |
|--|---|
| Ceramics II (AED 2043) | 3 |
| Comics & Cartooning (AED 1001) | 1 |
| Illustration (AED 2053) | 3 |
| Introduction to Computer Aided Drafting (DDT 2023) | 3 |
| Painting II (AED 1053) | 3 |
| Photography I (COM 1403) | 3 |
| Web Design & Development (CIT 2013) | 3 |
| Introduction to Video Game Design & Development (GME 1003) | 3 |
| Art for Elementary Schools (EDU 2023) | 3 |

Athletic Training
Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition II (ENG 2013) | 3 |
| College Algebra or higher (MAT 1023) | 3 |
| General Psychology (BEH 1003) | 3 |
| Anatomy & Physiology (BIO 2045) | 5 |
| Care & Prevention of Athletic Injuries (ATH 1103) | 3 |
| Term Total | 17 |

Third Semester:

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

Fourth Semester:

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

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

Automotive Engine Repair Technician
Degree: Certificate

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Introduction to Automotive Technology (IND 1123) | 3 |
| Brakes & Chassis (IND 1133) | 3 |
| Engine Repair & Maintenance I (IND 1143) | 3 |
| Engine Repair & Maintenance II (IND 1153) | 3 |
| Automotive Technology Practicum (IND 1156) | 6 |
| Total | 18 |

Biology

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--------------------------------------|---------------------|
| English Composition I (ENG 1003) | 3 |
| Biology I (BIO 1115) | 5 |
| College Chemistry I (PHS 1025) | 5 |
| Social/Behavioral Science Elective* | 3 |
| College Algebra or higher (MAT 1023) | 3 |
| Term Total | 19 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition II (ENG 1013) | 3 |
| Biology II (BIO 2115) | 5 |
| College Chemistry II (PHS 1035) | 5 |
| Computer Concepts & Applications or Computer Information Systems CIT 1003 or CIT 2003) | 3 |
| Term Total | 16 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------------------|---------------------|
| Public Speaking (COM 1203) | 3 |
| Anatomy & Physiology (BIO 2045) | 5 |
| Organic Chemistry I (PHS 2035) | 5 |
| Arts/Humanities Elective* | 3 |
| Term Total | 16 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Microbiology (BIO 2055) | 5 |
| Organic Chemistry II (PHS 2045) | 5 |
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| Term Total | 16 |
| TOTAL | 67 |

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

Business Administration

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Accounting I (ACC 1003) | 3 |
| College Algebra (MAT 1023) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-----------------------------------|---------------------|
| English Composition II (ENG 1013) | 3 |
| Macroeconomics (BUS 2033) | 3 |
| Public Speaking (COM 1203) | 3 |
| Arts/Humanities Elective* | 3 |
| Accounting II | 3 |
| Term Total | 15 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Biological Science Elective* | 5 |
| Managerial Accounting (ACC 1043) | 3 |
| Introduction to Analytic Processes (MAT 1153) | 3 |
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Elective* | 3 |
| Term Total | 17 |

Fourth Semester:

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

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

Communication (COM)

Degree: Associate of Arts

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

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

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| Public Speaking (COM 1203) | 3 |
| Communication Elective** | 3 |
| Elective | 3 |
| Elective | 3 |
| Term Total | 18 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| Communication Elective** | 3 |
| Elective | 3 |
| Elective | 3 |
| Term Total | 15 |
| TOTAL | 65 |

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

**Communication Electives:

Publications Lab I & II (COM 2023 and COM 2033)
 Photography I & II ((COM 11403 and COM 1413)
 Business Communication (BUS 2013)
 Computer Applications: Adobe Photoshop (CIT 1422)
 Commercial Art I (AED 2093)

Computer Information Systems (CIS)

Degree: Associate of Science

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

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Social/Behavioral Science Elective* | 3 |
| Program Electives** | 5 |
| Accounting I (ACC 1003) | 3 |
| Physical Science Elective* | 5 |
| Systems Analysis and Design (CIT 2063) | 3 |
| Term Total | 19 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| Social/Behavioral Science Elective* | 3 |
| Arts/Humanities Elective* | 3 |
| Program Elective** | 3 |
| Term Total | 12 |
| TOTAL | 64 |

Suggested Program Electives:

| | |
|--|---|
| Web Design and Development (CIT 2013) | 3 |
| Advanced Web Design & Development (CSE 2043) | 3 |
| Networking and Data Communications (CSE 2033) | 3 |
| Calculus I (Mat 1055) | 5 |
| Elementary Statistics (MAT 1103) | 3 |
| Accounting II (ACC 1023) | 3 |
| Java (CSE 2113) | 3 |
| C++ Programming (CSE 2023) | 3 |
| Introduction to Computer Science (CSE 1003) | 3 |
| Visual Basic (CSE 1003) | 3 |
| HTML (CSE 1063) | 3 |
| Introduction to Computer Aided Drafting (DDT 2023) | 3 |
| Computer Apps I: Word for Windows (CIT 1652) | 2 |
| Computer Apps I: Excel for Windows (CIT 1202) | 2 |
| Computer Apps I: Access for Windows (CIT 1552) | 2 |

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

** See Program Advisor

Computer Information Technology (CIT)

Degree: Associate of Applied Science

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

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Concepts & Applications (CIT 1003) | 3 |
| Web Design and Development (CIT 2013) | 3 |
| Keyboarding/Formatting (OTC1003) | 3 |
| Business Communication (BUS 2013) | 3 |
| Arts/Humanities Elective* | 3 |
| Wellness (PED 1031) | 1 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| Business Mathematics (BUS 10013) | 3 |
| Computer Information Systems (CIT 2003) | 3 |
| Maintaining & Upgrading PC: | |
| A+ Certification (CIT 20073) | 3 |
| Program Electives** | 6 |
| Term Total | 18 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Programming Language Elective** | 3 |
| Program Electives** | 6 |
| Accounting I (ACC 1003) | 3 |
| Systems Analysis and Design (CIT 2063) | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Public Speaking or Interpersonal Communication (COM 1203 or COM1233) | 3 |
| Internship and Seminar (CIT 2023) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Program Electives** | 6 |
| Term Total | 15 |
| TOTAL | 64 |

****Suggested Program Electives:**

| | |
|--|---|
| Advanced Web Design & Development (CSE 2043) | 3 |
| Networking and Data Communications (CSE 2033) | 3 |
| Calculus I (MAT 1055) | 5 |
| Elementary Statistics (MAT 1103) | 3 |
| Accounting II (ACC 1023) | 3 |
| Java (CSE 2113) | 3 |
| C++ Programming (CSE 2023) | 3 |
| Introduction to Computer Science (CSE 1033) | 3 |
| Visual Basic (CSE 1003) | 3 |
| HTML (CSE 1063) | 3 |
| Introduction to Computer Aided Drafting (DDT 2023) | 3 |
| Computer Apps I: Word for Windows (CIT 1652) | 2 |
| Computer Apps I: Excel for Windows (CIT 1202) | 2 |
| Computer Apps I: Access for Windows (CIT 1552) | 2 |

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

**See Program Advisor

Computer Information Technology (CIT)

Degree: Technical Certificate

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

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Concepts & Applications** (CIT 1003) | 3 |
| Web Design & Development (CIT 2013) | 3 |
| Keyboarding/Formatting** (OTC 1003) | 3 |
| Maintaining & Upgrading PC: | |
| A+ Certification (CIT 20073) | 3 |
| Business Mathematics (BUS 1013) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Systems Analysis & Design (CIT 2063) | 3 |
| Computer Information Systems (CIT 2003) | 3 |
| Programming Language Elective** | 3 |
| Networking & Data Communications (CSE 2033) | 3 |
| Internship & Seminar (CIT 2023) | 3 |
| Term Total | 15 |
| TOTAL | 30 |

**See Program Advisor

Computer Programming
Degree: Associate of Applied Science

Suggested Four-Semester Plan
First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Concepts & Applications** (CIT 1003) | 3 |
| Business Math (BUS 1013) | 3 |
| Keyboarding/Formatting** (OTC 1003) | 3 |
| Arts/Humanities Elective* | 3 |
| Web Design and Development (CIT 2013) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Computer Information Systems (CIT 2003) | 3 |
| College Algebra (or higher) (MAT 1023) | 3 |
| Visual Basic (CSE 1003) | 3 |
| Compute Apps I: Access for Windows | 2 |
| Term Total | 17 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Program Elective** | 3 |
| Java (CSE 2113) | 3 |
| HTML (CSE 1063) | 3 |
| Business Communication (BUS 2013) | 3 |
| Adobe Flash (CIT 1042) | 2 |
| Systems Analysis and Design (CIT 2063) | 3 |
| Term Total | 17 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| C++ Programming (CSE 2023) | 3 |
| Accounting I (ACC 1003) | 3 |
| Program Elective** | 3 |
| Internship and Seminar (CSE 2123) | 3 |
| Term Total | 15 |
| TOTAL | 64 |

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

****Suggested Program Electives:**

| | |
|--|---|
| Advanced Web Design & Development (CSE 2043) | 3 |
| Introduction to Video Game Design & Development (GME 1003) | 3 |
| Intro to Computer Aided Drafting (DDT2023) | 3 |

**See Program Advisor

Computer Programming
Degree: Technical Certificate

Suggested Two-Semester Plan
First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Concepts & Applications** (CIT 1003) | 3 |
| C++ Programming (CSE 2023) | 3 |
| Keyboarding/Formatting** (OTC 1003) | 3 |
| College Algebra or higher (MAT 1023) | 3 |
| Visual Basic (CSE 1003) | 3 |
| HTML (CSE 1063) | 3 |
| Term Total | 18 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Information Systems (CSE 2003) | 3 |
| Web Design and Development (CSE 2013) | 3 |
| Java (CSE 2113) | 3 |
| Systems Analysis and Design (CIT 2063) | 3 |
| Internship and Seminar (CSE 2123) | 3 |
| Term Total | 15 |
| TOTAL | 33 |

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

**See Program Advisor

Computer Science (CSE)
Degree: Associate of Science

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

Suggested Four-Semester Plan
First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-----------------------------|---------------------|
| Program Elective** | 3 |
| Program Elective** | 3 |
| Accounting I (ACC 1003) | 3 |
| Social/Behavioral Elective* | 3 |
| Macroeconomics (BUS 2033) | 3 |
| Term Total | 15 |
| TOTAL | 64 |

Suggested Program Electives:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Programming Language** | 3 |
| Calculus I (MAT 1055) | 5 |
| Elementary Statistics (MAT 1103) | 3 |
| Calculus II (MAT 2025) | 5 |
| Introduction to Computer Science (CSE 1033) | 3 |
| Web Design and Development (CIT 2013) | 3 |
| Advanced Web Design and Development (CSE 2043) | 3 |
| Networking and Data Communications (CSE 2033) | 3 |
| Computer Apps I: Word for Windows (CIT 1652) | 2 |
| Computer Apps I: Excel for Windows (CIT 1202) | 2 |
| Computer Apps I: Access for Windows (CIT 1552) | 2 |

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

**See Program Advisor

Construction Engineering Technology

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

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

Cosmetology

Degree: Associate of Applied Science or Occupational Certificate

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

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

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

Purpose of the Program

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

Length of the Course

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

Plan of Study

First Session:

| <i>Course Title</i> | <i>Clock Hours</i> | <i>Credit Hours</i> |
|---------------------------|--------------------|---------------------|
| Cosmetology I (COS 1011) | 375 | 11 |
| Cosmetology II (COS 1111) | 375 | 11 |
| Term Total | 750 | 22 |

Second Session:

| <i>Course Title</i> | <i>Clock Hours</i> | <i>Credit Hours</i> |
|----------------------------|--------------------|---------------------|
| Cosmetology III (COS 2011) | 375 | 11 |
| Cosmetology IV (COS 2111) | 375 | 11 |
| Term Total | 750 | 22 |
| TOTAL | 1500 | 44 |

| <i>Course Title</i> | <i>Clock Hours</i> | <i>Credit Hours</i> |
|----------------------|--------------------|---------------------|
| Nail Tech (COS 1212) | 420 | 12 |
| TOTAL | 420 | 12 |

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

AAS = Cosmetology hours + 20 additional hours required of which 15 must be ICC General Education requirements.

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

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| College Algebra (MAT 1023) | 3 |
| Introduction to Sociology (SOC 1003) | 3 |
| General Education Elective* | 3 |
| Introduction to Criminal Justice (SOC 1113) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-----------------------------------|---------------------|
| English Composition II (ENG 1013) | 3 |
| Public Speaking (COM 1203) | 3 |
| General Psychology (BEH 1003) | 3 |
| Arts/Humanities Elective* | 3 |
| Biological Science Elective* | 5 |
| Term Total | 17 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Physical Science Elective* | 5 |
| Introduction to Criminal Behavior (SOC 1133) | 3 |
| General Education Elective* | 3 |
| American Government (POL 1023) | 3 |
| U. S. History Elective** | 3 |
| Term Total | 17 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Arts/Humanities Elective* | 3 |
| Introduction to Literature (ENG 1073) | 3 |
| Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003) | 3 |
| Social/Behavioral Science Elective* | 3 |
| General Education Elective* | 3 |
| Term Total | 15 |
| Total | 64 |

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

Recommended Electives: Abnormal Psychology, Social Problems, Foreign Languages, Alcohol and Drug Abuse, Interpersonal Communication, Ethics

**See Program Advisor.

Drafting/CADD (Computer Aided Design & Drafting) Technology
Degree: Associate of Science

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

Suggested Four-Semester Plan
First Semester:

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

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------------------------|---------------------|
| English Composition II (ENG 1013) | 3 |
| Blueprint Reading (DDT 2913) | 3 |
| Art Appreciation (AED 1043) | 3 |
| Social/Behavioral Science Elective* | 3 |
| Engineering Graphics I (DDT 1003) | 3 |
| Computer Aided Drafting 2D (DDT 2043) | 3 |
| Term Total | 18 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Physical Science Elective* | 5 |
| Microeconomics (BUS 2023) | 3 |
| Engineering Technology Elective** | 3 |
| Introduction to Technology Systems (CIV 1053) | 3 |
| Computer Aided Drafting 3D (DDT 2053) | 3 |
| Term Total | 17 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Art/Humanities Elective* | 3 |
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| CAD: Application Problem Solving (DDT 2073) | 3 |
| Manufacturing Processes and Materials (DDT 1023) | 3 |
| Term Total | 12 |
| TOTAL | 64 |

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

**See Program Advisor

**Drafting/CADD (Computer Aided Design & Drafting)
Technology**

Degree: Associate of Applied Science

The following is an Associate of Applied Science Degree in the area of Computer Aided Design & Drafting Technology. Courses of study can be individually tailored to meet employer needs. Many other courses listed in this catalog are suitable for specific situations.

