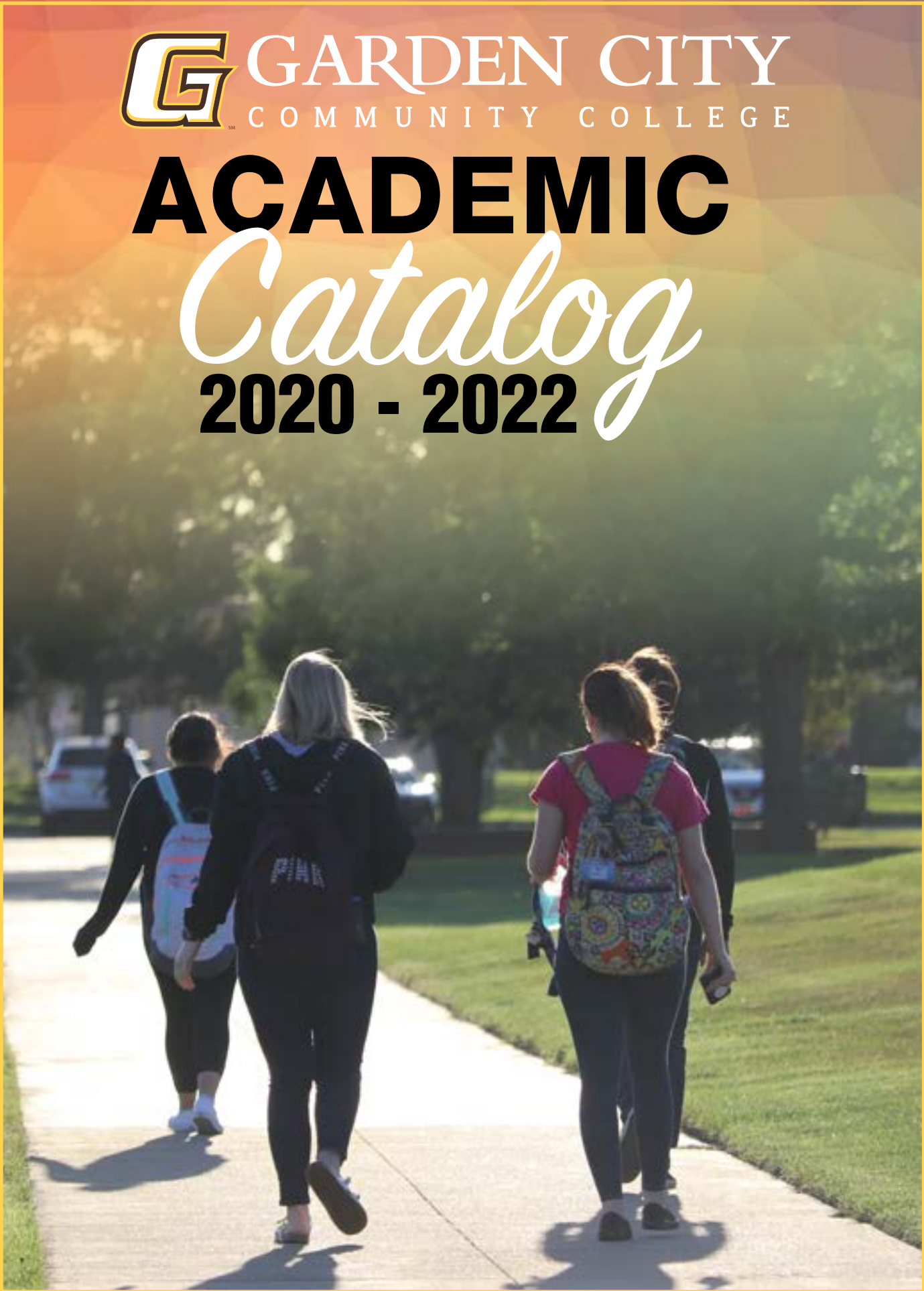




# ACADEMIC

# *Catalog*

2020 - 2022





**Accreditation:**

- **The Higher Learning Commission**
- **Accreditation Commission for Education in Nursing**
- **Kansas Board of Regents**
- **Commission on Accreditation of Allied Health Education Programs**  
(Discipline; Emergency Medical Technician, Paramedic)

For the most current version of the catalog,  
please refer to the GCCC website  
([www.gcccks.edu](http://www.gcccks.edu))

#### CATALOG DISCLAIMER INFORMATION

The Garden City Community College catalog is not a contract but rather a guide for the information and convenience of students. The College reserves the right to change or withdraw courses, to change the fees, rules and calendar for admissions, registration, instruction, and graduation, and to change other regulations affecting the student body, at any time. The College reserves the right to change policies or revise curricula as necessary. If the College decides to terminate a degree program, students enrolled in that program will be provided written notice.

#### STUDENT RESPONSIBILITY FOR CATALOG

Each student is responsible for knowing the information printed in this Catalog. Failure to read these regulations will not be considered an excuse for noncompliance. Please check the GCCC Student Handbook for additional information. The Student Handbook places full responsibility on the student for registering for appropriate courses and for fulfilling all requirements for a certificate or degree set forth in this catalog, as amended from time to time. The program pathways outlined in the catalog are the best transfer and workforce pathways for students. The pathways do not guarantee transfer of credit. Students should work with their advisors at GCCC, as well as advisors at transfer institutions, to determine the best plan for course selection. No agent or employee of the College has the authority to warrant graduation, the attainment of any type of license, or career goal.

The College does not accept any responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, time schedule changes, changes in degree requirements, or similar or related changes, or for errors resulting from consultation with or reliance upon any information acquired from any college employee. Advisors' signatures on pre-registration, drop-add forms do not necessarily indicate agreement with or approval of the student's choice of courses, nor may they be construed in any way as a guarantee that the student's choice of courses is sufficient for graduation or attainment of any career goal.

#### STATEMENT OF NON-DISCRIMINATION/EQUAL OPPORTUNITY

##### ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Kari Adams, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

##### EQUAL OPPORTUNITY/TITLE IX - NON-DISCRIMINATION / ANTI-HARASSMENT

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including pregnancy), age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Executive Director of Student Services coordinates the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, Executive Director of Student Services, 620-276-9508, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact, Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

# 2020-2022 ACADEMIC CATALOG

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# 2020-2021 ACADEMIC CALENDAR

## 2020-21 Academic Calendar

- Fall Dates: August 17 – December 10, 2020 (Final End: 01/01/2021)
- Spring Dates: January 4 – May 13, 2021
- Summer Dates: May 24 – August 6, 2021

## Quiet Zone Dates (No Classes)

- August 8 - 16, 2020
- May 14 – 23, 2021

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**10** Inservice / Faculty Return  
**12-13** Student Services Hours (until 6 PM)  
**13-16** Residential Life Check-In  
**14** New Student Orientation  
**17** Fall 2020 Semester Begins -  
 Classes Begin: Main Session (16 wks)  
 and Session 1 (8 wks)  
**17-20** Student Services Hours (until 6 PM)

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**5** 20<sup>th</sup> Day of Classes  
**15** **PRESIDENT'S DAY** – No Classes  
 (Campus Closed February 13-15)  
**16** Classes Resume  
**22** Financial Aid Disbursement Day

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**7** **LABOR DAY** – No Classes  
 (Campus Closed September 5-7)  
**8** Classes Resume  
 Classes Begin: Session 2 (12 wks)  
**11** 9/11 Observance  
**14** 20<sup>th</sup> Day of Classes  
**28** Financial Aid Disbursement Day

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**1** Summer Enrollment Begins (ALL Students)  
**5** Classes End (Session 1)  
**8** Classes Begin: Session 3 (8 wks)  
**15** **SPRING BREAK** Begins  
 (No Classes March 15-19)  
 (Campus Closed March 18-22)  
**22** Classes Resume

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**8** Classes End (Session 1)  
**9** **FALL BREAK** – No Classes  
**12** Classes Resume  
 Classes Begin: Session 3 (8 wks)

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2** **EASTER BREAK** Begins  
 (Campus Closed April 2-5)  
**6** Classes Resume  
**8** Last Day to Withdraw from Classes  
 (Spring Main Session)  
**16** Advising Day – No Classes  
 Fall Enrollment Begins  
 (CURRENT Enrolled Students Only)  
**19** Classes Begin: Session 4 (4 wks)  
**30** Fall Enrollment Begins (ALL Students)

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2** Spring Enrollment Begins  
 (CURRENT Enrolled Students Only)  
**5** Last Day to Withdraw from  
 Classes (Fall Main Session)  
**10** Advising Day – No Classes  
**11** Exploration Day – No Classes  
**12** Classes Resume  
**21** **THANKSGIVING BREAK** Begins  
 (Campus closed November 21-29)  
**30** Classes Resume  
 Spring Enrollment Begins (ALL Students)

MAY 2021						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**7** Commencement @ 7:00 PM  
**10** Final Exams Begin  
**13** Final Exams End  
 Classes End (Main Session and  
 Sessions 2 and 3)  
 Spring Semester Ends  
**14** Final Grades Due @ 1:00 PM  
**18** Faculty Last Day  
**24** Summer Session 1 Begins (3 wks)  
 Summer Session 2 Begins (6 wks)  
 Summer Sess 5 Begins (11 wks)  
**31** **MEMORIAL DAY** – No Classes/Campus Closed)

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**7** Final Exams Begin  
**10** Final Exams End  
 Classes End: (Main Session and  
 Sessions 2 and 3)  
**11** Final Grades Due @ 1:00 PM  
**14** Classes Begin: Fall Session 4 (3 wks)  
**15** Faculty Last Day  
**19** **CHRISTMAS BREAK** Begins  
 (Campus Closed December 19 – January 3)

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**1** Classes Resume  
**11** Summer Session 1 Ends

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1** Classes End (Fall Session 4)  
 Fall Semester Ends  
**4** Campus Reopens  
 Spring 2021 Semester Begins -  
 Classes Begin: Spring 2021 Mini  
 Session (4 wks)  
**6** Inservice / Faculty Return  
**6-7** Student Services Hours (until 6 PM)  
**9-10** Residential Life Check-In  
**11** Classes Begin: Main Session (17 wks)  
 and Session 1 (8 wks)  
**11-14** Student Services Hours (until 6 PM)  
**18** Martin Luther King Observance  
**25** Classes Begin: Session 2 (14 wks)  
**29** Classes End: Spring 2021 Mini Session

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**2** Summer Session 2 Ends  
**5** **INDEPENDENCE DAY** Observed  
 – No Classes (Campus Closed July 3-5)  
**6** Classes Resume  
 Summer Session 3 Begins  
 (5 wks – ends August 6)  
**19** Summer Session 4 Begins  
 (3 wks – ends August 6)

THIS CALENDAR IS SUBJECT TO CHANGE.

(Check with your Advisor or the Office of the Vice President of Instructional Services for changes.)

# 2021-2022 ACADEMIC CALENDAR

## 2021-22 Academic Calendar

- Fall Dates: August 16 – December 9, 2021 (Final End: 12/31/21)
- Spring Dates: January 10 – May 12, 2022
- Summer Dates: May 23 – August 5, 2022

### Quiet Zone Dates (No Classes)

- August 7 - 15, 2021
- January 1 – 9, 2022
- May 13 – 22, 2022

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9 Inservice / Faculty Return
- 11-12 Student Services Hours (until 6 PM)
- 12-15 Residential Life Check-In
- 13 New Student Orientation
- 16 Fall 2021 Semester Begins - Classes Begin: Main Session (16 wks) and Session 1 (8 wks)
- 16-19 Student Services Hours (until 6 PM)

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 4 20<sup>th</sup> Day of Classes
- 21 **PRESIDENT'S DAY** – No Classes (Campus Closed February 19-21)
- 22 Classes Resume
- 18 Financial Aid Disbursement Day

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 **LABOR DAY** – No Classes (Campus Closed September 4-6)
- 7 Classes Resume
- Classes Begin: Session 2 (13 wks)
- 10 9/11 Observance
- 13 20<sup>th</sup> Day of Classes
- 27 Financial Aid Disbursement Day

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Summer Enrollment Begins (ALL Students)
- 4 Classes End (Session 1)
- 7 Classes Begin: Session 3 (8 wks)
- 14 **SPRING BREAK** Begins (No Classes March 14-18) (Campus Closed March 17-20)
- 21 Classes Resume

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7 Classes End (Session 1)
- 8 **FALL BREAK** – No Classes
- 11 Classes Resume
- Classes Begin: Session 3 (8 wks)

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 7 Last Day to Withdraw from Classes (Spring Main Session)
- 12 Advising Day – No Classes
- Fall Enrollment Begins (CURRENT Enrolled Students Only)
- 14 Classes Resume
- 15 **EASTER BREAK** Begins (Campus Closed April 15-18)
- 19 Classes Resume
- Classes Begin: Session 4 (4 wks)
- 29 Fall Enrollment Begins (ALL Students)

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 4 Last Day to Withdraw from Classes (Fall Main Session)
- 9 Advising Day: No Classes
- Spring Enrollment Begins (CURRENT Enrolled Students Only)
- 11 Classes Resume
- 20 **THANKSGIVING BREAK** Begins (Campus closed November 20-28)
- 29 Classes Resume
- Spring Enrollment Begins (ALL Students)

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 Commencement @ 7:00 PM
- 9 Final Exams Begin
- 12 Final Exams End
- Classes End (Main Session and Sessions 2 and 3)
- Spring Semester Ends
- 13 Final Grades Due @ 1:00 PM
- 17 Faculty Last Day
- 23 Summer Session 1 Begins (3 wks)
- Summer Session 2 Begins (6 wks)
- Summer Session 5 Begins (11 wks)
- 30 **MEMORIAL DAY** – No Classes/Campus Closed
- 31 Classes Resume

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6 Final Exams Begin
- 9 Final Exams End
- Classes End: (Main Session and Sessions 2 and 3)
- 10 Final Grades Due @ 1:00 PM
- 13 Classes Begin: Fall Session 4 (3 wks)
- 14 Faculty Last Day
- 18 **CHRISTMAS BREAK** Begins (Campus Closed December 18 – January 2)
- 31 Classes End (Fall Session 4)
- Fall Semester Ends

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Summer Session 1 Ends

JANUARY 2022						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 Campus Reopens
- Registration Week Begins
- 5 Inservice / Faculty Return
- 5-6 Student Services Hours (until 6 PM)
- 8-9 Residential Life Check-In
- 10 Spring 2022 Semester Begins - Classes Begin: Main Session (17 wks) and Session 1 (8 wks)
- 10-13 Student Services Hours (until 6 PM)
- 17 Martin Luther King Observance
- 24 Classes Begin: Session 2 (14 wks)

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Summer Session 2 Ends
- 4 **INDEPENDENCE DAY** – No Classes (Campus Closed July 2-4)
- 5 Summer Session 3 Begins (5 wks – ends August 5)
- 18 Summer Session 4 Begins (3 wks – ends August 5)

THIS CALENDAR IS SUBJECT TO CHANGE.

(Check with your Advisor or the Office of the Vice President of Instructional Services for changes.)

# GENERAL INFORMATION

- **Accreditation**
- **Mission & Vision**
- **Values**
- **Expected Student Outcomes**
- **Educational Philosophy**
- **College History**
- **Admissions Policies & Procedures**
- **Enrollment & Registration**
- **Costs**
- **Financial Aid**
- **Academic & Student Policies & Procedures**
- **Student Assistance & Services**
- **Extended Educational Opportunities**
- **Degrees, Certificates & Graduation Requirements**



# GENERAL INFORMATION

## ACCREDITATION

Garden City Community College (GCCC) is officially accredited by The Higher Learning Commission, 230 South LaSalle, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, www.hlcommission.org, and the Kansas State Department of Education. On July 1, 1999, governance of the Kansas Community Colleges was transferred to the Kansas Board of Regents (SB345). Local control by the GCCC Board of Trustees remains unchanged. The GCCC Practical Nursing Program and the Associate Degree Program are approved by the Kansas State Board of Nursing. In addition, the Associate Degree Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Certain GCCC programs have also obtained other specific individual accreditations, including Commission on Accreditation of Allied Health Education Programs; Emergency Medical Technician, and Paramedic.

The College is a member of the American Association of Community College (AACC), Association of Community College Trustees (ACCT), Council of North Central Two-Year Colleges (CNCTYC), American Council on Education (ACE), Council on Higher Education Accreditation (CHEA), and Kansas Association of Community College Trustees (KACCT).

## MISSION STATEMENT

Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

## VISION STATEMENT

GCCC will be the premier educational nexus of progress, providing world class learning in a dynamic environment. From here, you can go anywhere.

## VALUES

- Bold Innovation
- Unwavering Integrity
- Service and Collegiality
- Trust, Transparency & Accountability
- Empowered Creativity & Academic Freedom
- Responsible Leadership
- Student-Centered Focus

## EXPECTED STUDENT OUTCOMES

### Essential Skills

Students will possess essential skills.

1. Students will illustrate writing skills
2. Students will demonstrate oral communication skills
3. Students will develop critical thinking skills

4. Students will develop awareness of diversity.
5. Students will develop an awareness of social responsibility.

### Work Preparedness

Students will be prepared for success in the workplace.

1. Students will have the skills and knowledge required for successful entry into the workplace.
2. Students will have the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will have the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

### Academic Advancement

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

1. Students will have appropriate knowledge of transfer requirements.
2. Students will have the academic prerequisites sufficient for successful transfer.

### Personal Enrichment

1. Recipients pursuing individual interests will be personally enriched.
2. Community outreach will serve the needs of all citizens.

### Workforce Development

1. Workforce development will be responsive to community economic development needs.

## COLLEGE HISTORY

The first four community colleges in Kansas were established in 1919, and GCCC is one of the two from that group which still exist. It was created by county-wide election on April 1, 1919, and opened in September of the same year. GCCC initially shared facilities with Garden City High School, and opened with a first class of less than three dozen students. The first graduate, Mildred Hope of Garden City, received her degree in the spring of 1920.

The College moved to the then-new Garden City High School building in 1954, and first occupied a campus of its own in 1958 on property where Buffalo Jones Elementary School is located.

The Kansas Legislature passed the Community College Act in 1965, authorizing the establishment of 22 independent colleges including GCCC. This authorized the institution to levy taxes, conduct its own programs, and function independently of the K-12 school system. County voters elected the first GCCC Board of Trustees in July 1965, and the first college president, L.C. Crouch, was hired.

The original 13-building, 63-acre campus at 801 Campus Drive was designed between July, 1965 and January, 1966. In addition, GCCC owns 75 acres east of Campus Drive. That property includes a baseball practice building, football and soccer practice areas, and a running track. The city of Garden City added a baseball field and a softball complex to the East campus in the spring of 1996.

Voters approved a \$2.5 million bond issue, supplemented

by a \$538,000 federal grant for construction. Buildings erected between 1968 and 1970 were the Residence Hall, Student Center, Academic Building, Thomas F. Saffell Library, Administration Building, Warren L. Fouse Science-Math Building, Pauline Joyce Fine Arts Building and the Physical Education Building. The John Collins Vocational Building was added in 1974. The Williams Baseball Stadium, named for Garry and Janet Williams, was added in 1986, and a residential life addition was built in 1978. The Penka Building, named for Sister Aquinata Penka, was added in 1986 when additions were completed to the Joyce, Collins and PE Buildings.

In January of 1996, a 15,000 sq. ft. 1.4 million dollar technical teaching laboratory was completed so that GCCC could provide more training for workers in area and national industries. In 2007, the Annex was renamed the Gary E. Jarmer Technical Annex.

In 2002, three new apartment style residence complexes were built and extensive renovations were made to the existing student housing. An addition to the existing Student Center was completed in January, 2004, and the Center was renamed the Beth G. Tedrow Student Center.

In January of 2005, the Physical Education Building was renamed the Dennis B. Perryman Athletic Complex. Later that same year, construction began on a three-level, two story addition to the south end of the Administration Building. The new Student and Community Service Center was completed in August, 2006. This \$3.12 million project provided a single location for student services, community services, and adult education programs. Created in partnership with the City of Garden City, the Southwest Kansas Fire Training Center opened on campus in 2008.

Garden City Community College continued to grow along with the economic development in Southwest Kansas, and in 2014 GCCC realized a 7% increase in enrollment—the highest increase of the 19 Kansas Community Colleges.

In September of 2013 the residence halls were filled to capacity with students on a waiting list. Construction began on new student housing during early 2014. Just across from the College on Spruce Street, this new housing saw its first students in January of 2015. Governor Sam Brownback and over 100 people attended the ribbon cutting ceremony for Broncbuster Housing. Continued increases in enrollment furthered the need for additional housing. During Fall 2016, GCCC purchased the Wagner Apartments complex located just south of the College behind the newer Broncbuster Housing. The apartments were named “Broncbuster Suites,” and saw the first students being housed there in the fall 2016 semester.

In 2014, GCCC was recognized as “Outstanding College of the Year” by the Rural Community College Alliance (RCCA). Additionally, CNN Money Magazine ranked GCCC among the top 24 community colleges in the nation; GCCC ranked #31 in the list of top community colleges in the nation by “The 50 Best Community Colleges”. In 2015, GCCC was named to Aspen Institute’s top 10% of community colleges in America and has been listed as a “Military Friendly” college for 2016, 2017, and 2018.

Administration introduced a mobile classroom in 2013,

funded by the TRAC 7 grant. The mobile classroom has internet access and up to 25 instructional computers which can provide on-site training at various locations in remote areas.

During fall 2014, the College opened its brand new Phase I multi-sports complex with seating for 3,000 spectators. The complex is home to Broncbuster Track and Field, Soccer, and Football. The complex is located near campus housing and all field sports offered at GCCC. The inaugural football game was played against Highland Community College on August 30, 2014. The Busters won the game 29-26. The complex has quickly become a hub for community events and hosted the 1A Regional Track meet in both 2015 and 2016. GCCC hosted the NJCAA Region VI Track & Field Championships in May 2016.

During the month of June, 2014, the Garden City Community College Board of Trustees unanimously voted to transition the existing Department of Campus Safety to a professional law enforcement agency. The licensed police department proposal included several full-time and part-time commissioned police officers, along with a current full-time position for a Campus Police Chief. After receiving state approval, the GCCC Police Department’s first official day was July 1, 2014. In March, 2015, a tornado siren was installed on campus and linked with the City of Garden City system.

The summer of 2015 saw major improvements to buildings and parking lots at Garden City Community College. Several buildings were updated to make better use of space and remodeling was completed to bring campus compliant to current code.

The Broncbuster Bookstore relocated to the first floor of Beth Tedrow Student Center. A cyber café with coffee bar seating and WIFI access was added. The student lounge was also renovated and a new activities center was added.

The Dennis Perryman Athletic Center was remodeled, bringing the building to ADA compliance. A mural was also added featuring successful student athletes.

Utilizing a U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TA-ACCCT) grant, the welding center moved to a new updated facility, expanding capacity to serve more students.

In 2016, the College purchased four apartment buildings south of campus on Laurel Street. The property, named Broncbuster Suites, provided housing for an additional 80 students. In 2017, the College purchased the remaining apartment buildings at the Laurel Street location, bringing the total number of beds at that location to 165.

That same year, the Broncbuster football team won the program’s first national title, completing a perfect 11-0 season with a heart-stopping 25-22 victory over No. 2 Arizona Western in the El Toro Bowl. Peyton Huslig engineered a six-play, 85-yard drive, punctuating it with a game-clinching one-yard touchdown pass to Harley Hazlett in the final minute.

In February 2019, Dr. Ryan Ruda was named the seventh President in Garden City Community College history. That coincided with the school’s Centennial Celebration, which culminated in a 100-year homecoming bash on September 28 that was coronated with the football team’s 42-16 thrashing of Fort Scott Community College.

And this past year, the school completed a \$500,000 renovation project to overhaul two athletic training facilities

and the Super Circuit/Wellness Center. In addition, the College raised more than \$100,000 to fund a new state-of-the-art video board inside Conestoga Arena.

# ADMISSIONS

## ADMISSIONS POLICIES

Admission to Garden City Community College is granted by meeting one of the following requirements:

1. A graduate of a regionally accredited high school.
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 person 18 years of age or older.
5. A graduate of an approved home-school program. The home-school must be in compliance with the regulations set forth by the state in which it is located.
6. Students who are enrolled in an eligible career pathway program, on or after July 1, 2014, and who are not high school graduates, may be eligible to receive Title IV aid if the student meets one of the Ability-To-Benefit (ATB) alternatives listed in the ATB section in this catalog.
7. Applicants who do not meet one of the above requirements will be admitted with “special student” status and are considered non-degree seeking students. Students concurrently enrolled in a high school or a home school, who have not yet graduated, may be enrolled with “special student” status under one of the following conditions:
  - Concurrent Enrollment Partnership student, a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9; has been admitted to an eligible post-secondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.
  - Students who are enrolled in grade 9 and are classified by school district as “gifted” according to the State Department of Education’s definition, K.A.R. 91-40-1 (bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

“Special student” status may be changed to “degree-seeking” status upon graduation from an accredited high school or approved home-school or approved home-school program, or upon the successful completion of a GED examination, or the designated “ability-to-benefit” assessment.

The College reserves the right to deny admission or re-admission to any individual considered detrimental to the best interests of the College community or if the College is

unable to provide the services, courses or program needed to assist any person in meeting his/her educational objectives.

## **SELECTIVE ADMISSIONS PROGRAMS**

Admission to GCCC does not guarantee enrollment in the following programs: Cosmetology, Nursing, Practical Nursing, Emergency Medical Services Technology, John Deere Agricultural Technology, and Automotive Technology. Students seeking admission to one of these programs should meet with the director of that program as early as possible. Additional requirements and/or an additional application is required for these programs.

## ADMISSIONS PROCEDURE

### **NEW STUDENTS**

Students must obtain, complete, and submit the following:

1. An Application for Admission.
2. An official high school/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED scores.
3. An official transcript from each university/college attended, including any dual credit courses taken while in high school.
  - All first-time students are required to provide high school transcripts or GED scores for placement purposes. For placement purposes, unofficial transcripts will be accepted. The following guidelines will be used to determine tool used for placement.
    - Students who provide high school transcripts with a graduation date within the last three (3) years are encouraged to use their cumulative high school GPA instead of placement exams.
    - Students who have completed the GED (Version 2014) within the last three (3) years are encouraged to use their GED scores instead of placement exams.
    - Students may also use ACT or SAT scores that are within the last three (3) years for placement.
    - Students who have graduated from High School or completed their GED more than three (3) years ago will need to take the ACCUPLACER placement test.
4. Student Health Requirement – Tuberculosis (TB)
  - Official transcripts are required and must be mailed or transmitted electronically by the issuing institution directly to GCCC Admissions Office. Hand-carried, faxed, or emailed copies are not acceptable.
  - In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e),

all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending classes/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

### NON-DEGREE SEEKING STUDENTS

Students who are admitted as “non-degree seeking” are not required to submit transcripts. Should the classification of the student be changed to “degree-seeking” status, all transcripts must be received before financial aid, including scholarships and grant-in-aid awards, will be disbursed.

### FORMER STUDENTS

Students who have not attended GCCC for two years or longer will be required to submit a new Application for Admission. Official transcripts of all college credits earned since last attendance for “degree-seeking” students must be mailed to the Admissions Office.

Former students should refer to “Residency Defined” section of this catalog to determine current residency status.

### HIGH SCHOOL STUDENTS

High school sophomore, junior and senior students, including home-study program students, may enroll concurrently in College courses with written permission of their high school principal and parent or legal guardian. A yearly cooperative agreement with the unified school district or the home-study school and the College must be on file in the Registrar’s Office for college credit to be granted. Individual student permission forms must be submitted each semester.

### GIFTED PROGRAM STUDENTS

Students who are enrolled in grade 9 and are classified by school district as “gifted” according to the State Department of Education’s definition, K.A.R. 91-40-1 (bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

Written permission of their school principal 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.

### TRANSFER STUDENTS

A transfer student, who has attended any post-secondary institution, must have an official transcript sent from all previous institutions to the Admissions Office. Transfer credits will be accepted from colleges and universities starting from

the year they are accredited or hold candidacy status with the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, Western Association of Colleges and Schools, or other institutions approved with official documentation, by GCCC. All transfer credit will be converted to the semester hour system. All courses attempted/listed with an “F” grade or higher will be articulated and calculated in cumulative GPA Quality points. Grade points will be articulated and averaged into the cumulative grade point average earned at GCCC. Refer to the Transfer Credit Policy on the GCCC website.

Students on academic probation at their former colleges or with transfer cumulative grade point averages below 2.0 will be admitted on probation to GCCC. Students on academic dismissal at the last college of attendance must petition for a hearing before the Academic Review Committee before they may be admitted to GCCC. If admitted by the committee, they will be placed on probationary status until their grade point average meets regular college standards as outlined in the Academic Probation/Dismissal section of this catalog.

Note: It is the responsibility of the transferring student to inform the Admissions Office if he/she has previously been academically dismissed at any former college. Failure to do so or falsification of information requested by the College may result in immediate dismissal from Garden City Community College at the time the College becomes aware of the deception.

### TRANSFER CREDIT POLICY

Garden City Community College’s transfer credit policy, including its appeals process, follows.

Refer to the Transfer Credit Policy on the GCCC website.

- A. For students transferring credit to Garden City Community College
  1. Students seeking to transfer credit earned at another college to Garden City Community College must provide an official transcript from the other college to the GCCC Admissions Office. GCCC must receive these transcripts directly from the other college. Students may not submit the transcripts in person. The transcripts must bear the official seal of the other college. Photocopies and facsimiles are not acceptable.
  2. The GCCC Records Office will evaluate transcripts based on the program to which GCCC has admitted the student. GCCC will grant transfer credit only to courses that apply to students’ programs of study at GCCC, or meet degree requirements.
  3. Students who change their major program of study or degree plan at GCCC may request that the Records Office reevaluate their transcripts based on the new program of study.
  4. GCCC will generally grant credit only for courses in which students earn a grade of D or higher. GCCC will not grant credit for courses in which

students earn lower than a grade of D. GCCC will grant credit for courses in which students earn a grade of D or higher whenever a grade of D is allowed for native GCCC students. A specific class or program, however, may require a higher grade as a prerequisite for a course or as a requirement for admission to the program.

5. GCCC will grant credit either for the equivalent courses at GCCC, if they exist, or for courses within a comparable department at GCCC, if the departments exist. Courses for which no equivalent course exists, but which are acceptable as transfer credit, will be designated with the most appropriate department codes and listed as elective.
6. All grades and credits on an incoming transcript will be included in the evaluation at GCCC and included on the GCCC transcript for computation into the cumulative grade point average.
7. GCCC grants transfer credit only for credit earned at regionally accredited colleges in the United States. Please check the GCCC Catalog for information on accreditation accepted by GCCC. Additionally, GCCC reserves the right to evaluate courses based upon the syllabi and competencies of similar courses instructed at GCCC. If incoming courses do not meet the same competencies and criteria as native courses, equivalency will not be established.
8. GCCC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.
9. GCCC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs. These guidelines are published at <http://www.acenet.edu>
10. Students may check with the Records Office within two weeks of receipt of official transcript for a listing of credits transferred.
11. Appeal Process: Students who disagree with the transfer credit decisions at GCCC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCCC.
  - a. Students first must appeal the transfer credit decision in writing to the Registrar.
  - b. If the disagreement is not resolved with the Registrar, students may appeal in writing to the Vice President for Instruction.
  - c. The decision of the Vice President for Instruction shall be final and not subject to appeal.

**B. For students transferring credit from Garden City Community College**

1. Students seeking to transfer credit earned at Garden City Community College to another college must submit a signed Transcript Request Form to the GCCC Registrar's Office. Transcripts cost \$5.00 each. Signed requests are necessary to send transcripts.
2. The Records Office will send transcripts within three days of receiving the signed request and fee to the college or colleges indicated on the Transcript Request Form. Whenever possible, students should indicate a specific person or office to which the transcripts should be sent.
3. Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees.
4. GCCC will not send transcripts for students who have outstanding financial or property obligations to the College. All obligations to the College must be cleared before transcripts will be sent.
5. Transfer credit granted by other colleges will be governed by the policies and procedures of those colleges.
6. Appeal Process: Students who disagree with the transfer credit decisions of other colleges may appeal those decisions as follows.
  - a. Students first must appeal to the transfer credit evaluator at the other college. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by the other college.
  - b. If the disagreement is not resolved with the transfer credit evaluator at the other college, students may consult with the Director of Advising at GCCC, who may contact colleagues at the other college to investigate the situation and advocate on students' behalf.