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition I (ENG 1003) | 3 |
| Physical Science Elective* | 5 |
| College Algebra (MAT 1023) | 3 |
| Introduction to Computer Aided Drafting (DDT 2023) | 3 |
| Computer Applications in Engineering (PHS 1203) | 3 |
| Term Total | 17 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------------------------|---------------------|
| Engineering Technology Elective** | 3 |
| Blueprint Reading (DDT 2913) | 3 |
| Art Appreciation (AED 1043) | 3 |
| Social/Behavioral Science Elective* | 3 |
| Engineering Graphics I (DDT 1003) | 3 |
| Computer Aided Drafting 2D (DDT 2043) | 3 |
| Term Total | 18 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Engineering Graphics II (DDT 1013) | 3 |
| Technical Writing (ENG 2053) | 3 |
| Engineering Technology Elective** | 3 |
| Introduction to Technology Systems (CIV 1053) | 3 |
| Computer Aided Drafting 3D (DDT 2053) | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Arts & Humanities Elective* | 3 |
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| Engineering Technology Elective** | 3 |
| Engineering Physics I (PHS 2055) | 5 |
| Term Total | 14 |
| TOTAL | 64 |

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

**See Program Advisor

Engineering Technology Electives:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Residential Drafting and Planning (ARC 1003) | 3 |
| Architectural Detailing (ARC 2003) | 3 |
| CAD: Application Problem Solving (DDT 2073) | 3 |
| Manufacturing Processes and Materials (DDT 1023) | 3 |

Early Childhood Education

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 (CHD 2013) | 3 |
| General Psychology (BEH 1003) | 3 |
| Principles of Early Childhood Education (CHD 1143) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition II (ENG 1013) | 3 |
| Child Development (CHD 1003) | 3 |
| Creative Experiences for Young Children (CHD 2113) | 3 |
| Language and Literacy Experiences (CHD 2073) | 3 |
| Early Childhood Practicum I (CHD 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 (CHD 1073) | 3 |
| Children's Music (CHD 1063) | 3 |
| Pediatric Emergencies for Day Care Providers (CHD 1201) | 1 |
| Early Childhood Practicum II (CHD 2102) | 2 |
| Parenting (CHD 2023) | 3 |
| Art Appreciation (AED 1043) | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Infant and Toddler Education and Care (CHD 2063) | 3 |
| Early Childhood Administration (CHD 1093) | 3 |
| Early Childhood Practicum III (CHD 2103) | 3 |
| Early Childhood Curriculum Planning (CHD 1053) | 3 |
| Observing & Interacting with Young Children (CHD 1303) | 3 |
| Term Total | 15 |
| TOTAL | 61 |

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

Elementary Education (EDU)

Degree: Associate of Science

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

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

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

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition II (ENG 1013) | 3 |
| Child Development (CHD 1003) | 3 |
| Language and Literacy Experiences (CHD 2073) | 3 |
| Art Appreciation (AED 1043) | 3 |
| Music Appreciation (MUE 1303) | 3 |
| Term Total | 15 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking (COM 1203) | 3 |
| Music for Elementary Schools (EDU 1013) | 3 |
| Teaching Children with Special Needs (CHD 1073) | 3 |
| General Biology (BIO 1005) | 5 |
| American Government (POL 1023) | 3 |
| Term Total | 17 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------------------------|---------------------|
| Arts/Humanities Elective* | 3 |
| Art for Elementary Schools (EDU 2023) | 3 |
| Physical Science (PHS 1005) | 5 |
| Introduction to Sociology (SOC 1003) | 3 |
| Term Total | 14 |
| TOTAL | 62 |

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

Secondary Education (EDS)

Degree: Associate of Science

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

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

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|----------------------------|---------------------|
| Public Speaking (COM 1203) | 3 |
| Program Elective** | 3 |
| Arts/Humanities Elective* | 3 |
| General Biology (BIO 1005) | 5 |
| Term Total | 14 |

Fourth Semester:

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

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

**See Program Advisor

Emergency Medical Technician
Degree: Certificate

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| EMT (HEA1113) | 13 |
| Advanced Emergency Medical Technician (HEA 1167) | 7 |
| OR | |
| First Responder (HEA 1004) | 4 |
| First Responder to EMT Bridge (HEA 1016) | 6 |
| Cardiopulmonary Resuscitation (HEA 1041) | 1 |
| Advanced Emergency Medical Technician (HEA 1167) | 7 |
| Total | 18-20 |

Engineering Technology
Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| General Biology (BIO 1005) | 5 |
| Introduction to Sociology (SOC 1003) | 3 |
| Introduction to Technology Systems (CIV 1053) | 3 |
| Arts/Humanities Elective* | 3 |
| Computer Aided Drafting 3D (DDT 2053) | 3 |
| Term Total | 17 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| CAD: Application Problem Solving (DDT 2073) | 3 |
| Engineering Technology Elective** | 3 |
| Public Speaking (COM 1203) | 3 |
| Term Total | 15 |
| TOTAL | 64 |

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

**Program Electives

Residential Drafting and Planning (ARC 1003)
Architectural Detailing (ARC 2003)

English
Degree: Associate of Arts

Suggested Four Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking (COM 1203) | 3 |
| Arts/Humanities Elective* | 3 |
| Recommended: Early or Modern Civilization | |
| Social/Behavioral Science Elective* | 3 |
| Recommended: Introduction to Sociology (SOC 1003) | |
| Foreign Language Elective* | 5 |
| Literature Elective** | 3 |
| Term Total | 17 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Arts/Humanities Elective* | 3 |
| Creative Writing or Technical Writing (ENG 2023 or ENG 2053) | 3 |
| Social/Behavioral Science Elective* | 3 |
| Science Elective* | 5 |
| Literature Elective** | 1-3 |
| Term Total | 15-17 |
| TOTAL | 66 |

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

****Literature Electives:**

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| American Literature I - Beginning to 1865 (ENG 1083) | 3 |
| American Literature II - 1865 to Present (ENG 2113) | 3 |
| Contemporary Dramatic Literature (ENG 2083) | 3 |
| Introduction to Dramatic Literature (ENG 2043) | 3 |
| Survey of Black Literature (ENG 2143) | 3 |
| Topics in Literature (ENG 2151, 2152, 2153) | 1-3 |

Entrepreneurship/Small Business Management
Degree: Associate of Science

The following is a general course of study for students pursuing an Associate of Science Degree in the area of Entrepreneurship/Small Business Management. Due to specific requirements for transfer to four-year institutions, each student's best interests will be served through proper advising/counseling.

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 |
| Accounting I (ACC 1003) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-----------------------------------|---------------------|
| Arts/Humanities Electives* | 6 |
| Accounting II (ACC 1023) | 3 |
| Macroeconomics (BUS 2033) | 3 |
| English Composition II (ENG 1013) | 3 |
| Program Elective* | 3 |
| Term Total | 18 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| College Algebra (MAT 1023) | 3 |
| Managerial Accounting or Introduction to Analytic Processes (ACC 1043 or MAT 1153) | 3 |
| Arts/Humanities Electives* | 6 |
| General Psychology or Introduction to Sociology (BEH 1003 or SOC 1003) | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Physical Science Elective* | 5 |
| Biological Science Elective* | 5 |
| Social/Behavioral Science Elective* | 3 |
| Program Elective** | 3 |
| Term Total | 16 |
| TOTAL | 64 |

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

****Program Electives**

| | |
|--|---|
| Internship (MDM 1043) | 3 |
| Elementary Statistics (MAT 1103) | 3 |
| Business Statistics (BUS 2043) | 3 |
| Fundamentals of Electronic Commerce (CIT 2073) | 3 |
| Ethics in Leadership (MDM 1323) | 3 |
| Business Communications (BUS 2013) | 3 |
| Entrepreneurial Mindset (MDM 1613) | 3 |
| Computerized Accounting (ACC 1033) | 3 |

Entrepreneurship/Small Business Management

Degree: Associate of Applied Science

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

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

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| Business Mathematics (BUS 1013) | 3 |
| QuickBooks® for Small Business (MDM 2123) | 3 |
| Entrepreneurial Mindset (MDM 1613) | 3 |
| Program Elective* | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Computer Concepts & Applications (CIT 1003) | 3 |
| Entrepreneurship: A Small Business Approach (MDM 2003) | 3 |
| Accounting I (ACC 1003) | 3 |
| English Composition II (ENG 1013) | 3 |
| Program Electives* | 6 |
| Term Total | 18 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Managerial Accounting (ACC 2033) | 3 |
| Personal Finance (BUS 1003) | 3 |
| Interpersonal Communication or Public Speaking (COM 1203 or COM1233) | 3 |
| Program Electives* | 6 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Human Relations in Business (MDM 1033) | 3 |
| Web Design and Development or Small Business Web (CIT 2013 or MDM 2133) | 3 |
| Economics Elective (BUS 2023 or BUS 2033) | 3 |
| Program Electives* | 6 |
| Term Total | 15 |
| TOTAL | 63 |

***Program Electives**

| | |
|--|---|
| Internship (MDM 1043, MDM 1053, MDM 2033) | 3 |
| Elementary Statistics (MAT 1103) | 3 |
| Business Statistics (BUS 2043) | 3 |
| Fundamentals of Electronic Commerce (CIT 2073) | 3 |
| Ethics in Leadership (MDM 1323) | 3 |
| Business Communications (BUS 2013) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Accounting II (ACC 1023) | 3 |
| Computer Apps I: Word for Windows (CIT 1652) | 3 |
| Computer Apps I: Excel for Windows (CIT 1202) | 3 |
| Computer Apps I: Access for Windos (CIT 1552) | 3 |
| Web Design and Development (CIT 2013) | 3 |
| General Psychology (BEH 1003) | 3 |

Entrepreneurship/Small Business Management

Certificate

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

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Accounting I (ACC 1003) | 3 |
| Business Communications (BUS 2013) | 3 |
| Business Mathematics (BUS 1013) | 3 |
| QuickBooks® for Small Business (MDM 2123) | 3 |
| Personal Finance (BUS 1003) | 3 |
| Entrepreneurial Mindset (MDM 1613) | 3 |
| Entrepreneurship: A Small Business Approach (MDM 2003) | 3 |
| Interpersonal Communication (COM 1233) | 3 |
| Small Business Web (MDM 2133) | 3 |
| Program Electives* | 9 |
| TOTAL | 36 |

***Program Electives**

| | |
|--|---|
| Internship (MDM 1043) | 3 |
| Elementary Statistics (MAT 1103) | 3 |
| Business Statistics (BUS 2043) | 3 |
| Fundamentals of Electronic Commerce (CIT 2073) | 3 |
| Ethics in Leadership (MDM 1323) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Accounting II (ACC 1023) | 3 |
| Computer Apps I: Word for Windows (CIT 1652) | 3 |
| Computer Apps I: Excel for Windows (CIT 1202) | 3 |
| Computer Apps I: Access for Windos (CIT 1552) | 3 |
| Web Design and Development (CIT 2013) | 3 |
| General Psychology (BEH 1003) | 3 |

Foreign Language
Degree: Associate of Arts

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

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| Foreign Language Elective* (FRL 1005 or FRL 1025) | 5 |
| Social/Behavioral Science Elective** | 3 |
| Science Elective* | 5 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition II (ENG 1013) | 3 |
| Foreign Language Elective* (FRL 1015 or FRL 1035) | 5 |
| Social/Behavioral Science Elective** | 3 |
| General Electives | 2 |
| Public Speaking | 3 |
| Term Total | 16 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| College Algebra or higher (MAT 1023) | 3 |
| General Education Elective** | 3 |
| Foreign Language Elective* (FRL 2003 or FRL 2033) | 3 |
| Social/Behavioral Science Elective** | 3 |
| Computer Concepts & Applications or Computer Information Systems (CIT 1003 or CIT 2003) | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Foreign Language Elective* (FRL 2013 or FRL 2043) | 3 |
| Arts/Humanities Elective** | 3 |
| Arts/Humanities Elective** | 3 |
| Arts/Humanities Elective** | 3 |
| Elective | 3 |
| Elective | 2 |
| Term Total | 17 |
| TOTAL | 64 |

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

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

History (HIS)

Degree: Associate of Arts

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

Minimum Total Hours: 64

Maximum Total Hours: 67

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

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

Suggested ARTS/HUMANITIES ELECTIVES include:

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

Suggested SCIENCE ELECTIVES include:

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

Suggested SOCIAL/BEHAVIORAL SCIENCE ELECTIVES include:

Marriage and the Family (SOC 1013)
Introduction to Anthropology (SOC 1023)
Social Problems (SOC 1003)

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

Liberal Studies

Degree: Associate of Arts or Science

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

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

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

Long Term Care

Certificate: Long Term Care

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Certified Nurse Aide (HEA 1216) | 6 |
| Medication Aide (HEA 1225) | 5 |
| Activity Director/Social Services Designee (HEA 1426) | 6 |
| Home Health Aide (HEA 1201) | 1 |
| TOTAL | 18 |

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

**Consult program advisor for applicable program electives.

Manufacturing Engineering Technology
Associate of Science

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

Suggested Four-Semester Plan
First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

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

Manufacturing Skills Training
Certificate

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Employability Skills (MST 1101) | 1 |
| Blueprint Reading/Geometric Dimensions (MST 1202) | 2 |
| Applied Shop Mathematics (MST 1102) | 2 |
| Occupational Safety and Health (MST 1201) | 1 |
| Precision Measurement & Quality Control (MST 1302) | 2 |
| TOTAL | 8 |

Mathematics

Degree: Associate of Science

Suggested Four-Semester Plan
First Semester:

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

Second Semester:

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

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Math/Science Elective** | 3 |
| Computer Programming Elective** | 3 |
| Suggested Elective - C++ (CSE 2023) | |
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| Arts/Humanities Elective* | 3 |
| General Elective | 3 |
| Term Total | 15 |

Fourth Semester:

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

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

****Suggested Math/Science Electives:**

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

Mechanical Engineering Technology

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition II (ENG 1013) | 3 |
| Engineering Physics II (PHS 2065) | 5 |
| Social/Behavioral Science Elective* | 3 |
| Analytical Geometry & Calculus II (MAT 2025) | 5 |
| Introduction to Computer Aided Drafting (DDT 2023) | 3 |
| Term Total | 19 |

Third Semester:

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

Fourth Semester:

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

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

**See Program Advisor

Music

Degree: Associate of Arts

Music Education or Music Performance Focus

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

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

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

Office Technology Specialist
Degree: Associate of Applied Science

Medical Office Track
Suggested Four-Semester Plan
First Semester:

| Core Courses | Credit Hours |
|--|---------------------|
| <i>Course Title</i> | |
| Keyboarding/Formatting | 3 |
| Computer Concepts & Applications | 3 |
| General Transcription or Medical Transcription | 2 |
| Business Mathematics | 3 |
| Records Management | 1 |
| Office Procedures: General, Legal or Medical | 3 |
| Office Technology | 3 |
| Document Processing | 3 |
| Computerized Accounting | 3 |
| Accounting I | 3 |
| Business Communication | 3 |
| English Composition I | 3 |
| General Education ** | 9 |

**Choose three different areas (math/science, arts/ humanities, and social/behavioral science)

Specialist Tracks:

Medical Office

| <i>Course Title</i> | Credit Hours |
|--|---------------------|
| Medical Terminology | 3 |
| Medical Coding I | 3 |
| Anatomy & Physiology | 5 |
| Word Processing II | 3 |
| Insurance Billing | 3 |
| Medical Coding II | 3 |
| Computer Applications I: Microsoft Excel | 2 |

Administrative Office Management

| <i>Course Title</i> | Credit Hours |
|---|---------------------|
| Administrative Assistant | 3 |
| Advanced Document Processing | 3 |
| Office Machines | 3 |
| Human Relations in Business | 3 |
| Exploring the Internet | 2 |
| Word Processing II | 3 |
| Advanced Office Technology | 1 |
| Computer Applications I: Microsoft Access | 2 |
| Computer Applications I: Microsoft Excel | 2 |

Medical Transcription

| <i>Course Title</i> | Credit Hours |
|---|---------------------|
| Medical Terminology | 3 |
| Office Machines | 3 |
| Medical Machine Transcription | 3 |
| Computer Applications I: Microsoft Word | 2 |
| Advanced Medical Transcription | 2 |
| Anatomy & Physiology | 5 |

Legal Office

| <i>Course Title</i> | Credit Hours |
|---|---------------------|
| Legal Terminology | 3 |
| Legal Transcription | 3 |
| Business Law | 3 |
| Human Relations in Business | 3 |
| Computer Applications I: Microsoft Access | 2 |
| Word Processing II | 3 |
| Computer Applications I: Microsoft Excel | 2 |

| <i>Course Title</i> | Credit Hours |
|--------------------------------------|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Office Technology (OTC 1043) | 3 |
| Medical Office Procedures (OTC 2083) | 3 |
| Medical Terminology (ENG 1143) | 3 |
| Business Communication (BUS 2013) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | Credit Hours |
|---|---------------------|
| Document Processing (OTC 1013) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Medical Machine Transcription (OTC 1172) | 2 |
| Business Mathematics (BUS 1013) | 3 |
| Accounting I (ACC 1003) | 3 |
| Medical Coding I (OTC 1053) | 3 |
| Term Total | 17 |

Summer

| <i>Course Title</i> | Credit Hours |
|-------------------------------|---------------------|
| Word Processing I (OTC 2093) | 3 |
| Records Management (OTC 1051) | 1 |
| Term Total | 4 |

Third Semester:

| <i>Course Title</i> | Credit Hours |
|---|---------------------|
| English Composition I (ENG 1003) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Computer Applications I: Microsoft Excel (CIT 1202) | 2 |
| General Education Elective* | 3 |
| Medical Coding II (OTC 1073) | 3 |
| Term Total | 14 |

Fourth Semester:

| <i>Course Title</i> | Credit Hours |
|---------------------------------|---------------------|
| Word Processing II (OTC 2103) | 3 |
| Insurance Billing (OTC 1183) | 3 |
| Anatomy & Physiology (BIO 2045) | 5 |
| General Education Elective* | 3 |
| Term Total | 14 |
| TOTAL | 64 |

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

**Administrative Office Track
Suggested Four-Semester Plan
First Semester:**

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| General Office Procedures (OTC 1163) | 3 |
| Business Communication (BUS 2013) | 3 |
| Accounting I (ACC 1003) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Document Processing (OTC 1013) | 3 |
| Machine Transcription (OTC 1112) | 2 |
| Administrative Assistant (OTC 1063) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Business Mathematics (BUS 1013) | 3 |
| Term Total | 14 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------|---------------------|
| Word Processing (OTC 2093) | 3 |
| Records Management (OTC 1051) | 1 |
| Office Technology (OTC 1043) | 3 |
| Term Total | 7 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Computer Applications I: Microsoft Access (CIT 1552) | 2 |
| General Education Elective* | 3 |
| Advanced Document Processing (OTC 2003) | 3 |
| Office Machines (BUS 1103) | 3 |
| Computer Applications I: Microsoft Excel (CIT 1202) | 2 |
| Term Total | 13 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition I (ENG 1003) | 3 |
| Human Relations in Business (MDM 1033) | 3 |
| Exploring the Internet (CIT 1012) | 2 |
| General Education Elective* | 3 |
| Term Total | 11 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Word Processing II (OTC 2103) | 3 |
| Office Technology: Advanced (OTC 2031) | 1 |
| Term Total | 4 |
| TOTAL | 64 |

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

**Medical Transcription Track
Suggested Four-Semester Plan
First Semester:**

| <i>Course Title</i> | <i>Credit Hours</i> |
|--------------------------------------|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Medical Office Procedures (OTC 2083) | 3 |
| Business Communication (BUS 2013) | 3 |
| Office Technology (OTC 1043) | 3 |
| Medical Terminology (ENG 1143) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Document Processing (OTC 1013) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Beginning Medical Machine Transcription (OTC 1172) | 2 |
| Business Mathematics (BUS 1013) | 3 |
| Accounting I (ACC 1003) | 3 |
| Office Machines (BUS 1103) | 3 |
| Term Total | 17 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------|---------------------|
| Word Processing (OTC 2093) | 3 |
| Records Management (OTC 1051) | 1 |
| Term Total | 4 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition I (ENG 1003) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Computer Applications I: Microsoft Word (CIT 1652) | 2 |
| Medical Machine Transcription (OTC 1173) | 3 |
| General Education Elective* | 3 |
| Term Total | 14 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| General Education Elective* | 3 |
| Advanced Medical Machine Transcription (OTC 2042) | 2 |
| Anatomy & Physiology (BIO 2045) | 5 |
| General Education Elective* | 3 |
| Wellness Concepts (PED 1031) | 1 |
| Term Total | 14 |
| TOTAL | 64 |

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

**Legal Office Track
Suggested Four-Semester Plan
First Semester:**

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Business Communication (BUS 2013) | 3 |
| Office Technology (OTC 1043) | 3 |
| Term Total | 12 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|----------------------------------|---------------------|
| Document Processing (OTC 1013) | 3 |
| Machine Transcription (OTC 1112) | 2 |
| Business Mathematics (BUS 1013) | 3 |
| Accounting I (ACC 1003) | 3 |
| Business Law (MDM 2013) | 3 |
| Term Total | 14 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Records Management (OTC 1051) | 1 |
| Legal Terminology (ENG 1153) | 3 |
| Legal Office Procedures (OTC 2073) | 3 |
| Legal Machine Transcription (OTC 1192) | 3 |
| Term Total | 10 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| American Government (POL 1023) | 3 |
| Word Processing I (OTC 2093) | 3 |
| English Composition I (ENG 1003) | 3 |
| General Education Elective* | 3 |
| Computer Applications I: Microsoft Excel (CIT 1202) | 2 |
| Term Total | 14 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Human Relations in Business (MDM 1033) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Computer Applications I: Microsoft Access (CIT 1552) | 2 |
| General Education Elective* | 3 |
| Word Processing II (OTC 2103) | 3 |
| Term Total | 14 |
| TOTAL | 64 |

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

**Office Technology Specialist
Certificate**

Core Courses

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Keyboarding/Formatting | 3 |
| Computer Concepts & Applications | 3 |
| General Transcription or Medical Transcription | 2 |
| Business Mathematics | 3 |
| Records Management | 1 |
| Office Procedures: General, Legal or Medical | 3 |
| Office Technology | 3 |
| Document Processing | 3 |
| Accounting I | 3 |
| Business Communication | 3 |

Specialist Tracks:

Medical Office

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------|---------------------|
| Medical Terminology | 3 |
| Medical Coding I | 3 |
| Word Processing I | 3 |

Administrative Office Management

| <i>Course Title</i> | <i>Credit Hours</i> |
|--------------------------|---------------------|
| Administrative Assistant | 3 |
| Computerized Accounting | 3 |
| Word Processing I | 3 |

Administrative Office Management (Legal emphasis)

| <i>Course Title</i> | <i>Credit Hours</i> |
|---------------------|---------------------|
| Legal Terminology | 3 |
| Legal Transcription | 3 |
| Business Law | 3 |

**Medical Office Track
Suggested Semester Plan
First Semester:**

| <i>Course Title</i> | <i>Credit Hours</i> |
|--------------------------------------|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Medical Office Procedures (OTC 2083) | 3 |
| Business Communication (BUS 2013) | 3 |
| Office Technology (OTC 1043) | 3 |
| Medical Terminology (ENG 1143) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Document Processing (OTC 1013) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Medical Machine Transcription (OTC 1172) | 2 |
| Business Mathematics (BUS 1013) | 3 |
| Accounting I (ACC 1003) | 3 |
| Medical Coding I (OTC 1053) | 3 |
| Term Total | 17 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------|---------------------|
| Records Management (OTC 1051) | 1 |
| Word Processing I (OTC 2093) | 3 |
| Term Total | 4 |
| TOTAL | 36 |

**Administrative Office Management Track
Suggested Semester Plan**

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Business Communication (BUS 2013) | 3 |
| General Office Procedures (OTC 1163) | 3 |
| Accounting I (ACC 1003) | 3 |
| Term Total | 15 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Document Processing (OTC 1013) | 3 |
| Machine Transcription (OTC 1112) | 2 |
| Administrative Assistant (OTC 1063) | 3 |
| Computerized Accounting (ACC 1033) | 3 |
| Business Mathematics (BUS 1013) | 3 |
| Term Total | 14 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------|---------------------|
| Records Management (OTC 1051) | 1 |
| Word Processing I (OTC 2093) | 3 |
| Office Technology (OTC 1043) | 3 |
| Term Total | 7 |
| TOTAL | 36 |

**Administrative Office Management with Legal
Emphasis Track**

Suggested Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Keyboarding/Formatting (OTC 1003) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Business Communication (BUS 2013) | 3 |
| Office Technology (OTC 1043) | 3 |
| Term Total | 12 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|----------------------------------|---------------------|
| Document Processing (OTC 1013) | 3 |
| Machine Transcription (OTC 1112) | 2 |
| Business Mathematics (BUS 1013) | 3 |
| Accounting I (ACC 1003) | 3 |
| Business Law (MDM 2013) | 3 |
| Term Total | 14 |

Summer

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Records Management ((OTC 1051) | 1 |
| Legal Terminology (ENG 1153) | 3 |
| Legal Office Procedures (OTC 2073) | 3 |
| Legal Machine Transcription (OTC 1192) | 3 |
| Term Total | 10 |
| TOTAL | 36 |

Physical Education/Recreation

Degree: Associate of Science

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|----------------------------------|---------------------|
| English Composition I (ENG 1003) | 3 |
| General Biology (BIO 1005) | 5 |
| Rules and Officiating (PED 1703) | 3 |
| Arts/Humanities Elective* | 3 |
| Activities Course Elective** | 1 |
| Wellness (PED 1031) | 1 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition II (ENG 1013) | 3 |
| Introduction to Physical Education (PED 1713) | 3 |
| General Psychology (BEH 1003) | 3 |
| Anatomy & Physiology (BIO 2045) | 5 |
| Activities Course Elective** | 1 |
| Term Total | 15 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking (COM 1203) | 3 |
| College Algebra or higher (MAT 1023) | 3 |
| Introduction to Sociology (SOC 1003) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Care/Prevention of Athletic Injuries (ATH 1103) | 3 |
| Activities Course Elective** | 1 |
| Term Total | 16 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|------------------------------|---------------------|
| Physical Science Elective* | 5 |
| Arts/Humanities Elective* | 3 |
| Drugs in Sports (PED 1932) | 2 |
| Program Electives*** | 6 |
| Activities Course Elective** | 1 |
| Term Total | 17 |
| TOTAL | 64 |

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

**See Program Advisor.

*****Program Recommended**

| | |
|--|---|
| Personal and Community Health (HEA 1053) | 3 |
| Introduction to Education (EDU 1003) | 3 |
| Fundamentals of Coaching (PED 1513) | 3 |

Physical Science
Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

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

Second Semester:

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

Third Semester:

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

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Astronomy & Lab (PHS 1083 and PHS 1092) | 5 |
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| General College Physics II (PHS 1065) | 5 |
| Term Total | 16 |
| TOTAL | 65 |

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

Pre-Nursing (PRN)

Degree: Associate of Science

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

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| General Biology (BIO 1005) | 5 |
| Math for Health Sciences (HEA 1432) | 2 |

| | |
|----------------------------------|-----------|
| English Composition I (ENG 1003) | 3 |
| General Psychology (BEH 1003) | 3 |
| Term Total | 13 |

Summer Session:

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

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| General Chemistry (PHS 1015) | 5 |
| College Algebra (MAT 1023) | 3 |
| Developmental Psychology (BEH 2003) | 3 |
| English Composition II (ENG 1013) | 3 |
| Arts/Humanities Elective* | 3 |
| Term Total | 17 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Anatomy & Physiology (BIO 2045) | 5 |
| Nutrition (BIO 2053) | 3 |
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233)** | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Ethics (SOC 1073) | 3 |
| Term Total | 17 |

Fourth Semester:

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

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

**See Program Advisor

Students participating in the articulated NCCC, ICC, Mercy Hospital LPN Program please follow the pre-nursing courses listed:

NCCC/ICC/Mercy Hospital Articulated LPN prerequisites/requirements include:

| | |
|---|---|
| Anatomy & Physiology (BIO 2045) | 5 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| General Psychology (BEH 1003) | 3 |
| Introduction to Sociology (SOC 1003) | 3 |
| English Composition I (ENG 1003) | 3 |
| Developmental Psychology (BEH 2003) | 3 |
| Certified Nurse Aide (CNA) (HEA 1216) | 6 |
| Microbiology (BIO 2055) | 5 |
| Nutrition (BIO 2053) | 3 |
| Interpersonal Communication Z(COM 1233) | 3 |

Social Science (SOC)
Degree: Associate of Arts

Suggested Four-Semester Plan
First Semester

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

Second Semester

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

Third Semester

| <i>Course Title</i> | <i>Credit Hours</i> |
|----------------------------|---------------------|
| General Biology (BIO 1005) | 5 |
| Sociology Elective** | 3 |
| Arts/Humanities Elective* | 3 |
| Elective | 3 |
| Elective | 3 |
| Term Total | 17 |

Fourth Semester

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| American Government (POL 1023) | 3 |
| World Regional Geography (SOC 2013) | 3 |
| Psychology Elective** | 3 |
| Elective | 3 |
| Elective | 3 |
| Term Total | 15 |
| Total | 65 |

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

**See Program Advisor.

Sports Management (SM)
Degree: Associate of Science

Suggested Four-Semester Plan
First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition I (ENG 1003) | 3 |
| General Biology (BIO 1005) | 5 |
| Introduction to Sports Management (SPM 1023) | 3 |
| Arts/Humanities Elective* | 3 |
| Internship in Sports Management I (SPM 2101) | 1 |
| Wellness (PED 1031) | 1 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition II (ENG 1013) | 3 |
| Introduction to Physical Education (PED 1713) | 3 |
| General Psychology (BEH 1003) | 3 |
| Sociology of Sport (SPM 2103) | 3 |
| Personal Finance (BUS 1003) | 3 |
| Internship in Sports Management II (SPM 2111) | 1 |
| Term Total | 16 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Public Speaking (COM 1203) | 3 |
| College Algebra (MAT 1023) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Sport Facilities and Event Management (SPM 2113) | 3 |
| Personal and Community Health (HEA 1053) | 3 |
| Term Total | 15 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Physical Science (PHS 1005) | 5 |
| Arts/Humanities Elective* | 3 |
| Sport Marketing (SPM 2123) | 3 |
| Drugs in Sports (PED 1932) | 2 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Internship in Sports Management III (SPM 2121) | 1 |
| Term Total | 17 |
| TOTAL | 64 |

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

Theatre Arts
Associate of Arts

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking (COM 1203) | 3 |
| English Composition I (ENG 1003) | 3 |
| Computer Concepts & Applications (CIT 1003) | 3 |
| Theatre Approved Electives** | 6 |
| Rehearsal and Performance Lab I (THR 1051) | 1 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| English Composition II (ENG 1013) | 3 |
| College Algebra (or higher) (MAT 1023) | 3 |
| Theatre Appreciation (THR 1013) | 3 |
| Theatre Approved Electives** | 6 |
| Rehearsal and Performance Lab II (THR 2051) | 1 |
| Term Total | 16 |

Third Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Laboratory Science Elective* | 5 |
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| Theatre Approved Electives** | 6 |
| Rehearsal and Performance Lab III (THR 2061) | 1 |
| Term Total | 18 |

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Arts/Humanities Elective* | 3 |
| Social/Behavioral Science Elective* | 3 |
| Rehearsal and Performance Lab IV (THR 2071) | 1 |
| Theatre Approved Electives** | 9 |
| Term Total | 16 |
| TOTAL | 66 |

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

****Theatre Approved Electives:**

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Introduction to Acting (THR 1023) | 3 |
| Acting II (THR 1123) | 3 |
| Stagecraft I (THR 1033) | 3 |
| Stage Make-up (THR 2022) | 3 |
| Script Analysis (THR 2103) | 3 |
| Play Production (THR 1221) | 3 |
| Introduction to Dramatic Literature (ENG 2043) | 3 |
| Contemporary Dramatic Literature (ENG 2083) | 3 |
| Audition Techniques and Strategies (THR 2313) | 3 |
| Theatrical Design I (THR 2083) | 3 |
| Theatrical Design II (THR 2183) | 3 |
| Stage/Theatre Management (THR 2073) | 3 |
| Introduction to Playwriting (THR 1093) | 3 |
| Voice and Diction (THR 1083) | 3 |
| Applied Voice I (MUE 1121) | 1 |
| Applied Voice II (MUE 1131) | 1 |
| Applied Voice III (MUE 2121) | 1 |
| Applied Voice IV (MUE 2131) | 1 |

Veterinary Technology
Degree: Associate of Applied Science

Veterinary Technology is a selective admission program. For information about applying, contact the Office of Academic Affairs.