**C. Initial contacts at Garden City Community College**

- Nancy Unruh, Registrar, [nancy.unruh@gcccks.edu](mailto:nancy.unruh@gcccks.edu), (620) 276-9571
- Colin Lamb, Vice President for Student Services, [colin.lamb@gcccks.edu](mailto:colin.lamb@gcccks.edu), (620) 276-9683
- Tammy Tabor, Executive Director of Student Services, [tammy.tabor@gcccks.edu](mailto:tammy.tabor@gcccks.edu), (620) 276-9508

**OUT-OF-STATE STUDENTS**

**Residency Defined**

Out-of-state and foreign residence: Persons enrolling in a community college who have not been



domiciliary residents of the State of Kansas if they are adults, or, if they are minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and will be charged out-of-state tuition. Residence of minors shall be determined as provided in K.S.A. 72-1046 and acts amendatory thereof and of adults as provided in subpart Twenty-three of K.S.A. 66-201 and acts amendatory thereof.

The Kansas Board of Regents may adopt rules and regulations governing the determination of residence of students for student tuition and out-of-state and foreign student tuition purposes. (L. 1972. ch. 271. Sec.1; April 11.)

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, 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 continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an Affidavit of Residency form from the Registrar prior to the first day of the semester or the summer session. 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 the 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 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 and who disagrees with that classification shall be entitled to an appeal, provided that a written appeal is filed with the Registrar within 10 days from the date of the 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 within 10 days of notification of reclassification. The payment of tuition in full as originally assessed shall be a condition to the right to appeal from residency classification or 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 shall, upon expiration of the appeal period, become final.

## INTERNATIONAL STUDENTS

Garden City Community College is a two-year community college located in Garden City, Kansas. GCCC encourages enrollment of qualified international students as a means of enriching the campus environment. International students who wish to attend must follow procedures outlined in this section in order to meet admission requirements. GCCC is authorized under Federal Law to enroll nonimmigrant alien students.

International students are advised that the College does not provide special language training and employment opportunities are limited. International students must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 paper/61 ibt for admission to GCCC.

The time needed to complete the admissions process varies from country to country due to embassy policies and mailing times. Therefore, GCCC recommends that a completed Application for Admission, International Student Application Fee of \$150 (non-refundable), and all required documents be submitted by:

- Fall Semester (August): July 1
- Spring Semester (January): November 1

Documents, other than the Official TOEFL score report and Course-by-Course Transcript Evaluation, may be initially submitted electronically to the International Student Advisor at [international@gcccks.edu](mailto:international@gcccks.edu). Original documents may need to be hand-carried to the United States once the approved international student arrives on-campus to start a program-of-study.

Before we begin to review application files, the non-refundable \$150 application fee must be paid in full.

Payments can be made by contacting the Business Office at 620-276-9619. If paying over the phone is not an option, you can also make online payments through Flywire: International Payments Solution (<https://www.flywire.com/>).

Before acceptance is granted and a Certificate of Eligibility (Form I-20) is issued, the following items must be approved by the International Student Advisor and on file in the GCCC Admissions Office:

1. Admissions Application: International students must complete the online application and the \$150 non-refundable fee must be paid. This fee must be paid in full prior to accepting the required documents for admission. The online admissions application can be found at [https://gcccks.formstack.com/forms/admission\\_application](https://gcccks.formstack.com/forms/admission_application)
2. Housing Payment/Housing Arrangements: Student must pay a non-refundable \$100 housing payment. This fee must be paid in full prior to accepting the required documents for admission. The housing payment is due with your housing application to secure your room. Housing arrangements must be secured. Any student interested in living on-campus must complete the appropriate Residential Life Contract/Docu-



ments. Housing information can be found at <http://www.gccccks.edu/student/reslife/reserve/>  
Students interested in living off-campus must make a written request to the International Student Advisor.

3. **Paid on Account:** A payment of \$1000 needs to be paid on account before the I-20 will be issued. Any remaining charges each semester that are not paid at registration will be set up on a monthly payment plan.
4. **Proof of Ability to Meet Financial Obligations:** Applicants must document ability to meet full-year expenses through a combination of bank statements and/or approved notarized statements of support. All financial documents must be produced in English and submitted within 6 months of the student’s arrival date.

**Estimated Expenses**

International Tuition – 30 credit hours (2 semesters) @ \$98/credit hour .....	\$2,940
Fees – 30 credit hours (2 semesters) @ \$51/credit hour .....	\$1,530
Room & Board – West Hall or East Units/ 19 meals (2 semesters) .....	\$5,930
<u>Travel/Miscellaneous Supplies</u> .....	<u>\$1,000</u>
<b>Total Cost</b>	<b>\$11,400</b>

5. **Proof of English Proficiency –** Garden City Community College does not have an intensive English language program. GCCC English courses are designed only for students who have already reached a certain level of English proficiency. An official score report showing that the “Test of English as a Foreign Language” (TOEFL) has been completed within the 18 months immediately preceding application to GCCC with a minimum score of 500 (paper-based) or 61 (internet-based, iBT). Students whose country’s official language is English may not be required to complete the TOEFL.
6. **Proof of High School Graduation -** GCCC requires proof of graduation from an accredited high school or the equivalent, or a transcript of credit from another accredited institution of secondary level or above. All documents must have English translations and must include a graduation date and be properly certified. Google translations are not acceptable. Only original documents or certified copies are acceptable. Faxed copies will not be accepted. If the graduation date cannot be determined, an official evaluation may be required.

Where translation of foreign transcripts is required, acquiring translation is the responsibility of the student.

College or University Information:

GCCC also requires official transcripts from all colleges or universities attended.

All foreign college academic documentation must be evaluated by an official transcript evaluation service.

For example, below are links to a few companies that provide Course-By-Course Transcript Evaluations with U.S. equivalencies, institutional accreditation status and date of graduation. There will be a fee charged by the evaluation company for this service.

- o ECE: Foreign Credential Evaluations  
<https://www.ece.org/ECE>
  - o International Education Research Foundation  
<https://www.ierf.org/>
  - o World Education Services (WES) -  
<http://www.wes.org/apply/>
7. **Proof of International Student Insurance with Repatriation Clause:** International Students must purchase International Student Insurance coverage annually. The policy must include a Repatriation/Return of Moral Remains Clause. It is the student’s responsibility to research and purchase a plan that suits his or her individual needs and meets the requirements. Approval of the policy will be determined by International Student Advisor.  
\* International students must provide for their own health insurance coverage. The student may purchase coverage in his/her home country and carry evidence of coverage applicable in the U.S.
  8. **Personal Health History and Immunization Record:** Students must complete a TB questionnaire to determine if further screening is required. Test must be taken inside the USA and is required before enrollment in classes at GCCC. Applicants must complete the GCCC Health and Immunization Record and work with the GCCC Health Nurse to ensure that all health requirements are complete and current.
  9. **Copy of Passport:** A color scanned copy of passport of the photo/personal information page must be sent to the International Student Advisor at [international@gccccks.edu](mailto:international@gccccks.edu).
  10. **Before applying for an F-1 visa at the US Embassy,** an I-901 application must be completed and the \$350 fee must be paid. Information regarding this governmental policy can be found at the following web address: <http://www.ice.gov/sevis/i901/index.htm>.  
\*A properly executed I-20 form will be issued by the College and mailed to the international student in his/her home country upon completion of the above.

\*The I-20, signed by a college official, is required by the U.S. Department of Homeland Security and U.S. Im-

migration and Customs Enforcement for the student to enter the United States. Students who leave the U.S. for holidays must have their I-20 forms properly endorsed by a college official before they leave the U.S. in order to assure their re-entry into the country to attend GCCC.

Refer to the International Students Policy on the GCCC website.

## RESIDENT ALIENS

Resident Aliens are international students who have been granted permanent resident status by the U.S. Department of US Customs and Immigration Services (USCIS). To qualify for in-state tuition rates, a student must have resided in the state of Kansas for at least six months and present his/her resident alien card, or another official document issued by the USCIS, showing the student's Resident Alien Registration Number, to the Registrar prior to the first day of the semester (or the summer session). If a student cannot provide this documentation, he/she will be classified as a non-resident and will be required to pay out-of-state tuition. The student has the right to appeal residency classification. (Refer to out-of-state student section in this catalog for appeal procedure.)

## UNDOCUMENTED IMMIGRANTS AND OTHERS

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fees rates, for any enrolled class beginning after that date, under the following conditions:

1. the student has attended a regionally accredited Kansas high school for three or more years and
2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and
  - a. in the case of a person without lawful immigration status: has signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so or
  - b. in the case of a person with a legal, nonpermanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

\*Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law.

\*The law has no effect on the eligibility standards or requirements for any type of financial aid.

\*Students who are eligible under HB2145 must contact the Admissions Office to complete the necessary requirements.

## RETENTION OF RECORDS

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

# ENROLLMENT & REGISTRATION

## STUDENT CREDIT HOUR LOAD

The academic year consists of a fall and a spring semester, each at least 16 weeks in length. Summer sessions are also available. Academic and technical credit programs are offered on a semester credit hour basis. One hour of credit is generally earned for each hour per week a student attends class every semester. Laboratory classes require additional time under an instructor's supervision. Approximately two hours of study time is recommended for each hour of classroom activity. Sixteen hours of college credit is considered a standard semester load. Students may discuss with their advisors, and the appropriate instructional administrator, their desire to carry more than 18 hours a semester. Permission to enroll in more than 18 hours per semester or more than 12 hours online may be granted by the appropriate instructional administrator. An average course load for the combined summer sessions is suggested to be no more than 12 hours.

## 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. Enrolling early is highly recommended for students to secure a satisfactory class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Enrollment for the summer begins in March and fall semesters begins in April. Enrollment for the spring semester begins in November. Exact dates for the start of these enrollment periods are listed in the calendar located in the front of this catalog, in the Student Handbook and on the College web site.

## PLACEMENT TESTING

GCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Earning a degree from GCCC requires the successful completion of a series of communication and math courses. There are mandatory prerequisite skills for access to these courses because we want to set up students for success. Developmental course work is intended to prepare students with the academic skills necessary to succeed at the college level. The placement guidelines below determine if the student is prepared for success in the required English, reading, and math courses.

- Students who provide high school transcripts with a graduation date within the last three (3) years are encouraged to use their cumulative high school GPA instead of placement exams.

- Students who have completed the GED (Version 2014) within the last three (3) years are encouraged

to use their GED scores instead of placement exams.

- Students may also use ACT or SAT scores that are within the last three years for placement.
- Students who have graduated from High School or completed their GED more than three (3) years ago will need to take the ACCUPLACER placement test.

Please contact the Mary Jo Williams Testing Center in the Student and Community Services Center (SCSC) to arrange for testing.

## ADVISEMENT

Students are assigned academic advisors based on the program of study declared on the student's application for admission. Deciding or exploratory students will be assigned an advisor in the Salmans Advising Center. Advisors will assist students in developing a plan to meet their educational goals, selecting courses, and monitoring academic progress as well as making appropriate referrals to programs that will help the student meet their educational goals. An advisor's approval is required for enrollment and schedule changes. Students can change their advisor by completing a Reassignment of Advisor form. Advisor changes may be subject to approval by the Director of Advising. Students are responsible for consulting with their advisor on the development of their educational plan and the completion of the coursework required to meet their educational goals. It is essential that the student meet with their academic advisor several times throughout a semester to review their educational progress.

## STUDENT CLASSIFICATIONS

**Full-time:** Students enrolled in 12 or more semester credit hours.

**Part-time:** Students enrolled in fewer than 12 semester credit hours.

**Special:** Students pursuing high school graduation requirements and concurrently enrolled in college classes.

**Freshman:** Students with fewer than 30 semester credit hours completed.

**Sophomore:** Students with at least 30 semester credit hours completed.

**Non-degree Seeking:** Students not pursuing a degree or certificate from GCCC.

**Probationary:** Students who have transferred to GCCC after being placed on academic probation from a transfer institution.

## COURSE NUMBERS

000-099 Developmental courses. Developmental courses are designed to raise the level of basic skills so that students can perform satisfactorily in college level courses. These courses do not count toward fulfilling the sixty-four hour graduation requirement; however, they can be used for athletic eligibility requirements and some financial aid requirements.

100-299 Credit courses. Credit courses are those courses that meet degree requirements. Course prerequisites should be noted and adhered to for student success.

## IDENTIFICATION CARDS

During enrollment periods, the College will issue (or update) a photo identification card for all students. Upon payment of fees, the I.D. card will be validated for the semester. The cards are available in the Broncbuster Bookstore in the Beth Tedrow Student Center. Students are requested to carry the card 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 Student Government Association activities, 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. Materials and the use of other services at the Saffell Library.
4. Use of the computer center and checking out games/game equipment and other services in the Beth Tedrow Student Center.
5. Entry to the College cafeteria for those who have contracted for meals.
6. Cash discounts at area businesses.

Additional privileges and services are currently being developed. Lost I.D. cards should be reported to Campus Security. Duplicate cards may be obtained for a nominal charge. Students must present proof of enrollment and another photo ID.

## REGISTRATION

Final registration is scheduled the day prior to the start of each semester. Late registrations, without a vice president's permission, are allowed for the first five (5) class days of each semester. Students who did not enroll early, or who enrolled but did not pay fees prior to the fee payment deadlines, must come to campus for final registration.

## DEADLINES

High school/home study school students and students in gifted programs 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.

Fee payment must be made by August 1 and January 1 of each semester for early enrolled students to maintain their enrollments. Failure to do so will cancel enrollments and the student will need to re-enroll.

Documentation for change of "Residency Status" must be in place by registration day of the semester for which the change is requested.

## ADD/DROP POLICY AND PROCEDURES

Once a student has completed registration, the only way to modify the class schedule is through the add/drop procedures (Change of Schedule form) adopted by the College.

Any student who wishes to modify his/her schedule should immediately go to the Registrar's Office for instructions.

Refer to the Add/Drop/Change of Schedule Policy on the GCCC Website.

**ADDING CLASSES**

Students wishing to add (a) class(es) during the first five (5) days of each semester may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or his or her advisor, obtain the advisor's signature, and return the completed form to the Registrar's Office for processing.

After the fifth (5th) day of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, after the published 20<sup>th</sup> day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate instructional administrator is required before the Registrar's Office will process the Change of Schedule form.

If a class has reached maximum enrollment and the class is "closed", the student has the option to be placed on the waitlist (if available) for the class. If a space becomes available in the class, the student, instructor and advisor will be notified. The student will have four (4) days to respond and accept the space for enrollment. After four (4) days the student will be removed from the waitlist.

**DROPPING CLASSES**

Students wishing to drop (a) class(es) during the first five (5) days of each semester may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or his or her advisor, obtain the advisor's signature and return the completed and signed form to the Registrar's Office for processing.

After the fifth (5<sup>th</sup>) day of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student's enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in the Change of Schedule form to the Registrar's Office. Courses dropped prior to the published 20<sup>th</sup> day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until 75% of course completion. After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Academic Review Committee.

**COURSE WITHDRAWAL APPEAL POLICY**

Students may appeal to the Academic Review Committee within two (2) weeks of the Last Day to Withdraw by following the steps below:

1. Students wishing to appeal the Last Day to Withdraw must complete a "Course Withdrawal Appeal Request" form and return it to the Executive Director of Student Services within two weeks of the Last Day to Withdraw from classes. The appeal form is available in the Registrar's Office.
2. The Executive Director of Student Services will forward all appeals to the Appeal Committee which will be comprised of three members of the Academic Review Committee.
3. The Appeal Committee will meet to review and approve or deny the appeals and will send the request forms back to the Executive Director of Student Services who will notify students of the outcome.
4. If the request is approved, the Executive Director of Student Services will notify the Registrar in writing. The Registrar will withdraw the student the class(es) in question and issue a 'W' (withdrawn) for the class(es). If the request is denied, the student will receive the grade for the class that the instructor records.
5. The chairperson for the Academic Review Committee will notify the student, in writing, of the committee's decision. The decision of the committee is final.

Refer to the Course Withdrawal Appeal Policy on the GCCC website.

**COMPLETE WITHDRAWAL FROM COLLEGE**

Students who find it necessary to withdraw from all College classes for the remainder of the semester must meet with an academic advisor in the Student and Community Services Center. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student from the College who has stopped attending. Students who do not process a Complete Withdrawal will receive an "F" for those classes in which they are still enrolled, and that grade will be recorded on their transcripts.