Suggested Semester Plan

Summer Session:

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| English Composition I (ENG 1003) | 3 |
| Ethics (SOC 1073) | 3 |
| Social/Behavioral Science Elective* | 3 |
| Term Total | 9 |

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Biology I (BIO 1115) | 5 |
| General Chemistry (PHS 1015) | 5 |
| Interpersonal Communication or Public Speaking (COM 1233 or COM 1203) | 3 |
| Math for Health Sciences (HEA 1432) | 2 |
| College Success (BEH 1021) | 1 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Biology II (BIO 2115) | 5 |
| Introduction to Veterinary Technology (VET 1002) | 2 |
| Animal Facility Management I (VET 1101) | 1 |
| Anatomy & Physiology of Domestic Animals (VET 1005) | 5 |
| Veterinary Pharmacology (VET 2103) | 3 |
| Term Total | 15 |

Summer Session:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Zoo Internship (VET 2221) | 1 |
| Animal Facility Management II (VET 1011) | 1 |
| Small Animal Health Care (VET 1103) | 3 |
| Lab, Wild, and Exotic Animal Tech (VET 2213) | 3 |
| Principles of Anesthesiology (VET 1001) | 1 |
| Term Total | 9 |

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 2001) | 1 |
| Vet Tech Office Practices (VET 1023) | 3 |
| Clinical Internship (VET 2114) | 4 |
| Term Total | 14 |
| TOTAL | 81 |

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

Web Design and Development
Degree: Associate of Applied Science

Suggested Four-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Concepts & Applications (CIT 1003) | 3 |
| Microeconomics (BUS 2023) | 3 |
| Keyboarding/Formatting** (OTC 1003) | 3 |
| Exploring the Internet (CIT 1012) | 2 |
| Web Design and Development (CIT 2013) | 3 |
| Term Total | 14 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| English Composition I (ENG 1003) | 3 |
| Business Mathematics (BUS 1013) | 3 |
| Computer Information Systems (CIT 2003) | 3 |
| Advanced Web Design and Development (CSE 2043) | 3 |
| Commercial Art (AED 2093) | 3 |
| Term Total | 15 |

Third Semester:

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

Fourth Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Public Speaking or Interpersonal Communication (COM 1203 or COM 1233) | 3 |
| Computer Applications I: Adobe Flash (CIT 1042) | 2 |
| Accounting I (ACC 1003) | 3 |
| Arts/Humanities Elective* | 3 |
| Program Elective** | 3 |
| Internship and Seminar (CIT 2023) | 3 |
| Term Total | 17 |
| TOTAL | 64 |

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

Suggested Program Electives:

| | |
|--|---|
| Introduction to Video Game Design & Development (GME 1003) | 3 |
| Computer Animation I (CIT 2033) | 3 |
| Computer Animation II (CIT 2043) | 3 |
| Introduction to Computer Aided Drafting (DDT 2023) | 3 |
| Design I (AED 1003) | |

** See Program Advisor.

Web Design and Development
Degree: Technical Certificate

Suggested Two-Semester Plan

First Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Keyboarding (OTC 1001) | 1 |
| Computer Concepts & Applications** (CIT 1003) | 3 |
| Web Design and Development (CIT 2013) | 3 |
| Introduction to Electronic Commerce (CIT 2073) | 3 |
| HTML (CSE 1063) | 3 |
| Systems Analysis and Design (CIT 2063) | 3 |
| Term Total | 16 |

Second Semester:

| <i>Course Title</i> | <i>Credit Hours</i> |
|---|---------------------|
| Computer Information Systems (CIT 2003) | 3 |
| Commercial Art (AED 2093) | 3 |
| Advanced Web Design and Development (CSE 2043) | 3 |
| Computer Applications I: Adobe Flash (CIT 1042) | 2 |
| Internship and Seminar (CIT 2023) | 3 |
| Term Total | 14 |
| TOTAL | 30 |

** See Program Advisor

Welding
Degree: Certificate

| <i>Course Title</i> | <i>Credit Hours</i> |
|-------------------------------------|---------------------|
| Welding I (IND 1303) | 3 |
| Welding II (IND 1313) | 3 |
| Welding III (IND1323) | 3 |
| Fundamentals and Methods (IND 2033) | 3 |
| Blueprint Reading (DDT 2913) | 3 |
| Welding Practicum (IND 2013) | 3 |
| TOTAL | 18 |

Woodworking
Degree: Certificate

| <i>Course Title</i> | <i>Credit Hours</i> |
|--|---------------------|
| Woodworking I (IND 1003) | 3 |
| Woodworking II (IND 1013) | 3 |
| Woodworking with Power Tools (IND1023) | 3 |
| Woodworking Elective | 3 |
| Furniture Refinishing (IND 1073) | 3 |
| Woodworking Practicum (IND 2023) | 3 |
| TOTAL | 18 |



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COURSE DESCRIPTIONS

ACCOUNTING

Accounting I (ACC1003) 3 hrs.
Instruction in the fundamental principles of financial accounting. Includes application of accepted principles and procedures for recording business transactions, use of ledgers, financial statement preparation, debt management, receivables management, methods of depreciation, and methods of inventory.

Accounting II (ACC1023) 3 hrs.
Emphasis on accepted accounting concepts and principles, accounting for partnerships, accounting for corporations, stockholders' equity, corporate earnings, dividends, long-term liabilities and investments, consolidated financial statements, and financial statement analysis. **Prerequisite: Accounting I (ACC1003) with a minimum grade of "C".**

Computerized Accounting (ACC1033) 3 hrs.
Using computers and integrated accounting software, students will transact and complete service and merchandise oriented accounting procedures and activities for sole proprietorship, partnerships, and corporations. Includes general ledger, subsidiary ledgers, accounts receivable, accounts payable, voucher system, financial statement analysis, depreciation, inventory and payroll applications, and integration of these activities with word processing and spreadsheet applications. **Prerequisite: Accounting I (ACC1003) with a minimum grade of "C".**

Financial Accounting (ACC1043) 3 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 perform financial statement analysis; derive information for personal or organization decision; and understand business, governmental, and other organizational entities.

Intermediate Accounting (ACC2013) 3 hrs.
Continuation of financial accounting concepts, principles, theory and practice. Includes financial accounting considerations and examinations beyond the scope of the first-year of study. Includes more complex accounting issues relating to asset management, current liabilities, annuities, present value, future value, debt management, and stockholders' equity transactions. **Prerequisite: Accounting II (ACC1023) with a minimum grade of "C".**

Managerial Accounting (ACC2033) 3 hrs.
Provides instruction in fundamental of managerial accounting, cost accounting systems, and managerial planning and control decisions necessary to analyze and interpret data. Emphasis on strategies for setting and achieving operational goals and objectives.

ALLIED HEALTH

Activity Director/SS Designee (HEA1426) 6 hrs.
This course will meet the requirements established by the Kansas Department of Health and Environment for the position of Activity Director in a long-term care facility. The student may be state-certified as an Activity Director, only, or this may be combined with other geriatric and long-term care certificates.

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) 1/2 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.

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

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

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**

Assisted Living Home Operator (HEA1023) 3 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.

EMT (HEA1113) 13 hrs.

EMT begins with cardiopulmonary resuscitation, a combination of artificial respiration and circulation which should be started immediately as an emergency procedure when cardiac arrest occurs. This technique has been used successfully by doctors and nurses and is recommended for the health care professional. EMT teaches the student the overall role and responsibility of the Emergency Medical Technician in performing both emergency care and operational aspects of the job; develops skill in diagnosis and emergency treatment procedures, and develops skill in use and care of all equipment required to accomplish the job.

This course will provide the student with basic entry-level knowledge of BLS, medical/trauma emergencies, oxygen therapy and rescue. This course includes

trauma and medical scenarios, skills practice and performance, and vehicle extrication. Class includes 44 hours of clinical application at EMS and the hospital. Successful completion will qualify the student to challenge the National and Kansas State Registry Exams.

First Aid and Personal Safety (HEA1010) 1/2 hr.

American Red Cross course that will introduce the students to basic emergency care and allow them to function effectively in the job place and at home. Certification offered.

Emergency Medical Responder (HEA1004) 4 hrs.

This course is directed to train students in the techniques necessary to evaluate a patient's condition, administer pulmonary and cardiopulmonary resuscitation, control hemorrhage, treat for shock, and immobilize fractures before the arrival of an ambulance. It will also prepare the student to take the Kansas State Registry exam as and "Emergency Medical Responder".

Emergency Medical Responder Bridge to EMT (HEA1016) 6 hrs.

This course is designed to train students in the techniques considered the responsibility of the basic life support EMT, according to National Standard DOT curricula. The program consists of lecture and clinical instruction, and is taught in conjunction with the EMT Advanced Practical Skills/Techniques and CPR courses. Successful completion of the course will allow the student to challenge the Kansas State Registry exam. **Prerequisite: Emergency Medical Responder**

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

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

IV Therapy for LPNs (HEA1253) 3 hrs.
This course is designed to prepare licensed practical nurses to perform limited intravenous fluid therapy treatment. Included in the course is comprehensive training in the knowledge, skills, and competencies required to safely and skillfully perform such therapy.
Prerequisite: Current LPN license.

Mathematics for Health Sciences (HEA1432) 2 hrs.
This course focuses on applications of fundamental mathematics for health sciences. The course includes a review of arithmetic of common and mixed fractions, introduction to the metric and apothecary system, conversions using dimensional analysis, percentages, calculation of titrations and dosages based on body weight and body surface area.

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 State Department of Health & Environment. **Prerequisite: Kansas certified nurse aide certification, and must successfully pass the CASAS reading test (8th grade level).**

Medication Aide Recertification (HEA1261) 1 hr.
A 15-hour course that provides mandatory continuing education required by Kansas State Department of Health & Environment for the certified medication aide. Successful completion of this course meets the two-year requirement for updating the certificate for a certified medication aide. **Prerequisite: Current Kansas Medication Aide certification**

Paid Nutrition Assistant (HEA1001) 1 hr.
This course is designed to prepare individuals to become paid nutrition assistants in an adult care home. These individuals provide assistance with eating to residents identified by the supervisory nurse, those without complicated feeding problems. Nutrition Assistants provide services under the direct supervision of a licensed nurse on duty in the adult care home.

Personal and Community Health (HEA1053) 3 hrs.
Designed to give the student basic health concepts and relate these to current local, state, national, and world development of the individual, an understanding of bodily functions as related to the environment, mental health, nutrition, diseases, drugs, sex, and reproduction. Required for students majoring in health, physical education, recreation, coaching and elementary teaching. Recommended for majors in secondary teaching, prospective parents, and those students planning to terminate their formal education with community college.

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.

Phlebotomy: Clinical Application (HEA1013) 3 hrs.
The course is a work-based instructional course that will help the students gain practical experience in the healthcare 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.

Restorative Aide (HEA1262) 2 hrs.
This course is designed to provide individuals with the skills necessary to perform restorative procedures in a nursing home under the supervision of a registered nurse and/or a physical therapist. These skills include range of motion, ambulation, and daily living training.

Spanish for Health Care Professionals (HEA1022) 2 hrs.
You will learn basic Spanish phrases, commands, and questions that are needed by non-Spanish speaking nurses where Spanish-speaking patients are present. This program also contains the following English/Spanish glossaries: The Human Body; Diseases,

Disorders, Injuries, and Accidents; Conditions and Symptoms Glossary; Operations and Procedures Glossary; Places in the Hospital; The Hospital Room; Medical Personnel; Pharmacological Terms; Sexual Terminology; and Problem Words.

ARCHITECTURAL ENGINEERING TECHNOLOGY

Architectural Detailing (ARC2003) 3 hrs.

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

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

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

Residential Drafting & Planning (ARC1003) 3 hrs.

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

ART

Art Appreciation (AED1043) 3 hrs.

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

Ceramics I (AED2023) 3 hrs.

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

Ceramics II (AED2043) 3 hrs.

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

Comics & Cartooning I (AED1001) 1 hr.

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

Commercial Art: Photoshop (AED2091) 1 hr.

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

Commercial Art I (AED2093) 3 hrs.

Includes the fundamentals of design, layout, and type design. Students will learn to understand layout and design of newspapers and magazine pages; layout, design and execution of print advertisements; and layout and design of product brochures. Students will gain familiarization with typefaces, type selection, tools and basic techniques used in commercial art.

Design I (AED1003) 3 hrs.
Laboratory problems that stress the importance of the elements and principles of design to create two- and three-dimensional designs. Reading assignments, slides and film strips to emphasize design in the home, in the community and in industry.

Design II (AED1103) 3 hrs.
Design II is an introduction to the three dimensional aspects of design through the study and creative use of the three dimensional elements and principles. Students will work with a variety of materials to solve problems that apply to fine and applied visual design. Lectures, reading assignments, design problems will emphasize the basics of design in the home, in the community, and in industry as well as in visual arts.

Drawing & Composition (AED1023) 3 hrs.
A creative course stressing a variety of approaches to the perceptual understanding of still-life, landscape, figure and portrait subjects. Stress is placed on composition, using all types of drawing media. A portfolio of the student's drawings will be presented for grading at the end of the semester.

Independent Study: Art (AED1201, 1202, 1203) 1-3hrs.
An individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 1201 -- 1 cr. hr., 1202 -- 2 cr. hrs., 1203 -- 3 cr. hrs. Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with instructor, consultation with project personnel, class work, and progress sessions.
Prerequisite: Consent of instructor.

Painting I (AED1033) 3 hrs.
Students start at their own levels of experience and explore the use of compositions, value and color in creating realistic and abstract and non-objective painting. The media covered includes watercolor, acrylics, and oils. **Prerequisite: None (Drawing is desirable but not essential).**

Stained Glass (AED1163) 3 hrs.
An introductory course to the creative art of stained glass. Emphasis will be placed upon the areas of cutting, foiling, and soldering of materials.

ATHLETIC TRAINING

Introduction to Athletic Training (ATH1003) 3 hrs.
This course is designed to introduce the student to the profession of athletic training. Upon the completion of this course, the student will have the basic understanding of the principles, practices, and techniques used in prevention, management, and rehabilitation of athletic injuries.

Care & Prevention Athletic Injuries (ATH1103) 3 hrs.
This course is designed to familiarize the student with the most prevalent sports injuries and their effective management. The practical aspects of care, prevention, and reconditioning of athletic injuries will be stressed. The role of the athletic training profession in the sports medicine system will also be discussed.

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.

BIOLOGICAL SCIENCE

Anatomy and Physiology (BIO2045) 5 hrs.

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

**Biology I: Principles of Cellular
& Molecular Biology (BIO1115) 5 hrs.**

A course organized around concepts fundamental to the better understanding of living organisms for the biology majors who will take advanced biology courses, and for those entering the medical fields. Content covered will include basic biochemistry, cell structure and function, metabolism, energy transfer, cell division, Mendelian and molecular genetics, and cell physiology. A minimum of seven hours of class work required per week, including: lectures, discussions, labs, tests, and completing educational objectives in course syllabus. **Prerequisite: None.**

**Biology II: Principles of Organismal Biology
(BIO2115) 5 hrs.**

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

Environmental Biology (BIO2035) 5 hrs.

This is an introductory environmental science class designed for non-science majors to fulfill an introductory biology requirement. This is an interdisciplinary course that deals with environmental contributions to human life and the problems that are caused by humans' use of the natural world.

General Biology (Non Majors) (BIO1005) 5 hrs.

A course organized around concepts and themes fundamental to an understanding of the nature of living organisms and their interactions with the environment and each other. Content covered will include basic chemistry and biochemistry, cellular structure, metabolism, Mendelian genetics, evolution, and diversity of life. A minimum of six hours of classroom work required per week, including: lectures, discussions, labs, tests, computer mediated instruction, and completing educational objectives in course syllabus. **Prerequisite: None**

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

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

BUSINESS / ENTREPRENEURSHIP

Microbiology (BIO2055)

5 hrs.

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

Nutrition (BIO2053)

3 hrs.

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

Prehistoric Life (BIO1053)

3 hrs.

This course introduces the student to geologic time, dating of rocks, the formation and preservation of fossils, and the importance of fossils in biological systematics. Various evolutionary mechanisms are explored with emphasis on the fossil record. The course focuses on biodiversity through time and investigates the origins of major groups of organisms in earth history. The course is global in scope, but some emphasis will be placed on North American communities. The course is designed for biology majors, students of natural history, or science education majors.

Business 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 Law (MDM2013)

3 hrs.

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

Business Mathematics (BUS1013)

3 hrs.

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

Business Statistics (BUS2043)

3 hrs.

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

Entrepreneurial Mindset (MDM 1613)

3 hrs.

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

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

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

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

Ethics in Leadership (MDM1323) 3 hrs.

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

Human Relations in Business (MDM1033) 3 hrs.

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

Introduction to Entrepreneurship (MDM1203) 3 hrs.

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

Introduction to Leadership Concepts (MDM1303) 3 hrs.

This interdisciplinary course covers the basic concepts essential to the nature of leadership. Subjects include the cultural background theories, approaches, styles, and ethical issues in leadership research and thinking.

Leadership Development (BUS2163) 3 hrs.

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the

humanities, experiential exercises, films, and contemporary readings on leadership.

Macroeconomics (BUS2033) 3 hrs.

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

Microeconomics (BUS2023) 3 hrs.

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

Office Machines (BUS1103) 3 hrs.

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

Personal Finance (BUS1003) 3 hrs.

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

QuickBooks® for Small Business (MDM2123) 3 hrs.

This course provides the fundamental concepts required to plan and develop a solid financial and informational recordkeeping system; a cornerstone for any successful business. Using the GoVenture online business simulation and QuickBooks® Learning Guide and sample software, participants will learn the basic terms, mathematical principles and format of various forms, lists, registers and reports necessary to manage small business financial information making it available for better financial decisions. This background knowledge is helpful not only in using QuickBooks® but also in understanding how other computerized systems process financial data.

Small Business Web (MDM2133) 3 hr.

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

CIVIL ENGINEERING
TECHNOLOGY

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

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

Introduction to Technology Systems (CIV1053) 3 hrs.

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

COMMUNICATION

Journalism

Directed Studies in Photo Journalism (COM2413) 3 hrs.

Focuses on the special photographic needs of journalistic publications. Directed studies include news, features, and sports photography.

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

An individually structured course. Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with instructor, consultation with project personnel, class work and report, and progress sessions. **Prerequisite: Consent of instructor**

News Writing I (COM1003) 3 hrs.

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

News Writing II (COM1013) 3 hrs.

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

Photography I (COM1403) 3 hrs.