COSTS

**\*TUITION AND GENERAL FEES**

The total amount of tuition and general fees is determined each semester by the student's residency status, and the number of hours in which the student enrolls. Regular tuition and fees will be charged for audited courses.

<b>KANSAS IN-STATE RESIDENCY STATUS</b>	
Tuition .....	\$61 per credit hour
Student Fees .....	\$51 per credit hour
<b>BORDER STATE RESIDENCY STATUS</b>	
(CO, NE, MO, OK, TX, NM)	
Tuition .....	\$75 per credit hour
Student Fees .....	\$51 per credit hour

**OUT-OF-STATE RESIDENCY STATUS**

Tuition .....\$80 per credit hour  
 Student Fees .....\$51 per credit hour

**INTERNATIONAL STUDENT RESIDENCY STATUS**

Tuition .....\$98 per credit hour  
 Student Fees .....\$51 per credit hour

**ONLINE**

Tuition .....\$150 per credit hour

**SPECIAL FEES**

Certain courses, classes or programs have various additional laboratories, class materials or other fees. These additional costs are approved annually by the Board of Trustees. A complete listing is available in the Business Office and on the College website.

Various Credit by Examination programs require a processing fee for the credits to be placed on the student’s transcript. Students will be notified of this charge at the time of award. *\*Tuition and fees are subject to change.*

**TUITION AND FEES REFUND POLICY**

- Students may be eligible for refunds upon filing a “Change of Schedule” form in the Registrar’s Office within the refund periods outlined below.
- Refunds are calculated based on the day the official withdrawal is filed in the Registrar’s Office (in person, by fax or by postmark date), not when the student stopped attending class. Failure to attend or ceasing to attend a class does not constitute an official withdrawal.
- If the College cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of date.
- If a student withdraws from a class after the refund period and simultaneously adds a course, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added course.
- If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.
- In addition to GCCC’s refund policy, all students receiving Federal (Title IV) Financial Aid are subject to a “Return of Title IV Funds” calculation. This calculation is required for students who receive all “W” or “F” grades as assigned at end of term. The “Return of Title IV Funds” calculation involves only the Federal Financial Aid portion of funds received by the student. It determines the amount of federal funds the student and GCCC are entitled to keep based on how long the student was enrolled during the semester. It is possible that GCCC and/or the student will owe federal funds back to the Department of Education regardless of the outcome of the GCCC institutional refund policy.

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for online classes. Students who do not login and complete an assignment will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 per course no-show fee.

**100% REFUND PERIODS**

*(Also applies to Evening and Outreach classes):*

- 12 - 16 Week Classes  
 Students who officially withdraw are entitled to a full refund of tuition and fees through the second Friday after the start of the class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.
- 8 - 11 Week Classes  
 The 100% refund period for 8-week session is the second Friday after the start of the class.
- 6 - 7 Week Classes  
 The 100% refund period for a 6-7 week class is prior to the fifth calendar day after the start of the class.
- 2-5 Week Classes  
 The 100% refund period for a 2-5 week class is prior to the third calendar day after the start of the class.
- 1 Week Classes  
 The 100% refund period for a 1 week class is prior to the start of the class.
- Workshops and Seminar Refunds  
 For Business and Industry Institute (B&I), Continuing Education and Community Services (CECS) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and times periods.

**REFUND APPEAL PROCEDURE**

1. Students wishing to appeal their refund must complete a “Refund Appeal Request” form and return it with appropriate documentation to the Business Office within one week of the official withdrawal being filed in the Registrar’s office in person, by fax or by postmark date.
2. Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office and Student Services.
3. The Business Office will notify the student, in writing, of the committee’s decision.

*Refer to the Tuition and Fees Refund Policy on the GCCC website.*

**PAYMENT OF OBLIGATIONS**

Students are expected to make prompt payment of all college financial obligations such as tuition and fees, housing, food, special fees, library fines and loans. MasterCard, Discover and VISA cards are accepted for payments.

- All existing financial obligations must be paid before enrollment will be allowed for the subsequent semester



# FINANCIAL AID

- or summer session.
- If a student leaves the College with unpaid accounts, his/her academic records will be placed on hold and no academic transcripts will be issued until the account is cleared.
- Graduating students must clear all outstanding accounts before any documentation of earned degree(s) will be issued.
- Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending GCCC. No academic transcripts will be issued until the default status is resolved.
- 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.

Refer to the Payment of Obligations Policy on the GCCC website.

## RESIDENCE HALL COSTS

The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for meal plans (19 meals per week). This amount is subject to change. Students interested in living in the Residence Halls should apply online through the StarRez portal found on the Residential Life web page. Contact the Residential Life Office at (620) 276-9516 for current costs and additional information.

## TEXTBOOK COSTS

Textbooks are part of student fees that each student pays on a per credit hour basis. The College has partnered with Cengage Learning and most courses have adopted textbooks which will be used as an e-textbook online. On-campus students will still go to the Broncbuster Bookstore for their textbooks. If your course uses Cengage texts, you will receive an access code at the bookstore to access your textbooks. Students who are taking classes which do not use Cengage will still need to purchase their textbooks from the Broncbuster Bookstore. Students taking online courses will have their textbooks embedded into the course and may access it through the Canvas course link.

## RETURNED CHECK POLICY

If a check made payable to the College is returned by a bank for any reason, the student's records will be placed on hold until the financial obligations are paid. The student will be charged a returned check fee for each returned check.

*Refer to the Returned Check Policy on the GCCC website.*

## SERVICES

The Financial Aid Office is committed to helping Garden City Community College students reach their educational goals. Students may contact the office for answers to questions about applying for aid, receiving aid, and transferring aid to another college. For specific information, contact the Financial Aid Office at (620) 276-9519.

## APPLICATION PROCESS

To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid (FAFSA). The student's official high school transcript, GED and all college/university transcripts must be on file in the Admissions Office. If the applicant's Student Aid Report is selected for "verification," the student will be asked to provide additional documentation. GCCC school code for FAFSA (001919).

## STUDENT ELIGIBILITY REQUIREMENTS

Students must meet the following requirements to be eligible to receive Student Financial Aid:

- Be a U.S. Citizen or eligible non-citizen.
- Have a high school diploma or GED. Students cannot be concurrently enrolled in high school/home school, including alternative high schools.
- Be enrolled as a degree or certificate seeking student in an eligible program of study.
- Make satisfactory academic progress toward earning a degree or certificate in an eligible program.

*REMINDER: Federal financial aid can only be awarded/dispensed for classes that count toward your degree or certificate at Garden City Community College. Federal financial aid will not be awarded/dispensed for classes that have already met your degree or certificate requirements.*

## ABILITY-TO-BENEFIT

Students who are enrolled in an eligible career pathway program, on or after July 1, 2014, and who are not high school graduates, may be eligible to receive Title IV aid if the student meets one of the following Ability-To-Benefit (ATB) alternatives.

- Passes an independently administered Department of Education approved ATB test.
- Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.

A student who meets one of those alternatives may use that alternative to establish his or her Title IV eligibility at any eligible Title IV institution where the student enrolls in an eligible career pathway program.

Eligible career pathway programs contain two (2) components:

- An adult education component, and



- A Title IV eligible postsecondary program component”  
The Adult Education Component is defined as academic instruction and education services below the postsecondary level that increases an individual’s ability to:
- Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transitions to postsecondary education and training;
- Obtains employment

The definition of eligible program includes all coursework of Title IV academic programs;

- Be at least a two-academic-year program that is acceptable for full credit toward a bachelor’s degree; OR
- Be at least a one-academic-year training program that leads to a certificate, or other non-degree recognized credential, and prepares students for gainful employment in a recognized occupation.

## TYPES OF AID

### **U.S. Department of Education Federal Financial Aid**

- Federal Pell Grant  
A Federal Pell Grant helps undergraduates pay for their education after high school. Pell Grants are need-based and, for those who qualify, provide a foundation of financial aid to which aid from other sources may be added. Unlike loans, grants generally do not have to be repaid.
- Federal Supplemental Educational Opportunity Grant (FSEOG)  
The FSEOG is available to students who demonstrate exceptional need. Students must be eligible for a Pell Grant to receive FSEOG. FSEOG is very limited at Garden City Community College, so students must apply early to receive full consideration for this award. FSEOG awards normally do not have to be repaid.
- Federal Work-Study  
The Federal Work-Study Program provides part-time employment for students with financial need. Students work in college facilities or in approved community programs.
- Federal Direct Stafford Loans  
Stafford Loans at GCCC are low-interest loans made through the federal government. These loans must be repaid.
- Federal PLUS Loan  
The PLUS Loan program allows parents to borrow to help pay for their student’s education. Like Stafford Loans, PLUS Loans at GCCC are borrowed through the federal government.

### **GCCC Institutional Aid**

- Scholarships  
Scholarships are awarded to students who demonstrate promise of outstanding achievement in their educational pursuits. Most scholarships require full-time enrollment. Complete information and the online scholarship application is available on the Financial Aid page of GCCC’s website.
- Grant-in-Aid Awards  
Grant-In-Aid awards are available through various departments on campus. Grant-In-Aid award amounts vary.

### **Additional Financial Aid Assistance**

- Veterans Administration Benefits  
Veterans, spouses, and children of disabled or deceased veterans may qualify for special education benefits. Students should contact their local Veteran’s Administration Office for further information. All VA benefits received must be reported through the Registrar.
- Vocational Rehabilitation  
Students with physical or emotional disabilities may qualify for special assistance. Students should contact the Division of Vocational Rehabilitation, Department of Social and Rehabilitation Services in their area.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require that a student must be making “satisfactory academic progress” toward a degree or transfer program leading to a bachelor’s degree to be eligible to receive federal financial aid. GCCC will review each student requesting financial assistance from the College to determine if satisfactory academic progress is being met; the review will be based on all academic transcripts. Enrollment periods and transfer hours that were completed during a term in which financial aid was not received are included in the calculation.

Academic progress standards are evaluated prior to packaging a student’s initial award and following each semester during which a student received federal financial aid. Official academic transcripts from all previously attended post-secondary institutions must be on file at GCCC before an initial financial aid award will be made.

Enrollment in 12 or more credit hours constitutes full-time; 9-11 credit hours constitutes three-quarter time; 6-8 credit hours constitutes half-time; and 1-5 credit hours constitutes less-than half-time enrollment for financial aid purposes. Student classification for the summer term is the same as during a semester.

Repeated coursework: Previously completed courses (with a grade of D or better) may be repeated only once for federal financial aid eligibility. Those seeking additional information regarding financial aid/scholarship processes should refer to the College website and/or contact the Financial Aid Office located in the Student and Community Services Center.

# ACADEMIC & STUDENT POLICIES AND PROCEDURES

## THE STUDENT AND ACADEMIC DECISIONS

Academic decisions are made by faculty members, division directors and vice presidents. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student's complaint and render a final decision.

## STUDENT RESPONSIBILITIES

Those enrolling for college credit at GCCC are considered adults and expected to assume responsibility for the following:

1. Planning a semester schedule or course of study and completion of all course requirements. Instructors, counselors, advisors, and administrators will give assistance. The College Catalog and supplementary bulletins are authoritative sources of information on academic matters.
2. Voluntary consultation with counselors on adjustment difficulties, vocational and professional aptitude and planning, as well as personal problems pertaining to a college career.
3. Attending classes regularly.
4. Observance of all College regulations as specified in the College Catalog, the Student Handbook, the Residential Life Handbook, the Student Athlete Handbook and other information bulletins.

## UPDATING STUDENT INFORMATION

Students needing to change their recorded information such as a name, address, or social security number, must complete a "Student Data Change Form" at the Registrar's Office.

A name change requires a copy of:

1. Marriage (License) Certificate.
2. Filed court document; OR
3. Drivers license and social security card.

Changing an 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. These external sources may include: proficiency examinations, military credits, national standardized examinations, Kansas Technical Colleges and Schools, competency based programs, correspondence courses, and departmental course challenges. A maximum of 30 credit hours may be accepted by

this method. (Credits transferred from regionally accredited universities/colleges are excluded from this classification; however, the total hours applicable to fulfilling degree requirements from advanced standing and/or transfer cannot exceed 45 semester hours.) Advanced standing credit will not count for the 15 credit hour residency requirement. All external credit requests must be evaluated and approved by the College Registrar. The source will also be listed on the transcript. Refer to the Credit for Prior Learning Policy on the GCCC website.

In most cases, a processing fee is required and the student will be notified at the time of evaluation the amount of the charge. Credit will not be awarded if:

1. A student has previously received a grade in the course.
2. A student has previously received a grade in a higher content level course.
3. A student has been awarded credit through other non-traditional programs in areas containing the same content.

The Credit by Examination Program is administered through the Mary Jo Williams Assessment Center, located in the Student and Community Services Center.

The awarded credits for all advanced standing assessments will be entered on the student's transcript with the grade of "CR" when the student has successfully completed 12 GCCC credit hours and has paid the assessed fee.

### Advanced Placement (AP) and CLEP Examinations

Credit will be granted for students presenting scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Tests (CEEB-AP) and scores at or above 55% on the College Level Examination Program (CLEP) Subject Examinations. Scores of 5 will equate to an "A", 4 to a "B" and 3 to "CR". Credit for Non-Traditional Education Support (DANTES) examinations may also be accepted. Natural Science exams will not satisfy laboratory science requirements. For specific information, contact the counselors (located in the Student and Community Services Center).

### Competency-Based Credits

Competency-Based Credit, for previous experience, may be arranged through the appropriate corresponding program director at GCCC.

### Departmental Course Challenges

In courses where a comprehensive examination is available, credit may be granted if a satisfactory level of achievement is demonstrated (with competencies of at least a C grade). Students cannot receive credit by examination to repeat or to replace a previously earned course grade listed on the transcript, nor may they receive credit for a lower level course than one previously enrolled and shown on the transcript. A fee is charged for all comprehensive course challenge examinations. Costs for awarded credit will be equivalent to the tuition rate assessed for actual class enrollment.

A student wishing to apply for credit by examination in courses not available through CLEP, should petition the director of the college division where the course is offered. If permission is granted, the director or his/her designee will administer a comprehensive final examination for that class.

If the student passes the examination with a grade of “C” or better, the division director and vice president will forward that information and credit recommendation to the Registrar. After completion of 12 GCCC credit hours and payment of the assessed fee, the course will be listed on the student’s transcript with a grade of “CR”.

#### Military Credits

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). Physical education credit is generally awarded in addition to those courses applicable to the student’s chosen major of study. In no case will credit be granted for non-existing GCCC-equivalent courses. Students desiring credit for military experiences should contact the Registrar, located in the Student and Community Services Center.

The Joint Services Transcript (includes Army, Marine Corps, Navy of Coast Guard) can be requested at this link: <https://jst.doded.mil/official.html>.

#### High School Articulation

Some selected high school courses have been articulated with courses offered by GCCC to enable students to advance to higher level courses at the College. Participating high schools may award credit toward high school graduation to students who demonstrate sufficient competency in these college level courses. Individuals who are interested in details should make specific inquiries to their high school.

#### Vocational Courses from Kansas Area Technical Colleges/Schools

1. Kansas community colleges will accept all Kansas Board of Regents approved postsecondary area technical colleges/schools program credits for evaluation and transfer as credit toward the Associate in Applied Science degree.
2. Former students of Kansas area vocational-technical schools must be enrolled in the community college and successfully complete 12 hours with the community college before the evaluated hours will be recorded on the college transcript.
3. All Kansas area technical college/school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
4. Credit hour conversion of courses completed in the Kansas technical colleges/schools are based on the same requirements Kansas community colleges currently use in determining credit hours for a course.
  - a. 750 minutes lecture      1 credit hour
  - b. 1,350 minutes lab      1 credit hour
 These are minimum requirements and may be exceeded.
5. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. Students must, in addition, meet the graduation requirements for the Associate in Applied Science degree for the individual community college. (KSBE-1987)

#### Completed Technical Programs

Credit may be granted for approved technical college/school students upon program completion. After successfully completing 12 hours with GCCC, the evaluated hours will be recorded on the college transcript. Students with 1080 hour programs (9 months) are eligible for 32 hours credit. Students with 2160 hour programs (2 years) are eligible for 48 hours credit. In each case, students are required to complete the 18 hour General Education requirements for the A.A.S. degree from GCCC. Courses of study with less than 1080 hours are not eligible for block credit award. All credits will be listed with “CR” grade designation.

#### Other External Credits

Other external programs of study may be available for conversion to college credits if such programs are recommended for credit by a recognized agency such as the American Council on Education or The National Program on Non-collegiate Sponsored Instruction. Students interested in potential credit should contact the Registrar.