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

Photography II (COM1413) 3 hrs.
An advanced course for experienced photographers who want to expand their knowledge of photography principles, and to attempt more challenging projects, using professional quality single-lens reflex or larger format photography equipment. Prerequisite: Photography I (COM 1403) or consent of instructor

Publications Lab I (COM2021, 2022, 2023) 1-3 hrs.
The student will aid in the production of the college student newspaper, Voices. Duties include writing news copy, layout design, photography, advertising, and circulation.

Publications Lab II (COM2031, 2032, 2033) 1-3 hrs.
The student will aid in the production of the college student newspaper, Voices. Duties will include writing news copy, layout design, photography, advertising and circulation. Prerequisite: News Writing or Publication Lab I.

Public Speaking/Communication

Interpersonal Communication (COM1233) 3 hrs.
This course involves the study of communication in human relationships with particular emphasis on communication problems and breakdowns. Features structured experiences, group interaction, and readings intended to improve the participants' interpersonal communication. Written and oral presentations of skills projects are required. Fulfills requirement for communication at ICC.

Public Speaking (COM1203) 3 hrs.
This course is specifically designed for students who have had one semester or less of high school speech. It is a basic course designed to prepare students to communicate effectively, with emphasis on public speaking. Instruction is given in the planning and construction of a speech as well as its delivery.

COMPUTER AND INFORMATION TECHNOLOGY

Computer Animation I (CIT2033) 3 hrs.
This course is the fastest way to get up and running with NewTeks LightWave a robust and powerful 3D modeling and animation program. It introduces the

techniques of computer generated animation. Using tutorials, this task-based course lets you create graphics for print or web design as well as special effects for broadcast. The course also covers popular 3D theories and concepts as well as total coverage of the LightWave 3D working environment. It is straightforward and concise, relies on short, step-by-step how-tos and explains how to create simple and advanced animations, work with vertex maps, edit geometry, render projects, and more.

Computer Animation II (CIT2043) 3 hrs.
This course helps students understand the 3D marketplace. This second course, builds on the segments of the first course to cover the basics of 3D in general terms starting with "What is 3D?" and progressing step-by-step through modeling, texturing, lighting and animation. The course also offers coverage of such related topics as developing a story concept, storyboarding, and putting together a demo reel and portfolio. It even provides interview tips! New elements in this second course include application specific tutorials for LightWave 3D.

Computer Applications I 1-3 hrs.
Designed to cover the latest computer software applications.
CIT1651 - Microsoft Word
CIT1202 - Microsoft Excel
CIT1552 - Microsoft Access
CIT1251 - Microsoft PowerPoint
CIT1032 - Microsoft Publisher

Computer Applications I: Adobe Flash (CIT1042) 2 hrs.
The purpose of this course is to create rich, interactive content by using software that is one of the industry-leading authoring environments for creating engaging interactive experiences. Students will use 3D transformation and animation. Learn how to create basic Flash animations and movies using the timeline. Find out how to navigate the Flash interface, create new Flash files, set stage properties, import images into Flash, create and work with text, create and format drawing objects and add layers. Discover how the timeline in Flash can be used to create basic frame-by-frame animations and motion timed animation.

Computer Applications II 1-3 hrs.
Designed to cover the latest computer software applications. Computer software applications courses include:

CIT1662 - Microsoft Adv Word/Windows
CIT1212 - Microsoft Adv Excel/Windows
CIT1562 - Microsoft Adv Access/Windows

**Computer Concepts & Applications
(CIT1003)**

3 hrs.

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

**Computer Information Systems
(CIT2003)**

3 hrs.

Surveys computing, computers, and computer applications in the business environment. The student will learn techniques for representing information and of problem solving found in the successful uses of computers in business. Provides concepts in solving various business problems using a variety of support systems. **Prerequisite: Computer Concepts & Applications (CIT1003) or consent of instructor**

Exploring the Internet (CIT1012)

2 hrs.

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

**Introduction to Electronic Commerce
(CIT2073)**

3 hrs.

The purpose of this course is to describe what Electronic Commerce is and how it is being conducted and managed. To assess its major opportunities, limitations, issues, and risks in the social-computing business environment. As Electronic Commerce and e-business continue through periods of changing new

technologies and ideas, careful attention is drawn to strategy, implementation, and profitability. Finding that E-Commerce is not just about technology, it is also about commerce and people. This is a course for people with interest in the area of managers and professional persons in any functional area of business in all industries. People in government, education, health services, and other areas also will benefit from learning about Electronic Commerce.

**Introduction to Video Game Design &
Development (GME1003)**

3 hrs.

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

**Internet Server Administrator
(CIT2053)**

3 hrs.

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

**Internship/Seminar: Computer
& Information Technology (CIT2023)**

3 hrs.

This course allows students to gain exposure to a profession or field and more in-depth knowledge of a career in the field of computers and information technology. Through the Internship and Seminar course, a student earns credit by combining the fieldwork with more traditional academic projects under the direction of an ICC instructor. An internship enhances classroom learning and adds a new dimension to a student's academic program. **Prerequisite: Computer Concepts & Applications, Computer Information Systems, One Programming Language course -- C++, Visual Basic, or Pascal, Business Communication or Technical Writing**

**Orientation To Online Learning
(CIT1010)**

1/2 hr.

This course is designed to provide the student with an introduction to learning online by assessing the capability to succeed in, addressing the technical requirements of, addressing time management requirements of, exploring typical instruction, communication, and assessment methods in the online learning environment.

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 (CIT2013) 3 hrs.

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

COMPUTER SCIENCE

**Advanced Web Design & Development
(CSE2043)**

3 hrs.

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

C++ Programming (CSE2023)

3 hrs.

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

in business and industry, as well as the fundamentals for creating interesting applications of their own. **Prerequisite: Computer Concepts & Applications or Computer Information Systems, College Algebra or equivalent mathematics, a knowledge of programming in BASIC or Pascal, 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. This class is offered on-line during the spring semester only.

Java (CSE2113)

3 hrs.

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

Maintaining & Upgrading PC:

A+ Certification Preparation (CSE2073) 3 hrs.

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

**Networking and Data Communications
(CSE2033)**

3 hrs.

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

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

COSMETOLOGY

Cosmetology I (COS1011) **11 hrs.**
Introduction to basic cosmetology practices, theory and demonstration, Kansas Law, sterilization, and sanitation.

Cosmetology II (COS1111) **11 hrs.**
Introduction to cosmetology practices as it relates to the clinic laboratory. Continuation of theory, Kansas Law, sterilization and sanitation. **Prerequisite: Cosmetology I (COS1011). Pass written/practical exam with 75%.**

Cosmetology III (COS2011) **11 hrs.**
Advanced clinic laboratory practices. Theory, Kansas Law. **Prerequisite: Cosmetology II (COS1111). Must pass with B.**

Cosmetology IV (COS2111) **11 hrs.**
Continuation of advanced clinic laboratory practices. Kansas State Board of Cosmetology demonstration and oral exam procedures. Final exam. **Prerequisite: Cosmetology III (COS2011). Must pass mock written and practical with 75%.**

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 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.

Nail Tech I (COS1212) **12 hrs.**
In the Nail Tech program, students will study both theory and practical application in Electric Filing, Aromatherapy, Acrylic and Gel nails, and the required soft skills of working in a service oriented occupation, as well as sanitation and disinfection procedures required by Kansas Board of Cosmetology. After completing a total of 70 clock hours of theory and practical instruction, students will advance to the clinic floor to take appointments and work on clients.

DESIGN AND DRAFTING TECHNOLOGY

Blueprint Reading (DDT2913) **3 hrs.**
A fundamental course covering instruction necessary to understand the purpose and the relationship between specifications and drawings as used in industry

Computer Aided Drafting (CAD): Application Problem Solving (DDT2073) **3 hrs.**
Uses Computer Aided Drafting (CAD) system to study the principles of descriptive geometry to determine angles, shapes and other descriptive information by means of graphics through revolutions, auxiliary views, intersection, developments, and vector analysis. **Prerequisite: Computer Aided Drafting 2D (DDT2043)**

Computer Aided Drafting (CAD) 2D (DDT2043) **3 hrs.**
An introductory course in teaching the fundamentals of the graphic language through the use of a Computer Aided Drafting (CAD) system. Applications covered include scaling, grids, construction lines, geometric shapes, coordinates, rotations, lettering, orthographic projection, storage, retrieval, and plotting utilizing two dimensional (2D) software. **Prerequisite: Introduction to Computer Aided Drafting 2D (DDT2043)**

Computer Aided Drafting (CAD) 3D (DDT2053) 3 hrs.
Introduces the basic concepts, features and functions of 3 dimensional drawing through 3D principles and primitives. Students will create, transfer and modify 3D drawings, and import and export 2D drawings for shading and plotting. **Prerequisite: Computer Aided Drafting 2D (DDT2043)**

Engineering Graphics I (DDT1003) 3 hrs.
Fundamentals of graphic communication, instruments and their use, lettering, geometric construction, technical sketching, multi-view drawings, pictorials, auxiliary view, sectional view, and dimensioning. Three hours lab and two hours lecture a week.

Intro to Computer Aided Drafting (CAD) (DDT2023) 3 hrs.
A hands-on course integrating knowledge of drafting techniques with the operation of Computer Aided Drafting (CAD) equipment. Computer graphics applications covered include: cursor use and coordinate drafting, plotting, merging, rotation, saving drawings, filing and retrieving drawings, and 2-D software utilization. **Prerequisite: Engineering Graphics I DDT1003)**

Manufacturing Processes and Materials (DDT1023) 3 hrs.
Survey of industrial materials and manufacturing processes in metals, woods, and plastics. Principal applications of casting, forming, welding, machining, and finishing. Course includes field trips to industrial facilities.

DEVELOPMENTAL STUDIES

Basic Writing (DEV0203) 3 hrs.
This course will give the student an opportunity to review grammar and to practice sentence writing. The student will learn to apply these skills to the writing of paragraphs and short essays. **Enrollment in this class is mandatory based on placement test scores.**

Beginning Algebra (DEV0314) 4 hrs.
This course will begin with a review of multiplication, division, decimals, and fractions. The focus of this course is ratios, rates, proportions, rational (signed) numbers, rearrangement and computation with geometric and algebraic formulas, simplification of algebraic expressions, exponential expressions,

polynomials, rational expressions, and radical expressions, factoring quadratic and polynomial expressions, solving linear and quadratic equations, analyzing and graphing linear equations.

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.

Reading Improvement Techniques (DEV0103) 3 hrs.
Designed for students who test below grade level or who have been out of school for some time. Reading habits and abilities are evaluated and results used to design a program of self-improvement for each individual. Consists of assignments to improve vocabulary, comprehension, retention, and general reading skills. **Enrollment in this class is mandatory based on placement scores.**

EARLY CHILDHOOD EDUCATION

Early Childhood Administration) (CHD1093) 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.

Child Development (CHD1003) 3 hrs.
This course is a developmental approach to the study of the child, identifying forces affecting growth processes from conception through adolescence.

Children's Music (CHD1063) 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
(CHD2113)**

3 hrs.

This course is a study of constructing and maintaining an environment for young children that fosters aesthetic sensitivity and creativity. It focuses on the selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, health and safety curriculum areas.

Early Childhood Practicum I (CHD2101)

1 hr.

Practical experiences with various ages of young children in a group setting. Students observe and demonstrate knowledge of developmental appropriate practices with children. 45 hour total.

**Early Childhood Practicum II
(CHD2102)**

2 hrs.

Practical work experiences with various ages of young children in a group setting. Students observe and demonstrate knowledge of developmental appropriate practices with children. 90 hour total.

**Early Childhood Practicum III
(CHD2103)**

3 hrs.

Six hours weekly of practical work experiences with various ages of young children in a group setting. Students observe and demonstrate knowledge of developmental appropriate practices with children. 135 hour total.

**Explorational Activities
(CHD2053)**

3 hrs.

This course outlines the methods of producing discovery based experiences in the areas of science, math, and social studies for young children through which foundational concepts can be acquired.

**Child Health, Safety and Nutrition)
(CHD2013)**

3 hrs.

This course is the study of the basic health, nutrition, and safety management practices for all young children.

**Infant and Toddler Education and Care
(CHD2063)**

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
(CHD2073)**

3 hrs.

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments.

**Observing and Interacting with Young Children
(CHD1303)**

3 hrs.

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

**Parenting
(CHD2023)**

3 hrs.

This course introduces the techniques of effective parenting, with emphasis upon how teachers may best provide support and inform families regarding young children's needs. Problem prevention and resolution, nurturing self-esteem in young children and building collaborative relationships between teachers and families are examined. Sensitivity to the unique needs of the individual child and family are stressed.

**Principles of Early Childhood Education
(CHD1143)**

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.

**Program Planning for Day Care
Center (CHD1053)**

3 hrs.

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

**Pediatric Emergencies for Day Care
Providers (CHD1201)**

1 hr.

This course is designed to assist the daycare provider to recognize signs and symptoms of illness and injury in the infant and child. The course will identify signs of abuse, and will establish guidelines the provider can use when deciding to call an ambulance. The provider

will know what to do for the child until the ambulance arrives.

Teaching Children With Special Needs (CHD1073) 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 (EDU2023) 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 (EDU2033) 3 hrs.

This course is designed to familiarize students with the heritage and the major categories of children's literature. Also included is the study of authors and illustrators, the evaluation of books, and the physical aspects of books. Methods of presenting literature to children are studied and practiced. Required of all elementary education majors.

Introduction to Education (EDU1003) 3 hrs.

An introductory course for students considering teaching as a career. Includes an intensive treatment of school services and activities, and teacher responsibilities. Supervised laboratory experiences are an integral part of the course. **Corequisite: Supervised Classroom Experience (EDU1011)**

Music for Elementary Schools (EDU1013) 3 hrs.

Basic fundamentals, activities, and materials of music for use in the elementary school. Emphasis on helping the prospective student who may or may not have a background of music.

Sign Language I (EDU1023) 3 hrs.

An introduction to American Sign Language and Signed Exact English.

Sign Language II (EDU1123) 3 hrs.

American Sign Language (ASL) II is a continuation of ASL I designed to further develop competency in American Sign Language. Students will have opportunity to enhance expressive and receptive skills by increasing vocabulary and linguistic features. This is a general education course that has a prerequisite of ASL I or the equivalent. After the second class, students will not use their voices to communicate during class time unless directed so by the instructor.

Supervised Classroom Experience (EDU1011) 1 hr.

Forty hours of classroom observation and participation. **Corequisite: Introduction to Education (EDU1003)**

ENGLISH

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. Students are enrolled in Basic Grammar, Vocabulary, Spelling, and Reading. Referrals to this course will be made on the basis of TOEFL and/or CELT scores and by faculty and counseling staff on the basis of student interviews. This course can apply toward graduation only with the permission of the Division Chair, the Vice President for Academic Affairs, and the Registrar.

American Literature I - Beginning to 1865 (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. **Prerequisite: Placement by assessment test scores. COMPASS: Writing and Reading 75 or greater, and/or ACT 17 or greater, and/or instructor approval, or successful completion of Composition I**

American Literature II - 1865 to Present (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. **Prerequisite: Placement by**

assessment test scores. COMPASS: Writing and Reading 75 or greater, and/or ACT 17 or greater, and/or instructor approval, or successful completion of Composition .

British Literature (ENG2123) 3 hrs.
Outstanding works of British literature from the Anglo-Saxon period to the end of the Eighteenth century.

Contemporary Dramatic Literature (ENG2083) 3 hrs.
The objectives of this course are to increase your understanding of the various literary periods and styles of dramatic literature. Literary, social and political issues of the periods will also appear throughout the course.

Creative Writing (ENG2023) 3 hrs.
Writing observations based on the use of the senses and moving from the specific expression of sensual detail to more abstract modes of discourse. **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: COMPASS: Writing and Reading 75 or greater, and/or ACT 17 or greater, and/or instructor approval**

English Composition I (ENG1005) 5 hrs.
A combination of Composition Preparation and English Composition I. Review of paragraph structure, basic grammar and then progressing to basic essay structure, followed by specific essay formats, including but not limited to, process analysis, evaluation, profiling, and narration. Course will also require multiple readings and analysis of professional and student essays. **Enrollment in this class is based on COMPASS scores: Reading 65 or greater, Writing 65 or greater**

English Composition II (ENG1013) 3 hrs.
A continuation of English Composition I with some emphasis on research and citation, critical analysis, and advanced writing strategies. **Prerequisite: English Composition I (ENG1003)**

Inge and Contemporary Playwrights (ENG2163) 3 hrs.
Introduces and studies the biographies, literary criticism, and selected works of William Inge and contemporary American playwrights previously honored at the William Inge Theatre Festival held annually at Independence Community College.

Introduction to Dramatic Literature (ENG2043) 3 hrs.
This course will give the student an overview of the literature of the theatre in the West 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. **Prerequisite: COMPASS: Writing and Reading 75 or greater, and/or ACT 17 or greater, and/or instructor approval, or successful completion of Composition I**

Introduction to Modern Novel (ENG2073) 3 hrs.
Students will gain an understanding of the historical events and literary trends that precipitated the creation of the modern novel. They will also become familiarized with the characteristics associated with modern literature, which may include the use of stream of conscious writing, irony and satire, juxtaposition as well as the inclusion of the anti-hero, unreliable narrator, and disillusioned protagonist. **Prerequisite: COMPASS: Writing and Reading 75 or greater, and/or ACT 17 or greater, and/or instructor approval, or successful completion of Composition I**

Legal Terminology (ENG1153) 3 hrs.
Structured to give a general knowledge of legal terms, particularly as they apply to civil, family, probate, real estate and corporate law concepts. Correct pronunciation, spelling and definitions will be learned.

Medical Terminology (ENG1143) 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.

Survey of Black Literature (ENG2143) 3 hrs.
This course is designed to increase student awareness of the contribution of Black authors to American literature. The class will cover Black literature from the Eighteenth century to the present.

Technical Writing (ENG2053) 3 hrs.
This course stresses practical applications of basic writing skills in the business world. The course covers business correspondence, including memos, e-mails, and reports with an emphasis on clarity, conciseness, correct grammar, spelling, punctuation, and structure. Content includes writing directions, editing business writing, and the creation of cover letters and resumes. This course does not meet English or Humanities credit for an Associate of Science or Associate of Arts Degree. **Prerequisite: Successful completion of English Composition I or permission of the instructor**

Topics in Literature (ENG2151, 2152, 2153) 1-3 hrs.
An in-depth study of an author, period or genre. Prerequisite: Permission of instructor

HISTORY

Black History (HIS1163) 3 hrs.
Blacks in America from the seventeenth century to the present, with emphasis on political, social, economic, and intellectual developments in the role of the Black American and the resulting contributions to American life and culture.

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.

History of Early Civilizations (HIS1003) 3 hrs.
History of Early Civilization is a survey of early world history spanning the dawn of humanity through the Age of Discovery. Included in the course is the study of early Stone Age societies and the rise of the Neolithic cultures of Mesopotamia, Africa, Europe, India, China and Mesoamerica. The course will also examine the classical and medieval civilizations of the old and new worlds, exploring developments in the arts, politics, culture, technology, and economics. The focus of the class will be global, drawing parallels and highlighting differences in the human experience across dimensions of space and time.

History of Modern Civilizations (HIS1013) 3 hrs.
A continuation of History of Early Civilizations but may be taken separately. Principal developments in world civilization from the eighteenth century to the present. A global approach is used.

History of World War II (HIS1303) 3 hrs.
This class is designed to enhance participants' knowledge and appreciation of History and the arts, examining the significance of historical events and exploring the connections between the global upheaval of World War II and the world we live in.

Kansas History (HIS1173) 3 hrs.
The history of Kansas from the earliest written records to the present. Special attention will be given to the land, people, cultural, and political developments in Kansas. This course provides the student with an intimate understanding of the state of Kansas. Offered on demand.

United States History I: to 1877 (HIS1023) 3 hrs.
A survey of the cultural, political, economic, social and intellectual development of the American society from the pre-Columbian era through the Civil War and Reconstruction.

United States History II: 1877 to Present (HIS1063) 3 hrs.
A survey of the cultural, political, economic, social and intellectual development of the social 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

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.

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.

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.

Automotive Technology - Practicum (IND1156)

6 hrs.

This course is offered as a capstone experience in the automotive technology program. The student is allowed to specialize in one or more component training areas and further develop skills learned while working along side a certified automotive technician in an approved working automotive shop.

Independent Study: Industrial Arts (IND1101, 1102, 1103)

1-3 hrs.

Consists of an individualized study in a special area of interest. The area must be specified. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours: 1101 -- 1 cr., 1102 -- 2 cr. hrs., 1103 -- 3 cr. hrs. Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of

appointments with instructor, consultation with project personnel, class work and report and progress sessions. **Prerequisite: Consent of instructor**

Welding I (IND1303)

3 hrs.

This course is designed to develop basic position welds with mild steel materials. AC machines and oxyacetylene processes will be utilized in all welding positions. Basic blueprint reading will be correlated with the technical advancement of each student.

Welding II (IND1313)

3 hrs.

This course will include AC, DC, MIG, and oxyacetylene processes as they apply to mild steel materials. Pipe welding techniques, testing and blueprint reading will be correlated with the technical advancement of each student. **Prerequisite: Welding I (IND1303)**

Woodworking I (IND1003)

3 hrs.

Students acquire the basic knowledge and safe habits in the use of hand and power tools. Methods of construction and finishing are also studied. Students progress at their own rate.

Woodworking II (IND1013)

3 hrs.

Develops a degree of skill in the use of woodworking machines, tools, materials and processes. Develops good habits and attitudes of safety in the use of woodworking tools and machines and the ability to design, plan and construct useful articles of wood and other materials. **Prerequisite: Woodworking I (IND1003) or Woodworking with Power Tools (IND1023)**

LANGUAGE

Elementary Spanish I (FRL1033)

3 hrs.

Intended to give students a foundation in the four basic language skills: listening comprehension, speaking, reading and writing. This course will develop an understanding of the Hispanic people and their culture. Some programmed instruction featured.

French I (FRL1005)

5 hrs.

This course develops the four fundamental skills in language learning (listening, speaking, reading and writing) in an appropriate cultural context. Requires daily classroom and language laboratory work.

French II (FRL1015) 5 hrs.
This course is a continuation of French I. Further develops the four fundamental skills in language learning (listening, speaking, reading, and writing) in appropriate cultural context. Requires daily classroom and language laboratory work. **Prerequisite: One unit of high school French or French I (FRL1005)**

French III (FRL2003) 3 hrs.
This is an intermediate course that continues to develop the four fundamental language skills: listening, speaking, reading, and writing; emphasizes conversation and cultural readings. **Prerequisite: Two units of high school French, or French II (FRL1015)**

Independent Study French (FRL1201, 1202, 1203, 1204, 1205) 1-5 hrs.
An individually structured course. Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work and report, and progress sessions. **Prerequisite: Consent of instructor**

Spanish I (FRL1025) 5 hrs.
This course develops the four fundamental skills in language learning (listening, speaking, reading and writing) in an appropriate cultural context. Requires daily classroom and language laboratory work.

Spanish II (FRL1035) 5 hrs.
This course is a continuation of Spanish I. Further develops the four fundamental skills in language learning (listening, speaking, reading, and writing) in appropriate cultural context. Requires daily classroom and language laboratory work. **Prerequisite: One unit of high school Spanish or Spanish I (FRL1025)**

Spanish III (FRL2033) 3 hrs.
This is an intermediate course that continues to develop the four fundamental language skills: listening, speaking, reading, and writing; emphasizes conversation and cultural readings. **Prerequisite: Two units of high school Spanish or Spanish II (FRL1035)**

Spanish IV (FRL2043) 3 hrs.
This course is an introduction to the literature of the Spanish speaking culture. The readings will include short stories, poetry, legends, a play, and an abbreviated picaresque novel. Review of grammatical

structure as needed. **Prerequisite: Spanish III (FRL2033) or equivalent**

MANUFACTURING SKILLS

Applied Shop Mathematics (MST1102) 2 hrs.
This course provides for the study of basic math calculations of whole numbers, fractions, decimals, inch/millimeter conversions, calculating X-R values, and calculating percentages.

Blueprint Reading/Geometric Dimension and Tolerancing (MST1202) 2 hrs.
This course provides for the study of basic blueprint reading and reading engineering drawings. This course will develop the employee's ability to locate and interpret engineering dimensions.

Employability Skills (MST1101) 1 hr.
This course prepares students/trainees for future employment by providing them with the information and skills to obtain employment and be successful on the job.

Occupational Safety and Health (MST1201) 1 hr.
To provide students with an understanding of current safety regulation, established safety practices, hazard recognition, and the impact of behavior and environment on injury prevention.

Precision Measurement and Quality Control (MST1302) 2 hr.
This course provides for the study of the basic measuring tools used in manufacturing today. This course will provide the student with proficiency through using and reading basic measuring devices.

MATHEMATICS

Analytic Geometry & Calculus I (MAT1055) 5 hrs.
This is the first course in Analytic Geometry and Calculus designed for students majoring in physical sciences, engineering, or related fields. The course covers limits, derivatives, integrals and their applications. **Prerequisite: A minimum grade of "C" in both College Algebra (MAT1023) and Plane Trigonometry (MAT1093) or instructor consent**

Analytic Geometry & Calculus II (MAT2025) 5 hrs.
This course is a continuation of Analytic Geometry and Calculus I. The course covers applications and techniques of integration, and introductions to differential equations and infinite series. **Prerequisite: A minimum grade of “C” in Analytic Geometry and Calculus I (MAT1055)**

College Algebra (MAT1023) 3 hrs.
This course is a survey of functions, theory of equations and inequalities, complex numbers, and exponential and logarithmic functions. High school geometry is a highly recommended preparatory course. **Prerequisite: Appropriate ACT or COMPASS score, or a minimum grade of C in Intermediate Algebra (DEV0334) or a minimum grade of C in Beginning Algebra (DEV0314) with appropriate placement score to enroll in this course**

College Algebra (MAT1025) 5 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. This course is at a slower pace than MAT1023 College Algebra (3 credit hours), but covers the same material. **Prerequisite: Appropriate ACT or COMPASS score, or a minimum grade of C in Intermediate Algebra (DEV0334) or a minimum grade of C in Beginning Algebra (DEV0314) with appropriate placement score to enroll in this course**

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**

Introduction to Analytic Processes (MAT1153) 3 hrs.
This course is an introductory calculus course for business and related majors. The ideas of limits, differentiation, and integration will be applied to situations in business and economics, life sciences, and social sciences. This course is closed to students with credit in Calculus I (MAT1055). **Prerequisite: College Algebra (MAT1023) or Pre-Calculus Mathematics (MAT1015)**

Plane Trigonometry (MAT1093) 3 hrs.
Study of the functions of angles, the solution of right and oblique triangles, radian and degree measurements, trigonometric identities, and practical problems. **Prerequisite: College Algebra (MAT1023) or sufficient placement scores**

MUSIC

Applied Instrumental I-IV (MUE1101, 1111, 2101, 2111) 1 hr.
Private instruction in all brass, woodwind, and percussion instruments. Required for students majoring in instrumental music. Includes fundamentals of instrumental technique, study, and performing of appropriate literature. (Students working toward a Bachelor of Music degree must enroll in at least one hour of Applied Music [Voice, Instrument, or Piano] per semester. One lesson each week). **Prerequisite: Consent of Instructor**

Applied Music - 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 Voice I-IV (MUE1121, 1131, 2121, 2131) 1 hr.
Private instruction in voice. Includes fundamentals of singing, diction studies, vocal technique, and vocal literature. (One lesson each week). **Prerequisite: Consent of instructor**

Band I-V (MUE 1001, 1011, 2001, 2011) 1 hr.
Players prepare and perform standard concert band and pep band music. Activities include a pep band at home football and basketball games, concert appearances at school and area functions, and a tour of area high schools each semester. Some school-owned

instruments are available upon request to the director.
Prerequisite: Audition or consent of instructor.

Beginning Folk Guitar (MUE1313) 3 hrs.

Designed for the non-music major and not as music credit. Covers the basic techniques of playing the guitar, the reading of music, and maintenance of the instrument.

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.

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

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

History of the Broadway Musical (MUE1223) 3 hrs.

Traces the history and development of the Broadway Musical Comedy from its infancy in 1900 through the present. Includes a study of the story and music of a wide variety of musicals, plus interesting background information on the composer, lyricist, and librettist. Requires some research and considerable listening to recordings of musicals.

Independent Study: Music (MUE2181, 2182, 2183) 1-3 hrs.

An individually structured course. Credit hours received determined by complexity of the area: 2181-- 1 cr. hr., 2182 -- 2 cr. hrs., 2183 -- 3 cr. hrs. Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with instructor, consultation with project personnel, class work and report, and progress sessions.
Prerequisite: Consent of instructor

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.

Music Appreciation (MUE1303) 3 hrs.

Designed to help the layman better understand and enjoy music through a study of the fundamentals of music and examination of music from various periods of musical history and countries around the world. This course is for the non music major, and is specifically designed to satisfy Arts/Humanities requirements.

Music Technology I (MUE2253) 3 hrs.

This course introduces students to current computer applications and related technologies of use to musicians. This introduction will serve as the foundation for music technology experiences throughout the student's subsequent coursework. Concepts, skills, and self-reliance are stressed, with extensive hands-on experience. Topics include the following: (1) introduction to the computer and basic computer skills, (2) MIDI, (3) computer-based MIDI sequencing, (4) computer-based notation, (5) digital audio concepts and skills, (6) Internet communication, publication, and research, (7) an introduction to the business of music. **Prerequisite: Music Theory I or Consent of Instructor**

Music Theory I-IV (MUE1093, 1113, 2093, 2103) 3 hrs.

This course is the study of the grammar of music. The student will learn the makeup of music essentials so that he/she will be more knowledgeable concerning musical scores. Coursework includes scales and modes, intervals, triads (kinds and inversions), seventh chords, cadences, modulation, melody writing, harmonizing melodies, non-chordal tones, borrowed dominant seventh and leading tone chords, along with harmonic, melodic, and formal analysis. **Required for music majors.**

Pep Band I-IV (MUE1211, 1311, 2211, 2221) 1 hr.

For the music major, being in a performing ensemble such as Band gives needed ensemble experience enabling the student to foresee his/her own leading of such an ensemble. It will count as an elective and will

transfer as ensemble credit to a four year institution. For the non-music major, it provides a musical and social outlet for expression inherent in all the arts. The Pep Band also has the distinction of supporting our football and basketball programs by performing at games and generally lending spirit and enthusiasm to the crowd, as well as entertainment.

Survey of Rock and Roll Music (MUE2263) 3 hrs.

History and development of the genre; its role in changing the definition of popular music in the United States; factors which caused it to become an international genre; its growth and evolution to the present time.

Sightsinging & Ear Training I-IV (MUE1142, 1152, 2142, 2152) 2 hrs.

Sight Singing and Ear Training is a four-semester course designed to be taken in conjunction with Comprehensive Musicianship. Sight Singing and Ear Training and Comprehensive Musicianship are primary components of the music major curriculum forming the core of the music education transfer program. Class time is used to work with the student developing sight singing, identification and dictation skills. A one hour lab provides an environment for the student to work with Programmed Ear Training. **Prerequisite: Consent of instructor**

OFFICE TECHNOLOGY

Administrative Assistant (OTC1063) 3 hrs.

Teaches applied systems thinking to students pursuing both administrative support and information management careers. Focuses on primary job functions and the development of decision-making, communicative, and technical skills to effectively solve problems. Students use selected computers and application software. **Prerequisite: Keyboarding/Formatting**

Office Technology: Advanced (OTC2031) 1 hr.

Provides the student with advanced applications in a simulated electronic office setting using database, spreadsheet, graphics, word processing, and presentation software to practice solving business problems, and to analyze and report findings in written form. Reinforces the technical information processing and problem-solving skills needed for careers in 85 accounting systems, database operations, marketing

support, office systems, and management information systems. **Prerequisite: Minimum grade of "C" in Keyboarding/Formatting (OTC1003) and Office Technology (OTC1043) or consent of instructor**

Advanced Document Processing (OTC 2003) 3 hrs.

Students have the opportunity to build speed, accuracy, productions skills (keyboarding, straight copy, business and personal letters, manuscripts, tabulated reports, business forms, financial statements, and other professional documents) on the computer. **Prerequisite: Keyboarding/Formatting**

Document Processing (OTC 1013) 3 hrs.

Students have the opportunity to build speed, accuracy, productions skills (keyboarding, straight copy, business and personal letters, manuscripts, tabulated reports, business forms, financial statements, and other professional documents) on the computer. **Prerequisite: Keyboarding/Formatting**

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. **Prerequisite: Instructor will assess keyboarding skill.** A Keyboarding or Keyboarding and Formatting class may be needed.

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 Machine Transcription (OTC1193) 3 hrs.

This course provides the student the opportunity to transcribe dictation in many legal specialities. It provides the student with entry-level skills for employment as a legal transcriptionist in an attorney's office or attorney group practice, or a specialty department in a law firm or court house. **Prerequisite: Machine Transcription, Legal Terminology**

Legal Office Procedures (OTC2073) 3 hrs.