### **ATTENDANCE**

#### Attendance Guidelines

1. Consistent attendance at Garden City Community College is strongly recommended.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

Refer to the Attendance Policy on the GCCC website.

#### College-Sponsored Activity Absence Policy

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow same criteria.

### **COURSE CANCELLATION**

During the registration process, all course sections offered are reviewed to see if there is sufficient enrollment to justify running the class. If a class is cancelled, students are contacted by mail if there is sufficient time before the end of the registration period to adjust their schedules. If a section is cancelled too late for mail notification, attempts to contact students are made by the student’s GCCC e-mail or by telephone and a sign is posted outside the scheduled classroom door.

Refer to the Course Cancellation Policy on the GCCC website.

## EXAMS AND FINAL EXAMS

Students absent on the day of an announced examination may be permitted to make up the examination at the discretion of the instructor. Final examinations at the close of each semester are College requirements for all students. In case of an emergency, such as bereavement or hospitalization, a student may be permitted to deviate from the announced schedule of examinations with permission from the appropriate instructional administrator. The academic calendar for the entire year is printed in the calendar section of this catalog as well as in each semester's Schedule of Courses. Students should refer to the schedule prior to making travel arrangements so that there will be no conflict with the final examinations schedule.

Refer to the Exams and Final Exams Policy on the GCCC website.

## GRADING SYSTEM

Grades are reported to the office of the Registrar at the end of each semester. Grades are reported by letter only. No plus or minus values are recorded. The scale of grades and grade points is as follows:

GRADE	GRADE POINTS PER HOUR
A (Excellent)	4
B (Good)	3
C (Average)	2
D (Poor, but passing)	1
F (Failing)	0
P (Passing - Credit only, not computed in GPA)	0
I (Incomplete)	0
W (Withdrawn)	0
CR (Credit only, not computed in GPA)	0
AU (Audit - no credit, no grade)	0
XF (Failed due to academic dishonesty)	0

Refer to the Grading Policy on the GCCC website.

## CREDIT/PASS GRADES

A "CR" or "P" grade indicates that the student has received credit for the 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 grade is given, such as seminars, workshops or other similar learning experiences. Credit by examination program credits are usually designated by this notation.

Refer to the Grading Policy on the GCCC website.

## PASS/FAIL GRADES

Students may enroll in certain courses under the Pass/Fail option. Under this option, an earned grade of A, B, C or D will be recorded on the transcript as a "P". A grade of F will be recorded as an F. "P" grades will not be counted in calculating grade point averages, but F grades will be counted in the calculation.

The following conditions apply to students choosing this option:

- Courses that cannot be taken Pass/Fail are as follows:
  1. General education requirements, with the exception of Physical Education (activity courses)
  2. Courses required in the major field of study
- Advisor approval is required before a student chooses the Pass/Fail option.

- A student must indicate the Pass/Fail option at the time of registration and the option cannot be changed once the class begins.
- A course originally completed under the Pass/Fail option cannot later be converted to a grade.
- A student may enroll in only one Pass/Fail course per semester.

Note: Some university/college scholarship committees and honor societies do not accept the Pass/Fail grading system when computing grade point averages and may convert grades of "P" and "CR" to a letter grade of "C" or in some other way penalize the student. Students planning to seek admission to a professional school, i.e., medical, veterinary medicine, physical therapy, etc., should contact potential universities for the specific policy regarding pass/fail and credit by examination acceptances.

Refer to the Pass/Fail Policy on the GCCC website.

## COURSE AUDIT

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 to a student who audits a class. 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 graded or Pass/Fail basis.

Refer to the Course Audit Policy on the GCCC website.

## INCOMPLETE GRADES

Due to extenuating circumstances, if a student has not completed all the requirements of a course, the instructor may issue an incomplete "I" grade at the end of the semester, giving the student additional time to complete the requirements. The instructor will not automatically record an incomplete; the student must petition the instructor before the end of final examinations. A contract for an Incomplete Grade, available from the Registrar's Office, is required.

The student and the instructor must agree on conditions by which the requirements will be met and the contract for an incomplete "I" grade must be completed and returned to the Registrar's Office by the instructor. The instructor must issue a Change of Grade Request form before the "I" grade can be removed and a letter grade entered on the transcript. The "I" grades will be converted to "F" grades if requirements have not been met by the Friday prior to finals week of the following semester.

Refer to the Grading Policy on the GCCC website.

## POSTING OF GRADES

The public posting of grades, either by student name, institutional student identification number, or social security number is a violation of Federal Education Rights and Privacy Act (FERPA) and is restricted by the College. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

The student may obtain the grade for a particular course by individual discussion with the instructor; via BusterWEB; or by self-addressed, postage-paid envelope/postcard with identifying information pertaining to the course number and section to be given to the instructor for mailing.

Grades are entered into the computer for processing, and the student must wait until grades are posted on BusterWEB to view final grades.

Refer to the Posting of Grades Policy on the GCCC website.

## 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 appropriate instructional administrator. The student will receive a copy of the grade change form as notification that the process has been completed.

Grade change requests must be submitted to the Registrar's Office within one semester of the student's initial enrollment in the course.

Refer to the Grade Change Policy on the GCCC website.

## INDEPENDENT STUDY COURSES

In exceptional circumstances the College may approve the offering of an existing course on an independent study basis (e.g. student must have the course to graduate that semester and there are not sufficient other students to warrant offering a regular class section). The student will need to obtain the approval of the appropriate instructional administrator before being allowed to register.

Refer to the Independent Study Policy on the GCCC website.

## ACCELERATED COURSES

An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

## HYBRID COURSES

A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

## ONLINE COURSES

An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online.

## FACE TO FACE COURSES

Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support the course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

## REPETITION OF COURSES

Repeating a course taken at GCCC, for which credit has already been earned, will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A,B,C,D,F) is used for the GPA calculation. If a course taken at another institution is repeated at GCCC, the grades will be averaged, not cancelled, to compute the GPA calculations.

## ACADEMIC PROBATION/ DISMISSAL APPEAL PROCESS

### ACADEMIC PROBATION

Academic Probation is a warning that the student's performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student's cumulative GPA must be above the GPA outlined below for the semester following being placed on academic probation.

Academic probation is not meant to be viewed as punitive but is based on the philosophy that a student's continued enrollment at Garden City Community College is dependent on making progress toward academic good standing.

Academic Probation is based upon the number of completed hours and cumulative grade point average using the following structure:

- 0-32 hours completed- if cumulative GPA is 1.5 or below then placed on probation
- 33-48 hours completed—if cumulative GPA is 1.75 or below then placed on probation
- 49 or more hours completed—if cumulative GPA is below 2.00, then placed on probation

Additionally, students who were enrolled full-time (12 hours or more) during the semester placed on academic probation will be limited to 13 hours of enrollment. This allows for four academic courses and either College Success (PCDE-101) or Career Success (PCDE-109) as well as the Project Success (PCDE-001) course. Students who were enrolled part time (less than 12 hours) during the semester placed on probation will be limited to 8 hours of enrollment. This allows for a minimum of two academic courses and either College Success or Career Success as well as the Project Success course.

Students must earn a "C" or better in either College Success or Career Success or will retake the course until successful completion.

Students will be removed from academic probation if, at the end of their probationary semester, their cumulative grade point average is above the minimum academic structure listed above.

Students placed on academic probation who achieve a minimum of 2.0 grade point average at the conclusion of the probationary semester, but do not yet meet the cumulative

minimum academic standards in the structure listed above, will remain on academic probation.

If at the end of the probationary semester, students who fail to achieve a minimum of 2.0 grade point average and fail to improve their cumulative grade point average to the structure listed above, will be placed on academic dismissal, during which time they will be automatically dropped from all pre-enrolled classes for the subsequent semester.

In order to continue to take classes at Garden City Community College, students placed on dismissal must meet with the Executive Director of Student Services and complete the dismissal appeals process for reinstatement to the College. Transfer students entering GCCC will follow the same guidelines outlined above.

Exemptions or special considerations will be reviewed by the Academic Review Committee using the appeal process outlined. Students dismissed from GCCC for academic reasons may not re-enroll without permission of the Academic Review Committee. This policy also applies to those dismissed from other colleges who wish to transfer to GCCC.

Refer to the Academic Probation Policy on the GCCC website.

## ACADEMIC DISMISSAL APPEAL PROCESS

An appeal process is available to any student placed on Academic Dismissal. During the appeal process, a student is not allowed to enroll at GCCC. All appeals must occur in the following manner by the deadline specified in the Academic Dismissal letter or as indicated by the Executive Director of Student Services:

1. The Application for Reinstatement must be completed, signed by the student and submitted to the Executive Director of Student Services.
2. The student must also submit a signed letter of appeal with an explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that may have adversely affected academic performance. This letter must also state the conditions that indicate a plan of improvement.
3. Two letters of recommendation must be mailed directly to the Executive Director of Student Services. The letters must come from College faculty or staff, an academic advisor, or work supervisors. One letter of support may come from a family member.
4. If the reason is personal illness/injury, a medical verification form must be completed by a physician. This form is available from the Executive Director of Student Services.
5. The student must provide a degree audit from an academic advisor.
6. Official College transcript(s) must be submitted to the Admissions office.

The items listed above will be given priority if received in the office of the Executive Director of Student Services by:

- June 1 for Summer enrollment
- August 1 for Fall enrollment
- November 1 for Spring enrollment

Dishonesty on any of the materials submitted to the Academic Review Committee is considered grounds for denial of reinstatement or admission to Garden City Community College.

The Academic Review Committee may schedule a hearing and will notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee shall either (1) readmit (admit) the student and allow him/her to enroll in the upcoming session or (2) deny the student's request to be readmitted or admitted. A student's failure to appear at the hearing waives the student's right to appeal for that specific term of appeal.

Students who have been academically dismissed from any other post-secondary institution prior to seeking admission to GCCC, must present the same information listed above to the Executive Director of Student Services by the priority deadline date set.

If readmitted, the student will be placed on Academic Probation for the first semester of enrollment and must meet the conditions for academic good standing thereafter. Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the Vice President for Instruction or his/her designee. Such appeals must be made in writing to the Vice President for Instructional Services within one working day following denial by the Committee. Decisions by the Vice President for Instruction are final. If a student does not appeal or is denied readmission for one semester, he/she has the right to appeal at a future date. The appeal process must be completed by the priority dates specified for the semester in which the student wishes to enroll.

The student seeking readmission to the College at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal. Students transferring from another college are reminded that enrollment is not official until all records are complete and official transcripts are submitted to the Admissions Office.

Reinstatement after dismissal from Garden City Community College or if student is transferring to GCCC who has been dismissed from another institution is neither automatic nor guaranteed. A student may be reinstated only if clear and convincing evidence of probable academic success is provided.

Refer to the Dismissal Appeal Policy on the GCCC website.

## ACADEMIC RENEWAL

The College permits students to petition for academic renewal on one semester's course work completed at least five years prior to current enrollment. A student eligible for consideration may apply for Academic Renewal by petitioning the Registrar's Office according to the following guidelines:

1. Course work at Garden City Community College must have been taken five or more years prior to petitioning for renewal. None of the credits completed in the semester for which renewal is petitioned will count toward a degree.
2. At the time of petitioning for Academic Renewal, the student must have completed a minimum of 12 credit hours within the previous two years with an earned GPA of at least 2.0 at GCCC.



3. Apetition for Academic Renewal will not be considered if a degree has been earned subsequent to the semester in question.
4. All course work will continue to appear on the transcript but the grades earned in the renewal semester will not be included in the student's GCCC cumulative GPA.
5. This policy refers to GCCC only. A student transferring from or to another institution will have to follow the other institution's policy.
6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

## HONORS RECOGNITION

Outstanding scholastic work is recognized at the end of each semester through issuance of a President's Honor Roll, which lists names of those who have earned a 4.0 grade point average for that semester. The Vice President's Honor roll lists those who have earned a 3.2 to 3.999 grade point average. Honorable Mention is given to those with 3.0 to 3.199 grade point averages. To be eligible for honors recognition, a student must be enrolled in and receive grades in eight credit hours or more.

At commencement, excellence in scholarship is recognized. High Honors are awarded those with cumulative grade point averages of 3.6 or better, and Honors are awarded to those with 3.2 to 3.599 cumulative grade point averages.

## TRANSCRIPTS

A fee of \$5 will be charged for each official transcript requested. Faxed transcripts may be requested; however, these are considered Unofficial. 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 is paid. Transcripts may be requested online at [www.getmytranscript.com](http://www.getmytranscript.com). Those who desire to transfer to another institution of higher education should request the Registrar's Office to forward the transcript directly to the admissions office of the institution they plan to enter. Official transcripts received from other institutions cannot be released to any individual or institution. Transcripts will be sent by Federal Express only if an authorized account number is provided or if payment is made in advance to cover each transcript fee and actual express/shipping costs. Transcripts issued to the student will be marked "Issued to Student" and are not 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, non-return of scholarship books, non-returned athletic equipment or clothing, unpaid library fines or non-returned books or unpaid class supplies, a "hold" will be placed upon the student's records by the College official in charge of that area. The records will only be sent by the Registrar's Office with written authorization from the official who originally requested the hold that the obligation has been cleared or paid. Records of former students

who are in default on Federal Loans taken while attending GCCC will also be placed on hold until the default status is satisfactorily resolved.

## STUDENT RECORDS

A student has the right to inspect and review any and all official records, files, and data directly related to the student. This includes all material that is incorporated into the student's cumulative record folder intended for college use or to be available to parties outside the College or school system. The material involved may specifically include, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence tests, aptitude/psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Students will be granted access to their personal College records within a period of 45 days after the request has been made. No records pertaining to the student shall be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of their College records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student. A form shall be provided by the College for this purpose.

Collection of personally identifiable data specifically authorized by federal law shall not include information (including social security numbers) which would permit personal identification of students.

## STUDENT PRIVACY RIGHTS

Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, with the following exceptions:

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency, or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;

- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns.
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information so designated by the educational institution as follows:
  1. Name
  2. Address
  3. Telephone listing
  4. Electronic Mail Address (E-mail)
  5. Date and place of birth
  6. Major field of study
  7. Classification
  8. Participation in officially recognized college activities
  9. Sports - weight and height of athletic team members
  10. Dates of attendance
  11. Degrees or certificates earned
  12. Awards received
  13. Most recent previous educational institution attended
  14. Photograph

The College will publish Directory Information, collectively, or individually, UNLESS a student notifies the Registrar in writing to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice, all Directory Information will be withheld from publication.

Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

Copies of the complete student records policy may be obtained upon request from the Registrar.

## SENIOR CITIZENS

Senior citizens, 60 years or older and residents of Finney County, may receive a lifetime college activity pass allowing free admissions to regularly scheduled college related activities. Passes are issued by the President of the College.

Tuition waivers for all GCCC credit courses, on a space-available basis, are granted to Finney County senior citizens. Waivers will be approved for credit (including pass/fail option) only. Audit courses do not qualify for tuition waivers. Fees must be paid by the senior student. The Tuition Waiver form is available in the Business Office.

## VERIFICATION OF ENROLLMENT

Students needing verification of enrollment for the current semester should present forms to the Registrar's Office after classes have been in session at least one week.

## STUDENT CONDUCT

*NOTICE: Garden City Community College reserves the right to revise the Code of Conduct and other related policies at any time for any reason. At the time of printing, these policies were current, however, please check the on-line version on the Garden City Community College website for up to date revisions.*

All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing, and abiding by, the rules and regulations of the College.

The College assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a College community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The College reserves the right to take disciplinary measures in the best interests of GCCC.

Discipline is the responsibility of the Vice President for Instruction or Vice President for Student Services, or designee, respectively. Cases involving minor infractions of normal discipline may be handled by the Disciplinary Review Board. Disciplinary action may be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well-being, infringement on others' rights, damage to College property, or any other situation which reflects negatively on the College community, programs, organizations, or activities.

The College reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of College officials.

Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct:

- **Alcohol and Drug Policy** – Alcoholic beverages and illegal drugs are prohibited on College property. Possession, distribution or use of alcoholic beverages, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Garden City Community College Campus, within the College buildings or at any College-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from College.

- **Assault and Battery** – includes any action, including hazing, which threatens the physical well-being, mental health, or safety of others.

- **Computer Lab** – Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as, but not limited to, using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the College's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.

- **Dishonesty** – includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the College.

• **Disruptive Behavior** – includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operated facilities or properties on /at College sponsored events.

• **Intimidation and Bullying** – Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes, or interferes with the operation of any College class or activity. Such conduct includes, but is not limited to, assault, threats to the personal safety of one’s self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing and bullying.

• **Social Media / Electronic Communications** – Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, texting electronic mail, Internet services, and social media including but not limited to Facebook, Twitter, Snapchat, TikTok and Instagram.

• **Fireworks, Knives or Other Weapons** – A Garden City ordinance prohibits the detonation of fireworks within the city limits. Knives, explosives, air rifles/pistols, pellet guns, BB guns, paintball guns and bludgeon weapons are prohibited on GCCC property. Campus Police will investigate all matters relating to these areas and violators may be prosecuted. Students may also receive discipline, which includes dismissal from the College for violations and/or threats involving weapons.

• **Guns, Firearms, & Other Weapons - In order to promote a safe and secure learning environment, GCCC prohibits the possession or use of weapons on campus and at off-campus activities, other than as set forth below.**

o In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, et seq, and other applicable federal/state laws, it is permissible and will not be a violation of this policy for the:

i) carrying of a concealed handgun on campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the concealed carry restrictions set forth below,

ii) lawful carrying of a concealed handgun by an employee performing College duties at an off-campus activity, when in accordance with applicable laws/policies for such location,

iii) lawful possession of a handgun within a personal/non-College vehicle,

iv) lawful possession of weapons.

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law and the GCCC Weapons policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the handgun in any way. “About” the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual’s personal items at all times. Moreover, the carrier must remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier

with one or more straps consistent with the carrier’s design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this policy to openly display any lawfully possessed handgun while on campus.

Please refer to the GCCC Weapons policy for additional information.

All laws and regulations are strictly enforced to assure safety.

• **Gambling** – by Kansas Statute 21-4303, gambling is illegal and is not permitted.

• **Smoking in Restricted Areas** – All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed except in approved designated smoking areas. (Garden City Code).

• **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on the College’s phone line. Should students need to make personal long-distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student’s credit card is strictly forbidden.

• **Theft/Vandalism** – theft or damage to College or other’s property will subject students to College disciplinary measures as well as legal action.

• **Traffic Laws and Regulations** – All local and state regulations are in effect on campus 24 hours a day. In addition to campus police, city, county, and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety. Cars parked in the non-parking areas are subject to be towed and owners are responsible for towing/storage costs.

• **Sexual Misconduct** – Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. See Sexual Misconduct Policy.

## COLLEGE DISCIPLINARY PROCESS

**Refer to GCCC website for all policy information.**

The rights of each individual at Garden City Community College deserve the respect and protection of administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process are in effect.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating College rules and regulations as listed in this handbook.

### STUDENT DISCIPLINARY PROCESS

Misconduct is considered a matter of concern to administrators, faculty, staff, and students alike. Reports of misconduct are made to the GCCC Campus Police Department.

Garden City’s Student Disciplinary Process is a three-step model consisting of the following stages: Investigation and Initial decision; Appeal to the Disciplinary Review Committee; and Appeal to the Vice President for Student Services.

## Step 1: Investigation and Initial Decision

Stage one of the disciplinary process begins with any College student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage, the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the GCCC Campus Police and/or other student services staff (i.e. residence life staff). The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

While a disciplinary decision is pending, the Executive Director of Student Services, applicable Academic Dean, or designee, may immediately impose interim action(s) in the event that a student's continued presence in class, program, activity or event or on any College-owned, College-operated or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Executive Director of Student Services (or designee) will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to fulfill academic and other obligations. A student may request a review of an interim action while it remains in effect by submitting a written request to the applicable Vice President. The Vice President will review the request and determine if the interim action will be upheld, modified, or terminated. The decision of the Vice President will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Executive Director of Student Services, applicable Academic Dean, or designee) and the disciplinary process is initiated. The role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.

No suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Disciplinary Review Committee. In cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision to suspend or expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her

parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

## Step 2: Right to Appeal to the Appeals Committee

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services or Vice President for Instruction within forty-eight (48) hours of receiving disciplinary sanctions. Upon receipt of the letter requesting the appeal, the applicable Vice President must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded. The Disciplinary Review Committee is comprised of three faculty members and three Student Services staff members, chaired by the Criminal Justice Instructor.

## Step 3: Appeal to the Vice President for Student Services or Vice President for Instruction

Should the student desire to appeal the decision made by the Disciplinary Review Committee, they may do so, in writing, directly to the applicable Vice President. The Vice President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President has the ability to support the decision made by the Discipline Review Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President for Student Services' or Vice President for Instruction's decision is final.

## ATHLETIC CODE OF CONDUCT

The athlete will not instigate, participate in, or condone inappropriate behavior from himself or another athlete. Inappropriate behavior is any behavior that draws unwanted attention to the athlete, the athlete's teammates or to the College. Such attention is embarrassing to the athlete, the athlete's parents, coaches and to the College. Involvement in an extra-curricular activity is a privilege, not a guaranteed right. Students are responsible for their own actions; if those actions are in violation of the athletic guidelines, then the student will be held accountable.

Individual coaches have requirements/regulations for conduct on the practice area, during travel to and from competition and in competition. This Code of Conduct is not meant to infringe upon or detract from that right/responsibility. However, there are times and situations separate and removed from the immediate confines of practice and/or competition in which the athlete can and may be in violation.

Students involved in inappropriate behavior will be subject to certain disciplinary actions. All disciplinary actions and subsequent enforcements are cumulative for the entire time of enrollment at GCCC. Depending upon the behavior problem of the student, one or more of the following actions will be taken by school officials:

1. The coach will have the initial responsibility to take first disciplinary action.
2. Action taken by the Disciplinary Committee may include, but not be limited to the following:
  - a. Short-term suspension – Suspension from at least one regular season athletic contest.
  - b. Long-term suspension – Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.
  - c. Expulsion – Elimination from participation in all athletic activities while enrolled at GCCC. The athletic scholarship will also be forfeited for the remaining enrollment at GCCC.

An individual charged with a criminal offense, such as stealing, assault, battery, forgery, etc., may receive a minimum punishment of a long-term suspension.

**ATHLETIC DEPARTMENT DISCIPLINARY PROCESS**

The objective of the Athletic Department disciplinary process is to protect constituents of the athletic program from jeopardy due to the impropriety of those with the athletic department who are unable or refuse to abide by the departmental rules and regulations.

**IMPLEMENTATION OF DISCIPLINARY PROCESS (FOR ATHLETICS)**

The Director of Athletics will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the director may convene the Disciplinary Action Committee. The Vice President for Student Services shall serve as ex-officio of this committee.

The Committee will consist of the following members:

1. involved athlete’s head coach
2. Athletic Director
3. Assistant Athletic Director
4. member as designated by the Athletic Director

The Committee will hear the evidence and rule on the complaint. The student-athlete involved must be present so he/she may present testimony or evidence on his/her behalf.

If the appropriate action taken by the Committee calls for the student-athlete to be penalized, the student will be informed in writing with a statement describing the action taken.

**STUDENT APPEALS  
OTHER THAN  
DISCIPLINARY AREAS**

**THE STUDENT AND ACADEMIC DECISIONS**

Academic decisions are made by Division Chairs, Dean of Academics, Dean of Technical Education and Workforce Development, and Vice President for Instruction. If a student believes that an academic decision is unfair, he/she may meet with the above personnel, in order of listing, who will

review the student’s complaint and render a final decision.

**ACADEMIC ETHICS**

GCCC assumes that all students are enrolled to learn and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic ethics includes:

- Cheating on examinations, written quizzes, and other written work.
- Plagiarism, which is defined as the use of another’s written work without recognition/citation, the use of another student’s work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation, giving assistance to another person during an examination, falsification of an academic record, obtaining or attempting to obtain copies of a non-circulated examination or examination questions.

Procedures: Violations of academic ethics are resolved within the division of Instructional Services. Examples of academic dishonesty are outlined in the Student Handbook in the Student Discipline and Due Process Code. It is intended that resolution take place at the lowest possible level preserving both the integrity of the College and the dignity of the student. When a violation of academic dishonesty is suspected, the faculty member should review the evidence to ensure that it is sufficient to warrant a charge of academic dishonesty. The faculty member should talk privately with the student to make the student aware of the suspicion and to solicit the student’s explanation. If the student is unable to explain the behavior satisfactorily, the faculty member should collect evidence of the alleged violation, and prepare a written narrative of the incident. The faculty member should keep the original copy of the assignment or examination involved in the incident. The faculty member should assess the evidence and the student’s explanation. The following disciplinary actions are available if a student is determined to be guilty of academic dishonesty:

- Repeating the assignment or completing an alternative assignment
- Issuing a warning or providing counseling
- Assigning of a grade of “I” until the alleged violation is adjudicated
- Giving a failing grade for the assignment
- Assigning a grade of “F” for the course
- Recommending a grade of “XF” for the course

NOTE: In order to monitor multiple violations, the faculty member will document and submit to the office of the Dean of Academics all situations deemed of a serious nature. Multiple or extremely serious violations may result in dismissal from the College. The following issues

should be considered when deciding upon appropriate discipline:

- Nature of the alleged dishonesty
- Prior warnings/violations
- Impact on the student's grade/progress in the course
- Permanent impact on the student's record
- Student acknowledgment and recognition of the seriousness of the alleged behavior

If assigning a grade of "F" for the course, the faculty member should consult with the Dean of Academics prior to any disciplinary action. The student may also receive an "XF" grade on his/her transcript with the understanding that the "X" denotes academic dishonesty. The "X" will remain as a permanent part of the grade on the transcript. The instructor must follow this protocol if requesting an "XF."

1. The instructor will notify the Dean of Academics that academic dishonesty has occurred.
2. The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic honesty has occurred
  - c. A description of any action already taken by the instructor
3. Once the Dean has received this information, he/she will notify the student's advisor and any sponsor or coaches with whom the student is associated of the breach in academic integrity. The Dean will review all evidence and make a decision on whether an "XF" will be listed on the academic transcript.
4. The Dean will maintain a file listing students whose names have been turned in for academic dishonesty.

The student may appeal the discipline assessed by the faculty and/or Dean of Academics as outlined in the College catalog and student handbook.

Refer to the Academic Ethics Policy on the GCCC website.

## ACADEMIC DISHONESTY POLICY

Students who have been charged with academic dishonesty have the right to appeal that action or decision and are guaranteed due process by the College. The academic appeals process allows students an opportunity to question academic behavior by administrators, faculty or other college staff/personnel. These appeals could be related to any academic concerns, including but not limited to grade appeals, class assignments, classroom policies, procedures or any related areas.

**Procedures:** Students are requested to discuss and attempt to resolve the matter directly with the faculty/staff member. If the matter cannot be satisfactorily resolved at this level between the student and faculty/staff member, an appeal letter should be presented to the Dean of Academics for solution. If the decision of the Dean of Academics is not satisfactory with either party, a written appeal may be presented to the Vice President for Student Services. The appeal to the Vice President must be submitted within 48 hours of receiving the decision. The Vice President will notify the student, in writing, of the final decision within 7 days.

Refer to the Academic Dishonesty Appeal Policy on the GCCC website.

## GRADE APPEALS PROCESS

Students wishing to appeal a grade received should first meet with the instructor who issued the grade. If the student does not feel that the matter was resolved satisfactorily, the student may consult with the appropriate division chair in an attempt to resolve the matter. If the student still feels that the grade is in error, he/she may request a meeting with the Vice President for Instructional Services. The Vice President's decision is final in the appeals process.

Refer to the Grade Change Appeal Policy on the GCCC website.

## STUDENT GRIEVANCE APPEALS PROCESS

Any GCCC student has the right to appeal what is perceived to be an unfair practice without fear of reprisal, abuse or other form of discouragement by the staff, faculty or administration. Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing.

The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. Whenever a complaint is made directly to the Board of Trustees as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution. This appeals procedure is designed for issues other than academic or disciplinary actions (previously addressed in this catalog). This process/procedure provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of College policies, infringement of students' rights and problems dealing with other students, college staff and faculty or College activities. The following procedures should be adhered to in order to ensure an appropriate resolution of a student complaint:

1. The student should attempt to rectify the grievance with the individual in which the alleged violation occurred. If the grievance is not resolved with this individual, then consulting with the appropriate supervisor and attempting to resolve the grievance through informal discussions, the supervisor will inform the student, in writing, of any decision made and the reason for that decision.
2. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the Vice President for Instruction and request a conference. The Vice President for Student Services will inform the student, in writing, of any decision made and the reason for making that decision.
3. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review of the process. The President will respond in writing regarding the decision of whether the process for appeals was correctly followed within 10 days after the grievance is appealed.
4. If a solution satisfactory to the grievant and/or the administration has not been reached through the



above procedures, the grievant may appeal the same in writing to the Board of Trustees within ten (10) days after delivery of the President’s decision. The Board will review the grievance and the record of the above procedures at their next regularly scheduled meeting. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at the next regularly scheduled meeting. The Board will review the process and thereafter render its decision and submit a copy of the same in writing to the grievant within twenty (20) days following the next regularly scheduled Board meeting.

Students concerned with the grievance procedure, after exhausting the College’s appeal procedure, may contact:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General’s office.
- Discrimination complaints may be filed with the Human Rights Commission
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution’s ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>.

Refer to the Student Complaint and Grievance Policy on the GCCC website.

## CAMPUS ENVIRONMENT/ OFFICIAL COMPLIANCE

### TITLE IX – NON-DISCRIMINATION/ANTI-HARASSMENT

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment or sexual assault be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran’s status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Tammy Tabor, Executive Director of Student Services/Coordinator of Title IX and Eligibility, coordinates the College’s efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, Executive Director of Student Services/Coordinator of Title IX and Eligibility, 620-276-9508, [tammy.tabor@gccccks.edu](mailto:tammy.tabor@gccccks.edu) and office located in the Student

and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact the Director of Human Resources, 620-276-9574 or [hr@gccccks.edu](mailto:hr@gccccks.edu) and office located in Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846. Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, phone number (800) 421-3481, email at [OCR@ed.gov](mailto:OCR@ed.gov)

No student shall engage in discrimination/harassment of another student on campus or off campus; no one shall engage in discrimination/harassment of an employee of the College as defined by College policy. All such reports will be investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972. This includes:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or
- c) Such conduct has the purpose or effect of unreasonably interfering with the instructor, student or staff member’s performance or creating an intimidating, hostile or offensive environment.

Persons violating this policy will face student discipline up to and including suspension or expulsion. Any person believing that he or she has been subject to unlawful harassment, as set forth in this policy, should utilize the Discrimination or Harassment Complaint Procedure, as found in the Student Handbook.

For more information regarding the Non-Discrimination/Anti-Harassment policy, please see the Student Handbook or visit the College website at [www.gccccks.edu](http://www.gccccks.edu) and click on Consumer Information.

### DRUG/ALCOHOL-FREE CAMPUS

GCCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. GCCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse:

1. The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
2. The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
3. GCCC will create an environment that promotes and reinforces healthy responsible living; respect for com-

- community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.
- The institution will provide for a reasonable level of care for alcohol and drug abusers through counseling, referral and treatment. The foundation of the philosophy concerning alcohol and drug abuse for GCCC is the firm commitment to an educational program which provides the adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The institution is committed to a healthy environment for learning and living.

## STUDENT ACCOMMODATIONS

### References

- Section 504, Rehabilitation Act of 1973.
- Title II, Americans with Disabilities Act of 1990.

### General

Garden City Community College is not required to provide you with a free appropriate public education (FAPE) as is required of elementary and secondary schools. GCCC is required to provide you with appropriate academic adjustments as necessary to ensure that it does not discriminate against you on the basis of a disability. GCCC is an open admissions postsecondary institution that may not deny you admission bases solely on a disability.

Refer to the Accommodations Policy on the GCCC website.

## STUDENT'S RIGHT-TO-KNOW/CAMPUS SECURITY ACT

GCCC adheres to the Student's Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are available upon request through the Admissions Department, the Athletic Director's office or on the College website under Campus Safety and Security.

### Graduation Rate

The four-year completion or graduation rate for students who entered Garden City Community College fall 2013, 2014, 2015 and 2016 as first-time, full-time, degree-seeking students was 37%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 28%. The persistence rate accounted for 65% of the four-year cohort groups. (2017-18 Graduation Rate Survey)

### Crime Statistics

Campus crime statistics for the most recent three academic years are listed and categorized in the most recent Garden City Community College Student Handbook.