Emphasizes basic office procedures topics such as telephone and mail procedures, correspondence, purchasing equipment and supplies, maintenance of inventory control, business organizations and meetings, and job search. Also includes professionally specific topics such as family law, legal and general research, the court system, bankruptcy, personal and real property, general legal terminology and documents, client intake procedures, introduction to the law office, and law office ethics. **Prerequisite: Keyboarding and Formatting or concurrent enrollment**

Machine Transcription (OTC1112) 2 hrs.

Provides integrated instruction in transcription and language arts, including extensive instruction in English usage and grammar in the preparation of industry-specific documents (memos, business letters, manuscripts, business reports, and press releases). Students use selected computers and word processing software. **Prerequisite: Keyboarding skills or Keyboarding and Formatting**

Beginning Medical Machine Transcription (OTC 1172) 2 hrs.

Provides integrated instruction in transcription and language arts, including extensive instruction in English usage and grammar in the preparation of industry-specific documents (memos, business letters, manuscripts, business reports, and press releases). Students use selected microcomputers and word processing software.

Medical Machine Transcription (OTC1173) 3 hrs.

This course provides the student the opportunity to transcribe dictation in many medical and surgical specialities. It provides the student with entry-level skills for employment as a medical transcriptionist in a physician's office or medical group practice, a medical clinic, or a specialty department in a medical center. **Prerequisite: Machine Transcription, Medical Terminology**

Advanced Medical Machine Transcription (OTC2042) 2 hrs.

This course provides the student the opportunity to transcribe dictation in additional areas beyond their second Medical Transcription course. The course also provides additional abbreviations and terminology. **Prerequisite: Medical Transcription (OTC1173)**

Medical Office Procedures (OTC2083) 3 hrs.

Emphasizes the duties of a medical assistant in a medical office environment, encompassing written communications, document production, telecommunications, filing and records management, financial records, legal issues, and patient relations. **Prerequisite: Instructor will assess keyboarding skill.** A Keyboarding or Keyboarding and Formatting class may be needed.

Office Technology (OTC1043) 3 hrs.

Prepares the student for the role of the professional office worker in today's job market through the use of computers and a simulated office setting. Tools covered include spreadsheet, database, word processing, presentation, calendaring, electronic mail, and travel services. Students apply communicative, decision-making, prioritizing, organizational, and presentation skills. **Prerequisite: Instructor will assess keyboarding skill.** A Keyboarding or Keyboarding and Formatting class may be needed.

Records Management I (OTC1051) 1 hr.

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. **Prerequisite: Instructor will assess keyboarding skill.** A Keyboarding or Keyboarding and Formatting class may be needed.

Word Processing I (OTC2093) 3 hrs.

A competency based course will broaden the skills of students who have taken either Keyboarding/Formatting and/or Document Processing and advance their abilities in word processing concepts and applications. Students will prepare a variety of documents and master specialized skills in both word processing and presentation software. The following business machines will also be presented: telephone, facsimile machine, transcriber, copier, laptop computer using both the

alpha and numeric keypad. **Prerequisite: Basic key-boarding skills**

Word Processing II (OTC2103) 3 hrs.
Word Processing II will increase student proficiency in using advanced word processing functions. Emphasis will be placed on adapting software for particular jobs and industries. Importing and Exporting information between software packages and generating complex documents such as newsletters and forms will be included. This course will allow students to maximize their effectiveness with word processing in the business office and to continue to develop a professional portfolio. **Prerequisite: Word Processing I (SEC2093) with a "B" grade minimum**

PHYSICAL EDUCATION

Baseball I, II, III, IV (PED1041, 1221, 2281, 2331) 1 hr.
An overview of all aspects of the game of Baseball. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course. It will fall under the category of elective credit.

Baseball Theory (PED1382) 2 hrs.
The sport of baseball is broken down into its basic segments. Coaching points and strategies are taught for each aspect of the game.

Basketball I, II, III, IV (PED1521, 1531, 2531, PED2541) 1 hr.
An overview of all aspects of the game of Basketball. Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course. It will fall under the category of elective credit.

Basketball: Theory & Practice (PED1522) 2 hrs.
A study of the fundamental skills and methods of team organization designed to prepare the student for coaching. **Prerequisite: Fundamentals of Coaching (PED1513).**

Cheer & Dance Spirit I, II, III, IV (PED2341, 2351, 2361, 2371) 1 hr.
These courses will teach tumbling skills, cheers, routines, and pyramids.

Drugs in Sports (PED1932) 2 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; describe the factors which predispose athlete drug use in sports; conduct effective drug education presentations; and develop effective decision-making skills.

Football I, II, III, IV (PED1401, 1421, 2261, 2271) 1 hr.
An activity course of football practice time and conditioning for students desiring a program to assist them in their participation in some form of football competition.

Football Theory (PED1412) 2 hrs.
The sport of Football, broken down into the basic segments of offensive backfield and line and the defensive secondary and line. Coaching points and strategy are taught for each position.

Fundamentals of Coaching (PED1513) 3 hrs.
An introductory course which teaches a student the basic concepts of coaching and all the isolated positions. Each student practices the actual fundamentals by becoming the coach and coaching the next student, who in turn goes through the same exercise.

Fundamentals of Football (PED1402) 2 hrs.
Essential fundamentals are given in blocking, tackling and passing. Offensive and defensive formations demonstrated. A complete study in the theoretical aspects of the fundamentals of football.

Golf (PED1021) 1 hr.
A course designed to expose students to the rules, equipment and fundamental skills required for participation in recreational golf.

Golf I, II, III, IV (PED 2001, 2011, 2021, 2031) 1 hr.
An activity course of golf practice time for students desiring a program to assist them as they participate in varsity golf competition.

Introduction to Physical Education (PED1713) 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.

**Karate I, II, III, IV
(PED1302, 1312, 1322, 1332) 2 hrs.**

Course consists of various levels of training including white belt, yellow and green belt, brown and black belt. Rank given only upon passing of test.

Rules and Officiating (PED1703) 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.

**Soccer I, II, III, IV
(PED2010, 2111, 2121, 2131) 1 hr.**

An activity course of soccer practice time and conditioning for students desiring a program to assist them in their participation in some form of soccer competition.

**Softball I, II, III, IV
(PED1441, 1451, 2311, 2321) 1 hr.**

An overview of all aspects of the game of Softball. 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 (PED1392) 2 hrs.

The sport of softball is broken down into its basic techniques. Coaching points and strategies are taught for each aspect of the game.

**Volleyball I, II, III, & IV
(PED1601, 1611, 2601, 2611) 1 hr.**

Students planning to transfer to a four-year institution will be able to satisfy a one-credit physical education activity requirement with this course. It will fall under the category of elective credit.

Volleyball Theory (PED1572) 2 hrs.

The sport of volleyball is broken down into its basic techniques. Coaching points and strategies are taught for each aspect of the game.

Weight Training (PED1411) 1 hr.

A physical education class to develop efficiency in weight lifting.

Wellness Concepts (PED1031) 1 hr.

Learn about different energy systems, principles of balance involved in total well being. Course will touch on exercise, diet, emotional balance, cholesterol and “super foods,” secrets of enjoying exercise and the joys of fitness on the job.

**Yoga I, II, III, IV
(PED1201, 1211, 1341, 1351) 1 hr.**

This class will help participants gain a thorough knowledge of the health benefits and meditative benefits of this ancient practice.

**Zumba I, II, III, IV
(PED1901, 1921, 1941, 1951) 1 hr.**

To gain awareness of Latin cultures through dance. To experience how dance can be a physical activity for fitness.

PHYSICAL SCIENCE

College Chemistry I (PHS1025) 5 hrs.

This course is a detailed study of basic principles of chemistry, including atomic structure, bonding and geometry, nomenclature, stoichiometry, solution chemistry, and states of matter. Students will use the periodic table to correlate the understanding of chemical systems and interpreting chemical reactions. Emphasis is placed on understanding both the quantitative and qualitative relationships in chemistry. This course is designed for pre-engineering students, pre-professional (pre-medical, pre-veterinary, pre-dental, or pre-pharmacy) students, or science (chemistry, physics, or biology) majors. College Chemistry I is offered in the Fall semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite: “C” or better in College Algebra (MAT1023) or concurrent enrollment in College Algebra (MAT1023)**

College Chemistry II (PHS1035) 5 hrs.

This course is a continuation of College Chemistry I with the basic principles of chemistry expanded to cover the topics of equilibrium and kinetic, applications of aqueous equilibria, chemical thermodynamics, electrochemistry, coordination chemistry, nuclear chemistry and introductory organic chemistry. The

emphasis will continue to be placed on understanding both the quantitative and qualitative relationships in chemistry within these topics. College Chemistry II is offered in the Spring semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite: A “C” or better in College Chemistry I (PHS1025)**

Cooking for Geeks; The Science of Cooking (PHS1053) 3 hrs.

This course is designed primarily for students interested in the science behind cooking and good food. Students are given an introduction to the basic fundamental concepts of the chemistry and biochemistry leading to the preparation of different types of meals. Students will be required to participate in class by preparing different recipes at home to be brought into class. Minimum requirement to complete assignments is access to a microwave oven. This course is designed to be a non-laboratory science elective.

Descriptive Astronomy (PHS1083) 3 hrs.

A general education science course open to all majors. Topics covered: the solar system, stellar astronomy, galaxies, and cosmology. NOTE: Many degrees require a laboratory course in physical science. If this is the case, then concurrent enrollment should be made in Descriptive Astronomy Lab (PHS1092).

Descriptive Astronomy Lab (PHS1092) 2 hrs.

An astronomy lab designed to be integrated with topics covered in the lecture course (PHS1083). 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, and image processing. Four hours of laboratory per week. **Corequisite: (PHS1083)**

Engineering Physics I (PHS2055) 5 hrs.

Engineering Physics I is a one semester course that includes a laboratory component. It is designed for students who intend to major in engineering, physics, chemistry, mathematics and other related majors. This course is a study of Newtonian Mechanics, fluid mechanics and thermal physics. All topics are covered using concepts of calculus. Engineering Physics I is only offered in the fall semester. **Prerequisite: Analytic Geometry & Calculus I (MAT1055)**

Engineering Physics II (PHS2065) 5 hrs.

Engineering Physics II is a one semester course including laboratory component. This is the second course of two sequential courses. It commonly serves as the foundation in physics for engineering, physics, chemistry, mathematics and other related majors. This course is a study of general principles of electricity, magnetism, waves and optics. Emphasis will be placed on fundamental principles, applications and problem solving, and on experimentation. Engineering Physics II is only offered in the spring semester. **Prerequisite: A “C” or better in Engineering Physics I (PHS2055)**

General Chemistry (PHS1015) 5 hrs.

This course is designed primarily for students pursuing a degree in allied health or veterinary technology, or liberal arts and/or non-science majors requiring credit in a physical science course with a laboratory. Students are given an introduction to the fundamental concepts in chemistry; solve basic problems relating to chemical reactions, and a general understanding of vocabulary, theories, and practices in chemistry. The emphasis for this course will be in those areas applicable to biological systems. A brief mathematics review and the proper use of a scientific calculator will be included. This course may not be used as a prerequisite for College Chemistry II (PHS1035).

General College Physics I (PHS1055) 5 hrs.

College Physics I is a course that includes a laboratory component. While this course fulfills General Education Requirements in Physical Science and counts toward graduation at ICC, it is generally taken as a part of specific curriculum in mathematics, science, or engineering. This course provides a systematic development of the main principles of physics; emphasizing problem solving and helping students develop a deep understanding of physics concepts. This course is a study of Newtonian Mechanics, fluid mechanics, and thermal physics. College Physics I is only offered in the fall semester. **Prerequisite: College Algebra (MAT1023); Plane Trigonometry (MAT1093) is highly recommended**

General College Physics II (PHS1065) 5 hrs.

College Physics II is a course that includes a laboratory component. It commonly serves as the foundation in physics for students majoring in the physical sciences or engineering. This course is a study of general principles of electricity, magnetism, waves and optics. Emphasis will be placed on fundamental principles,

on applications and problem solving, and on experimentation. College Physics II is only offered in the spring semester. **Prerequisite:** A “C” or better in General College Physics I (PHS1055)

Organic Chemistry I (PHS2025) 5 hrs.

This course is an introduction to the theories and principles of Organic Chemistry. Organic Chemistry I covers the nomenclature, preparation of, and reactions involving aliphatic and aromatic hydrocarbons, stereoisomerism, and spectroscopic techniques. The laboratory class emphasizes the development of laboratory techniques for synthesis and structure elucidation of organic molecules. This course is designed for pre-professional (pre-medical, pre-veterinary, pre-dental, or pre-pharmacy) students, or science (chemistry or biology) majors. Organic Chemistry I is offered in the fall semester; enrollment by appointment may be made at the discretion of the instructor. **Prerequisite:** “C” or better in College Chemistry II (PHS1035)

Organic Chemistry II (PHS2035) 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. **Prerequisite:** 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.

College Success (BEH1021) 1 hr.

This course offers students efficient techniques for achieving success in the classroom through topics such as, but not limited to, time management, note-taking, study skills, goal setting, and critical thinking.

It will also introduce students to such topics as financial literacy, social and emotional intelligence, career planning, and cultural competency. Students will determine educational goals while participating in activities based in the classroom and in the Angel platform. A common reading book will be required of all students.

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.

PUBLIC MANAGEMENT
TRAINING

Budgeting and Financial Oversight (PMT1801) 1 hr.

This course introduces the basic concepts of budgeting and administering finances in a public management setting. Participants will prepare a model budget, study cash flow processes, and develop a plan which will help an organization prepare for a financial audit.

Conflict Resolution in the Work Place (PMT1401) 1 hr.

This course focuses on identifying sources of conflict, such as generational, gender, and ethnic differences; practicing mediation tools used in resolving conflicts, and creating behavioral expectations to prevent workplace conflict.

Effective Communication (PMT1101) 1 hr.

The primary focus will be on enhancing participants' skills in written communication (electronic communication, writing for results); using presentation software such as PowerPoint to inform and persuade; and giving prepared or unplanned oral presentations to individuals and groups.

Grant Writing: Introduction to Research and Proposal Writing (PMT1301) 1 hr.

This course will provide the tools to assist participants in researching funding opportunities, evaluating and selecting an appropriate proposal format, and writing a successful grant proposal.

Introduction to Board Membership (PMT1601) 1 hr.

Designed for newly elected or appointed board members, this course addresses board member roles and responsibilities, legal and ethical accountability, committee membership, responding to constituents, budget development and implementation, and strategies for working effectively with paid staff.

The Law and Ethics in Public Administration (PMT1501) 1 hr.

Participants will research and discuss current laws related to public management. Other topics include risk management, ethical decision making, and the use of case studies to illustrate legal and ethical issues.

Managing a Challenging Employee (PMT1701) 1 hr.

Participants in this course will develop a "toolbox" of skills for use in dealing with difficult personnel situations. Topics include team building, negotiating behavioral change, documenting challenges and efforts, and decisions related to retention or termination.

Performance Measurement and Outcome (PMT1201) 1 hr.

Course focuses on the alignment of a group's vision, mission, goals and outcomes; enhancing participants' skills in writing a measurable outcome statement and using appropriate tools to measure it; and preparing effective reports for stakeholders.

Volunteer Management: Recruiting, Utilizing, and Maintaining Volunteers (PMT1901) 1 hr.

This course is designed to assist paid staff members in managing volunteers within an organization. Topics include evaluating your volunteer needs; recruiting, orienting, and training the volunteer staff, and retaining good volunteers.

Working Effectively with a Governing Board (PMT1111) 1 hr.

Designed for paid staff members who work directly with an elected or appointed board, this course focuses on topics such as understanding board dynamics, presenting effectively and achieving desired outcomes, and board roles and responsibilities, e.g. policy vs. administrative issues.

RELIGION

Introduction to the Philosophy of Religion (REL1043) 3 hrs.

This class will deal with the philosophical and ethical problems of the distinction between reason and knowledge, faith and belief, and the nature of good and evil. An overview of major religious traditions will serve as the foundation for discussion of contemporary moral and ethical issues.

New Testament History (REL1013) 3 hrs.

The New Testament is divided into three parts for purposes of study: the Life and Teachings of Jesus, Acts and the Letters of Paul and Revelation, and the remainder of the New Testament writings. Special emphasis will be placed on the geography, history, archaeology, and customs of New Testament times.

Old Testament History (REL1003) 3 hrs.