Current or prospective students interested in obtaining further information should contact the Vice President for Student Services Office located in the Student and Community Services Center.

## CAMPUS CRIME DISCLOSURE ACT

In compliance with the Jeanne Clery Disclosure of

Campus Security Policy and Campus Crime Statistics Act, GCCC collects and reports specific information on campus crime statistics, campus security policies and is required to inform the campus community where information concerning registered sex offenders can be obtained. This information as well as a link to the KBI's Registered Offenders List can be accessed on the College's website ([www.gccccks.edu](http://www.gccccks.edu)) or by directly going to the KBI site at [www.accesskansas.org/kbi/ro.shtml](http://www.accesskansas.org/kbi/ro.shtml). To obtain a printed copy of the report, contact Campus Police at 620-272-6828.

## FACE COVERINGS/COVID-19 PANDEMIC

To protect the health and safety of the Buster and Garden City community, students, faculty, staff, and visitors must wear face coverings over their mouths and noses while on the Garden City campus in all hallways, public spaces, cafeteria, library, classrooms and other common areas of campus buildings, and when in offices or other work spaces or outdoor settings when 6-foot social distancing cannot be maintained. Students who need reasonable accommodations and assistance related to required face coverings may contact Accommodation Services at [accommodations@gccccks.edu](mailto:accommodations@gccccks.edu).

In any GCCC public buildings we reserve the right to deny a student entry into the room if the student is not wearing a face covering. Students not wearing a face covering will be reminded to do so and offered a clean face covering. If the student does not comply, the employee will ask the student to leave the space. As a last resort, campus police will be called, 620-272-6828. Masks are available from Building Assistants but may not always be available depending on supply. At no point should the College staff, faculty or students put themselves into an unsafe situation while attempting to enforce the face-covering policy.

## STUDENT PEACEFUL ASSEMBLY AND FORUM

As a public educational institution in Kansas, the buildings, facilities and grounds of the College are dedicated to education and the fulfillment of the College's approved mission to provide high quality instruction and make original contributions to the knowledge and human understanding of its students. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-College groups. The time, place and manner regulations are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of non-College groups who are interested in coming onto the campus of the College for purposes of constitutionally protected speech, assembly or expression. Reference Student Peaceful Assembly and Forum Policy on website.

## STATEMENTS OF NON-DISCRIMINATION/ EQUAL OPPORTUNITY

Garden City Community College does not discriminate

against applicants, employees or students on the basis of race, religion, color, national origin, sex, pregnancy, age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Title IX Coordinator oversees the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, 620-276-9508. Student and Community Services Center, 801 Campus D., Garden City, KS 67846, and employees with concerns may contact Kellee Munoz, Director of Human Resources, 620-276-574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, [compliance@gcccks.edu](mailto:compliance@gcccks.edu).

**ADA/EQUAL ACCESS**

Garden City Community College is complying with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students, and visitors. Those with ADA concerns, or those who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638, [accommodations@gcccks.edu](mailto:accommodations@gcccks.edu).



**STUDENT SERVICES**

The mission of the Student Services Division is to provide quality services that prepare students for learning and to participate as partners in the student learning experience. The professional staff of the Division of Student Services counsels with students and student organizations to provide meaningful activity programs and also to implement the vision of the College in assisting to provide positive contributors to the economic and social well-being of society.

Students are encouraged to visit the Student Services Offices for counseling, advising or consultation concerning any questions, concerns or problems. The Vice President for Student Services, the Financial Aid Offices, and the Admissions and the Records Offices are located in the Student and Community Services Center. The College Health Nurse, Activities Coordinator, and Residential Life Offices are located in the Beth Tedrow Student Center. The Family Crisis Office and The Assessment and Testing Center are located in the SCSC. The Accommodations Coordinator and TRIO/ Student Support Services are located in the Saffell Library.

**SALMANS ADVISING CENTER**

The Salmans Advising Center is also located in Student and Community Services Center. The Center is open to assist part-time, evening, undecided and walk-in students. The staff provides assistance to students by assessing their abilities, aptitudes, interests and educational needs. The staff also advises students regarding courses of study best suited to their abilities and interests and helps develop an understanding of educational and career opportunities and requirements. Endowed by funds from M.K. and Agnes Salmans, this Center is dedicated to providing each student the professional assistance necessary to insure the opportunity for student success.

**PROCEDURES FOR GRANTING ACCOMMODATIONS**

Garden City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure access to our educational programs. We encourage you to communicate your needs and utilize available resources.

Refer to the Accommodations Policy on the GCCC website.

Services and Accommodations Provided by GCCC

Documentation of the disability must be submitted to provide evidence of the need for accommodations. It will be reviewed to determine what accommodations will be approved. Reasonable services and accommodations are provided to enrolled students on an individual basis and with respect to confidentiality.

How to Receive Accommodations

1. Prior to enrolling in classes at GCCC, contact the Coordinator of Disability Services. The Coordinator is the person designated by the College to review requests for services and accommodations related to disabilities and to engage in an interactive dialog with students to determine eligibility. You will need to request accommodations in writing before the beginning of each semester. You may call 620-276-9638 or stop by the Saffell Library and ask for the Coordinator of Disabilities .

2. Provide documentation (psychological, educational, or medical evaluations) IEP or Section 504.

You may submit the documentation in person, mail or email to:

Garden City Community College  
 Attn: Coordinator of Disabilities  
 801 Campus Dr  
 Garden City, KS 67846  
[accommodations@gcccks.edu](mailto:accommodations@gcccks.edu)

3. Once your written request for accommodations plus your documentation is received, the Coordinator will review your request and documents to determine eligibility. If it is determined you are eligible for accommodations you will be provided a letter of notification regarding accommodations that have been granted. If it is determined that based on the written request and documentation you are not eligible for accommodations, the Coordinator will communicate directly to you why your request or documentation is insufficient for

eligibility in order to determine if you can submit additional information that may meet eligibility requirements.

4. It is also recommended, that, if you are granted accommodations, after you have arranged your schedule for the semester and prior to the first day of classes, arrange a meeting with each of your instructors to give him/her your accommodations letter and to discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class.

5. The Coordinator of Disabilities will also contact each of your instructors about the accommodations granted.

## TESTING CENTER

GCCC students complete a skills assessment to determine course placement. Degree-seeking students are required to take the Accuplacer Test, or have ACT scores submitted directly from ACT. The student's placement assessment and/or ACT scores determine if the student is prepared to succeed in the required English and math courses or if he/she would benefit from developmental course preparation before advancing to the required college level courses. In order to meet special admission requirements for specific programs, students may also be required to complete the Michigan Placement Test and/or Nelson-Denny Reading Test.

The Assessment Center takes individual appointments for exam proctoring and participates in the following state, college admission and professional testing programs: ACT, SAT, CLEP, Kryterion, Pearson Vue, Praxis & School Leadership Series, Prometric, and RETA. To obtain further information contact the Mary Jo Williams Assessment Center located in the Student and Community Services Center.

## BOOKS AND SUPPLIES

College textbooks may be purchased in the Broncbuster Bookstore located in the Student Center by the cafeteria entrance. Regular hours are 8 a.m. to 4 p.m. Monday through Friday. Special evening hours will be in effect during rush periods. Scholarship books are checked out through the bookstore and are to be returned at the end of each semester.

## BUSTERWEB/PORTAL

BusterWeb is the online access to student academic information, including class schedules, grades, and unofficial transcripts. To access BusterWeb go to the GCCC website ([www.gcccks.edu](http://www.gcccks.edu)), select current students and then BusterWeb.

## CAMPUS POLICE DEPARTMENT

The GCCC Police Department, located in the Student and Community Services Center, is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many college departments. Charged with ensuring safety and security for GCCC, the unit strives to fulfill its responsibility to each member of the College community by providing quality services. In addition to enforcing the laws on campus, they also provide valuable services to students such as vehicle unlocks, jumpstarts, engraving, bicycle identification, and escorts.

## COMPREHENSIVE LEARNING CENTER

The Mary Jo Williams Comprehensive Learning Center (CLC) exists to assess, support and enhance the academic achievement of those it serves. Staffed by a team of professional educators, paraprofessionals, peer tutors and volunteers, the learning environment is friendly and supportive. Free assistance is available by appointment or on a walk-in basis to students wishing help in study skills, reading, math, writing, science, English as a Second Language, and most other curriculum areas.

The CLC offers all levels of learning assistance through multiple learning activities:

- Enrichment activities provide learning opportunities beyond those available in the traditional classroom.
- Supplemental activities support college courses by providing alternative learning methods.
- Developmental activities help students gain competencies so they can successfully complete their course of study.

The CLC has many computers for use in word processing, course tutorials, web-based research or email. Students and instructors also find this a convenient place to use audio and video course supplements, programmed texts, and other special instructional materials. The CLC is located within Saffell Library and observes the same service hours as the library.

## COUNSELING

A licensed professional counselor is available for educational, occupational and personal counseling. The counselor is located in the Student and Community Services Center.

Students who are undecided about the career they would like to pursue can benefit from completing personality and interest inventories such as the Myers-Briggs Type Indicator, Clifton Strengths or the Strong Interest Inventory. These tools and other activities can help expand an individual's self-knowledge and generate appropriate ideas about lifestyle and career choice.

Counseling also offers students strategies to face and overcome difficult life transitions and circumstances as well as foster the development of clear and meaningful goals.

## HEALTH SERVICES

The College employs a Registered Nurse. The Student Health Office is located in the northwest corner of the Beth Tedrow Student Center and is open to all students and employees. Office hours are 8 a.m. to 4 p.m. Monday through Friday.

Services offered through the health office include health assessment, pregnancy testing, weight and blood pressure checks, vaccinations (including annual influenza shots), nutrition counseling, community healthcare referrals, health/wellness education, prevention issues, literature distribution and general first aid. Over-the-counter medications are available through the Student Health Center. For information on other services through the Student Health Office, please contact the nurse. All records and conversations are strictly confidential.

## HEALTH AND HOSPITAL PROTECTION

The College does not offer a student health insurance program. Students who do not have health and hospitalization protection covered by their parents, spouses or employers are responsible for their own health insurance coverage, and the College assumes no responsibility for health insurance plans. Information on individual student health insurance plans is available from the Student Health Nurse and on the College website ([www.gcccks.edu](http://www.gcccks.edu)) listed under Student Health.

## ON-CAMPUS HOUSING

On-campus living facilities for 540 students provide a living/learning environment which is part of the College. All students who need to locate housing in order to attend the College should contact the Residential Life Office at 620-276-9516 for full information concerning on-campus availability.

## RESIDENCE HALL APPLICATION

To apply for the Residence Halls, students will find the application process online through the Residential Life webpage at [https://www.gcccks.edu/student\\_life/residential\\_life.aspx](https://www.gcccks.edu/student_life/residential_life.aspx).

## RESIDENCE POLICIES

All policies pertaining to campus residency are based on the assumption that the student body is made up of responsible men and women. Policies are not intended to be restrictive, but rather realistic procedures which protect the rights of individuals and those of the College. Each resident will have a health and immunization form completed and on file with the Residential Life Office Manager and in the Student Health Services Office. Students who live in the Residence Halls should acquaint themselves with residency policies and provisions of the Residence Hall Contract and the Residential Life Handbook. In the event of violations of the residency policies, the College reserves the right to terminate the housing contract.

## OFF-CAMPUS HOUSING

A list of off campus housing is maintained in the Residential Life Office when the residence halls are filled to capacity. Students are responsible for taking proper care of furniture and facilities in off-campus housing. GCCC assumes no responsibility in any matter and/or issue between students and landlords.

## MEAL PLANS

Several meal ticket plans are available to off-campus students desiring to eat their meals in the cafeteria. Interested students should contact the Food Service Director (located in the cafeteria or the Residential Life office) for hours of operation, meal prices and plans available.

## THOMAS F. SAFFELL LIBRARY

Saffell Library is centrally located and considered the academic hub of campus, maintaining print and electronic collections that support the multiple disciplines and curricula offered by GCCC. With its dozens of subscription databases students can search millions of periodical citations and

discover a wide range of full text articles through multiple journals, magazines, newspapers, and other electronic references. Saffell Library also has a large print monograph collection arranged in open stacks for convenient use and browsing.

Student facilities include study tables and quiet rooms for individual and group meetings, along with 40+ individual study carrels, each housing its own computer. The library is Wi-Fi enabled so students are encouraged to bring their own devices. Library staff offer formal and informal instruction for using information resources effectively, efficiently and ethically. Also located in the building is the Mary Jo Williams Comprehensive Learning Center. For library hours and additional information please refer to the website <https://www.gcccks.edu/academics/library.aspx>

## BETH G. TEDROW STUDENT CENTER

The Beth Tedrow Student Center provides additional opportunities for students and community members. Services include eating facilities, study areas, recreational activities, etc. Located in the Center: Cafeteria, Broncbuster Bookstore, student organization meeting areas, and a movie theatre. Offices housed in the Center include the Student Government Association; Student Activities Coordinator; College Health Nurse; National Guard Office; Residential Life staff including the Director, Supervisor, and the Office Manager. Additional meeting rooms, the Endowment Room, the Bill Kinney Room, and the Broncbuster room, are available and may be scheduled for campus and community group use.

Students, employees and community members are encouraged to visit the Center, to meet with friends, watch TV and movies, and to participate in activities such as billiards, ping-pong, foosball, video games, etc. In addition to the indoor attractions, basketball, sand volleyball, the first hole of the 18-hole Frisbee golf course, and horseshoes areas are located on the west side of the Center. Student activity fees help fund the Center.

## NEW STUDENT ORIENTATION

GCCC provides an opportunity for new students and parents to get acquainted with services and resources available. The interactive format is designed to ease students into the College environment and answer any questions that may arise. New Student Orientation is mandatory for students new to GCCC (freshman and transfer students).

## STUDENT RETENTION/ACADEMIC SUCCESS

GCCC takes a proactive approach to student retention by alerting advisors and instructors of behaviors and patterns that lead to student attrition. The Director of Advising along with advisors, instructors and coaches work as a team to monitor student progress and provide students with the support they need to be successful at GCCC.

## STUDENT EMPLOYMENT OPPORTUNITIES

On-campus jobs are available for qualified students through the Financial Aid Office. The jobs are financed either through federally funded Work-Study programs or the College.

Off-campus employment opportunities are listed through

the Counseling/Career Resources Center located in the Student and Community Services Center. Students seeking employment can receive assistance in learning about available positions, interviewing skills, resume writing, and other job readiness skills.

## STUDENT SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Financial aid to students is funded by the College, donors to the College Endowment Association, the Broncbuster Athletic Association, and state and federal government funded programs. The aid consists of scholarships, grants, loans and work study opportunities. Scholarships may be obtained by students who maintain above average grades, who show leadership qualities and/or excellence in extra-curricular activities. Information on scholarships and grant-in-aid is available in the Financial Aid Office, also located in the Student and Community Services Center.

## SERVICE MEMBERS OPPORTUNITY COLLEGE

Garden City Community College is a designated member of Servicemembers Opportunity Colleges (SOC), a group of approximately 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. SOC is jointly sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

## TRiO PROGRAMS

TRiO is a set of federally funded College opportunity programs that motivate and support students from populations who do not routinely have the opportunity to pursue college degrees. Over 850,000 low income, first generation students and students with disabilities-from sixth grade through college graduation-are served by more than 2,800 programs nationally. TRiO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRiO programs provide direct support services to students, and relevant training for college personnel.

The TRiO programs were the first national college access and retention programs to address the serious social and cultural barriers to education in America. TRiO began as a part of President Lyndon B. Johnson's War on Poverty. The Educational Opportunity Act of 1964 established an experimental program known as Upward Bound. Then, in 1965, the Higher Education Act created a Talent Search. Finally, another program, Special Services for Disadvantaged Students (later known as Student Support Services), was launched in 1968. Together, this "trio" of federally funded programs encouraged access to higher education for low-income students. By 1998, TRiO programs had become a vital pipeline to opportunity serving traditional students, displaced workers, and veterans. The original three programs had grown to eight, adding Educational Opportunity Centers in 1972, Training Program for Federal TRiO programs in 1976, the Ronald E. McNair Post-Baccalaureate Achievement Program in 1986, Upward Bound Math/Science in 1990, and the TRiO Dis-semination Partnership in 1998. The GCCC TRiO/Student

Support Services Program was established in 1993.