An exploration of the Old Testament, the Patriarchal Period, Hebrew National Life from the captivity through the minor prophets. Special attention will be paid to the geography, history, archaeology and customs of Old Testament times.

SOCIOLOGY

Alcohol and Drug Abuse (SOC2063) 3 hrs.

This course is an introduction to the social-psychological aspects of alcohol and drug abuse. Included in the survey are topics such as norms and values related to alcohol and drug abuse, psychological effects of alcohol and drug abuse, physiological effects of alcohol and drug abuse, and major treatment and prevention models.

Anthropology (SOC1023) 3 hrs.

An introduction to the field of anthropology and its four subfields: archaeology, cultural anthropology, anthropological linguistics, and physical anthropology. Major features of culture are discussed, including subsistence patterns, organization, patterns for transmission of culture, economics, social control, and social change. Presents a historical overview of anthropological theory and research, from its early development to the present.

Ethics (SOC1073) 3 hrs.

Ethics is an introduction to the reflective study of moral choice, standards of right and wrong, and the nature of the good life. Emphasis is placed on ethical theories and their application to personal and social decision-making. **Prerequisite: None, English Composition I recommended**

Introduction to Criminal Behavior (SOC1133) 3 hrs.

An inquiry into motivational factors involved in criminal behavior. Discusses current related sociological and psychological theories. Specific crimes to be addressed include robbery, burglary, arson, sex crimes, and murder, with a special emphasis on "emerging" crimes and criminals. Examines criminal profiles and crime analysis from a sociological perspective.

Introduction to Criminal Justice (SOC1113) 3 hrs.

Examines the major components of the criminal justice system: law enforcement, courts, and corrections. Special emphasis placed on the historical and social perspectives of the American criminal justice system, as well as the roles and functions of various agencies within each component. Focuses on current trends and issues relating to criminal justice, and presents possible solutions.

Introduction to Philosophy (SOC2003) 3 hrs.

This course is an introduction to key philosophical concepts through a topical study of representative thinkers and issues. **Prerequisite: None, English Composition I recommended**

Introduction to Race and Ethnic Relations (SOC2113) 3 hrs.

This course examines social relations among majority and minority groups by devoting particular attention to race and ethnic relations in the United States. The sociological approach to this topic emphasizes power structures, economic relationships, and cultural traditions historically and today. Attention is devoted both to social psychological issues such as prejudice and social structural issues such as inequality.

Introduction to Social Work (SOC1213) 3 hrs.

Introduction to the profession of social work and the social service delivery system. Examines the historical development of social work with emphasis on the knowledge, values and skills utilized by the social

worker. Designed to help the student test social work as a possible career choice.

Introduction to Sociology (SOC1003) 3 hrs.

The basic principles, theoretical approaches, processes and institutions in the social world are investigated and related to the evolution of post-industrialized cultures. Stresses the development of family, religion, education, government, and the economic system as social institutions.

Marriage and the Family (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.

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.

World Regional Geography (SOC2013) 3 hrs.

Introduction to geography structured on a framework of eight world regions: Anglo-America, Latin America, Europe, Russia, The Middle East, Orient, The Pacific World and Africa. Key topics analyzed for each area include population distribution, natural environment, production and consumption, transportation and communications, culture, economy and political status.

SPORTS MANAGEMENT

Introduction to Sports Management (SPM1023) 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.

Sociology of Sport (SPM2103) 3 hrs.

A survey of the current literature concerning the scope of sociology in sport, the interaction of people in sport, the social systems controlling sport, and the small group dynamics in sport.

Sport Facilities and Event Management (SPM2113) 3 hrs.

This course will provide students with a solid grasp of the fundamental skills in sport facility and event management and the knowledge base to apply those skills in a real world environment. Students will learn about planning, designing and financing the construction of new sport facilities, sport facility management of regular and special events, sporting event planning and game day operations.

Sport Marketing (SPM2123) 3 hrs.

This course is intended to provide undergraduate students with basic knowledge and competencies in definitions of marketing and sport marketing, understanding the unique aspects of sport marketing, marketing planning process, consumer demographics and psychographics, the marketing mix, segmentation and target marketing, marketing proposal preparation, sponsorship, endorsement, merchandising, fundraising, marketing goals and objectives, sport consumer and consumer behavior, industry segmentation, special events, ticket sales and their use in promotion, the role of the media, television marketing ratings and shares; and venue and event marketing.

Internship in Sports Management (SPM2101) 1 hr.

Work experience in the sport industry. This experience is actual work in a sport management setting in which management practices are applied. Students are directed and evaluated by a faculty member with appropriate supervision by an on-site professional. Students must keep an accurate accounting of hours with a performance work diary. Grades/credit for the internship are determined by a faculty member with input from the on-site supervisor.

THEATRE

Audition Techniques & Strategies (THR2313)

3 hrs.

This course is designed to work on individual problems in the more advanced actor. Emphases will deal with audition material and portfolio presentation.

Introduction to Acting (THR1023)

3 hrs.

Designed to acquaint the student with acting techniques and disciplines, the course concentrates on ensemble exercises, improvisation, and acting scenes with emphasis on motivation, characterization, and believability.

Introduction to Playwriting (THR1093)

3 hrs.

This class introduces the craft of writing for the theatre. Through weekly assignments, in class writing exercises, and work on a sustained piece, students explore scene structure, action, events, voice, and dialogue. The class will examine produced playscripts and discuss student work. This class's emphasis is on process, risk-taking, and finding one's own voice and vision. The process focus will be on the creation of, *at least*, a ten-minute play. Professional guest lecturers will be used when available on campus. **Prerequisite or Co-requisite: English Composition I**

Play Production (THR2003)

3 hrs.

A study of production techniques with special emphasis on directing. Each student will direct a one-act play as a semester project. **Prerequisite: Theatre Appreciation (THR1013) or special consent of the instructor**

Play Production Practicum (THR1011)

1 hr.

Students will be involved in artistic and production management of the annual Anna Plays.

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.

Script Analysis introduces students to those methods used in the theater for the study and/or analysis of plays. Directors, actors and designers use script analysis during their preparatory work and then continue to use it through the rehearsal process until, and sometimes even after, the production has finished. This course is of value to the student because it focuses on the crucial elements of a play encountered during the production process including dramatic structure, content and meaning.

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 building and painting scenery, lighting, sound, and props 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.

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 Study Tours (THR1001) 1 hr.
A tour of three to seven days that offers opportunities to study art and archaeology in galleries and museums, architecture in cities and countryside, history on battlefields and in seats of government, music and drama in concert halls and theatres. Tours will be planned and coordinated for a guarantee of rich educational experience to those who participate in foreign travel.

Theatrical Design I (THR2083) 3 hrs.
Theatrical Design I will provide an opportunity for students to apply their creative abilities in designing scenery for theatrical use. Students will learn the basics of the design process, how to research and apply that new found knowledge within the context of the script to create a "world" in which the characters will live. **Prerequisite: Theatre Appreciation**

Theatrical Design II (THR2183) 3 hrs.
Design I focuses on the general theories and working knowledge needed for an understanding of the theatrical design process, with an emphasis on scenic design. Design II follows up on this learning, and explores how the same principles are used when designing lighting, sound, costumes, props and makeup for theatre.

Voice and Diction (THR1083) 3 hrs.
Voice and Diction is designed to provide the student with a practical introduction to the fundamentals of vocal production and articulation and to provide techniques to increase vocal variety and expressiveness. Emphasis is on exercises that enhance vocal production

in a variety of performance situations. **Prerequisite: Acting I or with permission of instruction**

VETERINARY TECHNOLOGY

Anatomy and Physiology of Domestic Animals (VET1005) 5 hrs.
Three hours of lecture plus one hour 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 (VET1101) 1 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 (VET1011) 1 hr.
This course will touch on several bases of animal facility management. Lessons will include: feline breed identification, animal restraint and handling, use of restraint equipment, and common knot tying techniques which are helpful with restraining animals. Students will learn first-aid for animals, including CPR (cardiopulmonary cerebrovascular resuscitation), emergency drugs, bandaging, and how to handle emergency situations. Students will work on front office "first impressions" and how to handle difficult situations. Students will learn the importance of nutrition and how to be nutritional consultants in the field of veterinary medicine. Finally, students will learn about small animal diseases and making use of veterinary diagnostic laboratories.

Board Review for Vet Technician (VET2001) 1 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 (VET1002) **2 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. Put emphasis on 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 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, 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 techniques. Commonly encountered medical conditions of large animals, large animal care and treatment, basic nutrition and preventive health measures are discussed. Sampling techniques for laboratory testing is also studied (2hrs. lecture, 1 hr lab).

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.

Index

A

Academic Progress: 16, 17
Academic Renewal: 19, 22
Accounting: 39, 40, 69
ACT: 7, 8, 10, 30
Acting: 101
Activity Director: 97
Administration Building: 6
Administrative Assistant: 90
Administrative Office Management: 39
Adult Basic Education: 6, 30
Advanced Placement: 18
Advising: 11
Alcohol and Drug Abuse: 99
Algebra: 80, 87
Allen County Community College: 5
Altoona-Midway: 30, 31
Ambassadors: 26
American Association of Community Colleges: 5
American Government: 95
Americans With Disabilities Act: 5
Anatomy and Physiology: 71, 102
Art: 39, 41, 70, 82
Articulation: 33
Assessment Of Student Learning: 21
Associate of Applied Science: 19, 32, 38, 39, 40, 45, 46, 48, 50, 51, 54, 60, 67
Associate of Arts: 32, 35, 41, 44, 53, 55, 56, 57, 59, 65, 66
Associate of General Studies: 32, 37
Associate of Science: 32, 36, 40, 41, 42, 43, 44, 47, 48, 50, 51, 52, 53, 54, 58, 59, 63, 64, 66
Audit students: 11
Automotive Technology: 42, 85

B

Band: 89
Baseball: 91, 92
Basic Writing: 80
Basketball: 91, 92
Big Hill Reservoir: 6
Biology: 39, 43, 71
Black History: 84
Board of Trustees: 5, 13
Bookstore: 14, 24
Buccaneer: 74
Business Administration: 5, 39, 43

Business Communication: 72, 76
Business Mathematics: 72
Business office: 10
Business Office: 13, 14
Business Statistics: 72

C

Calculus: 87, 88
Caney: 30
Cardiopulmonary Resuscitation: 97
Certificate: 16, 21, 32, 39, 42, 45, 46, 48, 49, 52, 57, 58, 68
Cessna Aircraft Company: 6
Cessna Learning Center: 6
Chemistry: 93, 94
Cherryvale: 30
Chorale: 26, 88
Coaching: 92, 98
Coffeyville: 30
Coffeyville Community College: 5
College Skills: 95
Commencement: 31, 32
Commercial Art: 70
Communication: 39, 44, 72, 74, 75, 78
COMPASS: 7, 8, 10
Competition Day: 31
Composition Preparation: 80
Computer Aided Drafting: 79, 80
Computer-Aided Drafting: 80
Computer and Information Technology: 75
Computer Animation: 75
Computer Concepts & Applications: 76
Computer Information System: 39
Computer Information Systems: 44, 76
Computer Information Technology: 39, 45
Computer Science: 39, 47, 77
Concurrent Enrollment: 10
Cosmetology: 6, 39, 48, 78
C++ Programming: 77
Creative Writing: 83
Credit By Examination: 18
Criminal Justice: 5, 39, 49, 99

D

Dance team: 26
Dean's Honor Roll: 23
Department of Health, Education and Welfare: 23
Descriptive Astronomy: 93
Developmental Studies: 80
Division chairs: 32
Drafting: 31, 39, 50, 69, 70, 79, 80
Drug-Free Schools and Communities Act of 1989: 6

Drugs in Sports: 92

E

Early Childhood Education: 39, 51, 80, 82

Economics: 73

Education: 6, 23, 30

Elementary Education: 5, 51

Elk City Reservoir: 6

Emergency Medical: 39, 52, 97

Emporia State University: 5

Engineering: 39, 41, 48, 53, 58, 59, 74, 80

English: 31, 39, 53, 83, 84

Enrollment: 10, 11

Entrepreneurship: 39, 54, 73

Ethics: 73, 99

Evening: 11, 31

F

FAFSA: 15

Family Education Rights: 6

Federal Stafford loan: 16

Federal Stafford Loan: 16

Federal Student Aid: 15

Federal Work-Study Program: 15

Financial aid: 13, 14, 16, 17, 30

Financial Aid: 14, 15, 16, 17, 25

Fine Arts Building: 6, 25

Football: 92, 93

Foreign language: 31

Foreign Language: 39, 55

Fredonia: 30

French: 86

Friends University: 5

FSEOG: 15

Ft. Scott Community College: 5

G

General Education: 34

General Education Development: 7, 30

Geography: 100

Geometry: 87

Golf: 92

GPA: 19, 20, 22, 23

Grade Points: 19

Grading System: 19

Grammar: 80, 83

H

Hackney and Sons (Midwest): 6

High school: 7, 8, 9, 10, 15

History: 7, 39, 56, 84, 85, 88, 89, 96

Honor Roll: 23

Housing: 13, 15, 23, 29

I

Independence: 30

Industrial Arts: 86

International students: 9

J

Java: 77

Journalism: 74

K

Kansas Association of Community College Trustees: 5

Kansas Association of School Boards: 5

Kansas Board of Regents: 8

Kansas Jayhawk Community College Conference: 26

Kansas State - Salina: 5

Keyboard Theory & Skills: 89

L

Labette Community College: 5

Leadership: 73

Library: 13, 23, 24

Literature: 82, 83, 84, 89

Longton: 30

M

Machine Transcription: 90, 91

Main Street: 6

Marketing: 100

Mathematics: 39, 58, 72, 87, 98

Meals: 11, 14, 29

Medical Office Specialist: 39, 60

Medical Terminology: 84

Medical Transcription: 91

Medication Aide: 98

Mercy Hospital: 6

Microbiology: 72, 103, 104

Mission Statement: 5

Montgomery County: 6, 24

Music: 26, 31, 39, 59, 81, 83, 88, 89

N

Neodesha: 30

Neosho County Community College: 5

Newman University: 5

Nondiscrimination: 3

North Central Association of Colleges: 5

Nutrition: 81

O

Office Technology: 90, 91
Outstanding Alumnus: 31

P

Painting: 71
Pass/Fail: 19
Phi Theta Kappa: 26
Photography: 31, 74, 75
Physical education: 7
Physical Education: 39, 63, 91, 92
Physical Science: 39, 64, 93, 95
Piano: 88
Pittsburg State University: 5
Placement: 7, 9, 10, 18
Political Science: 95
Pre-Nursing: 39, 64
President: 23
Psychology: 31, 65, 95

Q

R

Reading Improvement Techniques: 80
Refund: 11, 24
Registrar: 7, 8, 9, 11, 12, 15, 16, 18, 20, 23, 32, 83
Religion: 96
Residency: 8
Residential Drafting & Planning: 70
Riverside Park and Zoo: 6

S

Saberliner: 6
Safety, Health and Wellness: 97
Scholarship: 17
Secondary Education: 52
Section 504 of the Social Rehabilitation Act of 1973: 5
Security: 6, 24, 29
Sedan: 6, 30
Sedan Floral: 6
Sexual harassment: 5, 6
Sign Language: 83
Soccer: 92
Social Science: 31, 39, 65
Social Services Designee: 98
Sociology: 99, 100
Softball: 92
Southeast Kansas Higher Education College SYSTEM: 5
Southwestern College Professional Studies: 5
Spanish: 86, 87, 99

Speech: 75
Sport Management: 39
Sports Medicine: 100
State Board of Cosmetology: 78
Statistics: 72, 87
Student Handbook: 14, 18, 24
Student-Right-To-Know and Campus Security Act of 1990: 6
Student Services: 7, 14, 24, 25
Student Support Services: 30
Student Union: 6, 7, 11, 24, 25, 29
Supply Chain Management: 72
Systems Analysis and Design: 77

T

Theatre: 31, 39, 66, 101, 102
Title IV: 30
Title IX regulations of 1972: 5
Title VI Civil Rights Act of 1964: 5
Transcript: 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 20, 22, 23
Trigonometry: 88
Tuition: 3, 8, 9, 11, 13, 15, 18, 23, 31

U

Upward Bound: 30

V

Vice President for Academic Affairs: 6, 8, 20, 22
Vice President for Student Affairs and Athletics: 6
Volleyball: 92

W

Washburn University: 5
Web Design: 39, 67, 68, 77
Welding: 39, 68, 86
William Inge: 84
William Inge Theatre: 28
Woodworking: 39, 68, 86
Writing: 31, 74, 80, 83, 84

X

Y

Z