### TRiO/Student Support Services

The Student Support Services (SSS) project works with participants to help them increase their grade point average, continue to attend classes from one semester to the next, graduate from GCCC, and transfer to a 4-year college or university. The project also works to foster an institutional climate at GCCC which is supportive of success for students who are from low income backgrounds, first generation college students, and students with disabilities.

SSS participants are provided with academic, career, personal, transfer, and financial aid/budgeting counseling. The participant works with staff to develop a Personal Success Plan for each semester to assure the student has a viable plan to meet their academic and personal goals. Students are provided with the opportunity to participate in cultural activities both on and off campus. They can select a four year college or university to visit in Kansas. Campus visits assist participants to transfer to a four year school to complete a bachelor's degree. SSS has graphing calculators for participants to check out on a semester by semester basis. The program also has school supplies for participants. Tutors and paraprofessionals are available to assist participants to succeed in their coursework. Award recognition events are held twice a year to celebrate student success and achievements. Social events are held throughout the year to help foster relationships between SSS participants and GCCC faculty and staff.

If you are a student from a low income or first generation background or student with a disability, please contact 620-275-3245 or any staff member for additional information about becoming a program participant. Our offices are located in the Saffell Library. The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2017, the Department of Education provides 95% and GCCC provides 5% plus generous in-kind support. SSS serves 200 GCCC students each year.

## CAMP Scholarship Program

The College Assistance Migrant Program (CAMP) is a unique, federally-funded educational support and scholarship program through the U.S. Department of Education. It provides scholarships to students from migrant and seasonal farm-working backgrounds to attend and succeed in college.

CAMP Participants receive financial assistance during their freshman year of college and ongoing academic support until their graduation.

### Eligibility

- High School Diploma or GED
- Migrant or Seasonal Farm-working background – jobs in meat packaging, field work, elevators, feedlots, dairies, or food processing.
- U.S. Citizen or U.S. Permanent Legal Resident
- Complete FAFSA
- Enrolled or admitted for enrollment at GCCC.

Students qualify for services if parents (or guardians) or



students themselves, are migrant workers in the agricultural, dairy, lumber, or fishing industries and whose families have moved, as per federal guidelines. For more information contact Itzel Rodriguez, Regional Site Coordinator for CAMP at GCCC, Saffell Library office #1119, 620-275-3232.

### **VETERAN'S SERVICE**

Programs of educational benefit to veterans and war orphans are coordinated through the Kansas Commission on Veterans' Affairs. The College is approved for veteran training. Both full-time and part-time benefits are available. In order to qualify for full benefits, an undergraduate veteran or war orphan must carry a minimum of 12 hours of credit each semester. Pay rates for summer sessions are determined on an equivalency basis. Students expecting V.A. benefits must contact the V.A. representative in the Registrar's Office by phone at 620-276-9605 or by email at VAREP@gcccks.edu.

### **WRITING CENTER**

The Writing Center exists to assist students with writing projects for any GCCC class. Trained tutors are available to work with students at every stage of the writing process: brainstorming topic ideas, writing outlines, conducting academic research, revising, and editing. Tutors also provide feedback and suggestions on organization and development. A large variety of helpful handouts serve as references to student writers on grammar, punctuation, and mechanics. The Writing Center is located in the Pauline Joyce Fine Arts building. Students can schedule appointments, find the tutoring schedule, and access helpful resources on Canvas.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

**(refer to Student Handbook for contact information)**

### **ART CLUB**

GCCC Art Club exists to provide opportunities for participation in art centered exhibitions, lectures, workshops, and demonstrations in Southwest KS. The club provides GCCC students the opportunity to expand their artistic knowledge through service and travel. Participants create a diverse and supportive artistic community while serving as ambassadors of the arts to GCCC and Southwest Kansas. GCCC Art Club unites like-minded students to encourage formation of arts centered communities through various events and demonstrations. GCCC Art Club provides members the opportunity to experience visual arts and culture by traveling to see contemporary and historical art not available in our local community.

### **ASSOCIATION OF NURSING STUDENTS**

This is the official organization for students in the nursing and pre-nursing courses. The association acts as an information group, stimulates interest in the profession and promotes participation in campus and community projects. ANS is

also active in sponsoring an annual pinning ceremony in conjunction with GCCC graduation.

### **ATHLETICS**

The College sponsors intercollegiate participation in football, baseball, basketball, cross country, track and field, golf, soccer and rodeo for men, and volleyball, basketball, rodeo, cheer, dance, soccer, softball, cross country and track and field for women. The College is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. The athletic program is designed to provide competition in sports for any student who can qualify for the teams and who meets College, conference, and national association requirements. Physical conditioning, teamwork and cooperation, competitiveness, mental discipline, and spectator enjoyment are among the objectives of the program.

### **ATHLETIC TRAINERS**

The student athletic training club promotes the educational advancement in the athletic training field of student trainers at GCCC.

### **BAND/INSTRUMENTAL MUSIC/ MARCHING BAND**

Membership in the band is open to all students for one hour of credit per semester. Previous band experience, a desire to contribute to campus life, enthusiasm and pride are requirements for prospective band members. The Broncbuster Band plays for all home football and basketball games. The band, with the other College musical organizations, makes an annual tour of Southwest Kansas high schools in the spring.

### **BLOCK AND BRIDLE**

A nationally recognized agriculture organization, membership is open to all students wishing to learn more about agriculture, agriculture careers and/or to further develop agricultural skills.

### **BRIDGES/LSAMP**

As part of the two separate federal grants, GCCC grants Bridges and LSAMP scholarships for STEM majors. Each student must work on a small research project throughout the academic year and develop a research proposal for submissions to a national research conference. Additionally, students receive tutoring, advising, and work experience as lab assistants as needed.

### **CHEER/YELL LEADERS**

This group consists of female cheer and male yell leaders. Tryouts or auditions are held in the spring to fill the team for the next year. The leaders attend summer camp and cheer for football, volleyball, and men's and women's basketball games.

### **CHOIR/VOCAL MUSIC**

Choir is open to all students on either a credit or non-credit

basis. The College choir presents one major performance each semester as well as several other public appearances throughout the year. Participants in choir have many opportunities for rewarding musical experiences.

### **CRIMINAL JUSTICE COMPETITION TEAM**

Members of the Criminal Justice Competition Team are selected on grades, leadership abilities and involvement. Members must be a criminal justice majors and become a member of the American Criminal Justice Association/Lambda Alpha Epsilon, which sponsors regional and national competitions. Kansas criminal justice programs also sponsor additional in-state competitions during the year. The team has been successful at state, regional and national levels in all of the competition categories including written tests, crime scene investigation, physical agility, and firearms. GCCC's competition team has won numerous regional awards and three national championships.

### **FARM BUREAU COLLEGIATE PROGRAM**

Kansas Farm Bureau's Collegiate Farm Bureau program offers students the ability to enhance their leadership skills through experiences and opportunities within the Farm Bureau organization to become agricultural leaders.

### **GC3 STUDENT MEDIA**

See your work in print and online. Be a part of a group while learning graphic design, reporting, videography, video and audio editing, public relation, marketing, and sports media. Help students, faculty, and staff by telling them about breaking news that affects their lives or giving them a voice. Work in a state-of-the-art media lab to produce multimedia for the campus and community. Learn marketable skills in both your specific subject area as well as in management and human relations.

Join the hundreds of GC3 Media alumni who got their start with GC3 Media and are now media managers, editors, writers, graphic designers, on-air talent, public relations specialists, salespeople, and many other occupations.

Students must enroll in Media Production I, II, III, IV (JRNL-113, 114, 203 or 204) and will receive course credit and a grade for their participation. In addition, students are eligible for scholarships. Jobs are available at skill levels ranging from basic to highly technical; compensation is commensurate with the skill level and time commitment required.

Jobs with GC3 Media are available for students without regard to major. Although many of the students are Communication majors, other students are studying Art, Education, Computer Science, English, etc. All staff members are required to be full-time students at GCCC and must be in good standing, with a 2.5 minimum grade point average.

### **HALO**

The Hispanic American Leadership Organization (HALO) is organized for the purpose of promoting cooperation between students of various ethnic groups and to sponsor awareness programs that involve all students in activities and social functions. Membership is open to any student.

### **INTERNATIONAL CLUB (I-Club)**

The purpose of this club shall be to foster fellowship among all students, promoting dialogue towards intercultural understanding, enriching the campus & the Garden City Community through cultural meetings and events.

### **INTRAMURALS**

An intramural athletic program is available for students who wish to participate. The program, operated by the Student Activities Coordinator, offers various activities including basketball, dodge ball, sand volleyball, wallyball, volleyball, basketball, flag football, racquetball, softball, tennis, ultimate Frisbee, etc. Student interest may provide for additional activities.

### **MEAT JUDGING TEAM**

The GCCC meat judging team dates back to 1988 on this campus. Overall, meat judging was started as a way for students to utilize industry concepts and equations to compete with other Colleges and universities with an animal science curriculum. Many industry leaders look for the career traits that meat judging team members have, including decision-making, note-taking, communication, and time management skills. Team members are awarded books and tuition scholarships for two years.

### **PHI THETA KAPPA**

The national honor society for two-year Colleges promotes scholarship, fellowship, and service for students who are invited to membership. Students who earn a 3.5-4.0 cumulative grade point average and who have completed twelve hours toward a degree program are invited to membership each semester. Active chapter members participate in the Honors Study, chapter social activities, and service projects for the campus and community. Opportunities are also available for participation in activities with other chapters and on the state and national level. Members of the Alpha Xi Upsilon Chapter are recognized at graduation and in several activities during the year on campus.

### **PRISM**

The purpose of this organization is to promote awareness, understanding, and tolerance of gay, lesbian, bisexual, intersex, questioning, and transgender issues at the GCCC campus and GC Community through advocacy, social activities, and community service.

### **QUIZ BOWL TEAM**

Quiz Bowl is a traveling team, similar to Scholars Bowl, that competes with other community colleges in state and national tournaments throughout the school year. Tournament questions include topics from community college curricula, including literature, social and physical sciences, math, geography, art, music, history, pop culture, current events, and sports. Scholarships for competitive players are available.

### **SCIENCE & MATH CLUB**

Mission: The Science and Math Club at Garden City Community College exists to promote a knowledge and

appreciation of science and math among GCCC students. We do this by promoting science and math through activities and events, such as demonstrations for students, learning how to use and then using 3D printers and software, and attending community events with science-related activities.

**STUDENT ACTIVITIES COMMITTEE**

Scholarships are offered for those students willing to work an average of twelve hours a week at the Student Center and assist in the advertising and overseeing of student activities. All students are encouraged to apply but only those who are able to maintain a 2.0 GPA and are full time students are eligible. Past SAC events include: Make-It Take -It Tuesdays, air hockey tournaments, free donut days, free week-before-finals massages, pudding eating contest, pumpkin carving contest.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA is the student representative governing body of the College. It meets each week for discussion of campus activities, problems, and necessary improvements. Members are elected to the association from the student body. Students are encouraged to participate in both the SGA and the activities it sponsors.

**TAU EPSILON LAMBDA**

Persons who are actively engaged in the field of criminal justice and students pursuing a course of study in the area of administration of justice are eligible for membership.



**GARDEN CITY CAREER CONNECTION ACADEMY**

**PURPOSE**

The Garden City Career Connection Academy (GCCCA), located in the lower level of the Student And Community Services Center, exists to provide innovative opportunities that promote and help participants to successfully meet their educational and life goals, extending the resources of the college to nontraditional students in the community and college service area. Students deserve developmental options including English as a Second Language (ESL) instruction, Adult Basic Education/General Educational Development (ABE/GED), Transition to Post-Secondary Ed., Employability Skills, Family Literacy and Digital Literacy opportunities. The GCCCA is a key resource for enriching

the quality of life, promoting economic development, and strengthening the future of our communities. The GCCCA provides convenient and nontraditional instructional delivery systems which adapt to the schedules of working adults.

**LOCATIONS**

The GCCCA offers classes in the Student And Community Services Center (620-276-7600), the Access and Opportunity Center (620-276-9675) and the East Garden Village campus (620-276-7600)

**PROGRAMS**

**Adult Basic Education**

The Adult Basic Education program is provided in conjunction with the Kansas Board of Regents. Instruction is designed to assist adults who lack their high school diploma. Those who have not completed their high school education or who desire improvement of basic skills may enroll at no cost. Basic math and reading classes are offered. GED tutoring is provided in English and Spanish, days and evenings. The (ABE) Program is a highly structured, research-based program designed to build twenty-first-century skills that enable students to successfully transition to postsecondary education and/or the workplace.

**General Education Development (GED)**

GED is also known as a high school equivalency degree. The GED credential certifies that individuals have the knowledge and skills equivalent to that of a high school graduate. Upon successful completion of the GED test, the Kansas Board of Regents issues a Kansas State High School Equivalency diploma. The GCCCA provides preparation classes to pass the GED exam and enable students to successfully transition to postsecondary education and/or the workplace.

The GCCC is an official testing center of the General Education Development test. These tests are administered by an authorized examiner in the Mary Jo Williams Assessment Center located in Student and Community Services Center on designated test dates or by appointment. GED tests are offered in English and Spanish. For more information contact the Assessment Center at 276-9654. This diploma is widely accepted by employers and institutions of higher education in lieu of a high school diploma.

**English as a Second Language Classes (ESL)**

The (ESL) program help students build the foundation to further their education. Classes are offered on a variety of schedules to accommodate GCCCA participants. Students are placed in courses specific to their language level to prepare them to move on to contextualize Career Technical Education (CTE) courses.

In addition to our traditional ESL classes, the GCCCA is always evaluating a new and innovated models for teaching English as a Second Language. The Integrated Digital English Acceleration (I-DEA) program combines in-person and on-line instruction with self-directed coursework at times and locations convenient for the student. In Addition, the GCCCA introduce an online curriculum and blended

instruction with “Burlington English” for listening, speaking, grammar and career pathways vocabulary for an immediate integration into a job.

ESL classes are offered at both sites. Beginning level classes are conducted mornings and evenings at the Student and Community Services Center and at the East Garden Village classroom. Intermediate levels are conducted mornings and evenings on the GCCC campus.

### Accelerating Opportunities

Accelerating Opportunities program is a different approach to teaching students who need help with foundational skills by mixing Career Technical Education (CTE) training with additional support for math, writing, and reading inside and outside the classroom. This student-first approach gives participants the skills they need to succeed in school and compete in the workforce by working on technical and foundational education while also providing support services to students through a ABE instructors and a career coach.

### Migrant Kansas High School Diploma

The (HEP) program helps migratory and seasonal farmworkers (or children of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training. Make it easier for students who need extra help to complete their education.

### Plaza Comunitaria Program

Plaza Comunitaria program offer the opportunity for youth and adults to have literacy courses and to start or continue their elementary, middle and high school education in Spanish. All students attend ESL classes. Every student who completes his or her education under this program obtains a certificate provided by the Mexican Ministry of Education and is prepared to continue and successfully pass the GED in Spanish and, if the student has a good level of English, to present it in this language and transition to contextualize Career and Technical Education courses. Furthermore, many studies show how students can learn English faster and more efficiently if they have a solid education in their own language.

## OUTREACH OPPORTUNITIES

GCCC offers college credit courses at nine communities within the College service area. GCCC also provides concurrent and dual-credit courses, taught at the area high schools. Courses are offered to help students complete requirements for a degree or to give students the opportunity to improve their skills for better occupational opportunities. The College strives to offer a high level of learning in these centers, equivalent to that on campus. Course offerings are developed primarily by student requests to meet needs for a particular semester.

Most classes are taught by local community instructors

who have met standards set forth by the College. Testing, advising and other services are provided at these sites to help students take the courses that will assure them the opportunity to succeed. Coordinators, who live in the communities, are employed by the College to assist students in planning courses that will be most beneficial.

Outreach centers are located at Deerfield, Dighton, Healy, Holcomb, Lakin, Leoti, Scott City, Syracuse and Tribune. Students may call the GCCC Outreach Program at 620-276-9550 to request class information and to obtain names and local phone numbers of community coordinators.

In the future the College plans to offer mediated courses using Internet, email, chat rooms, and other technologies which will make the outreach program even more responsive to the individual needs of time and place bound students who cannot access on-campus programs.

### CONTINUING EDUCATION

Gain a competitive edge at GCCC’s Continuing Education, the regional destination for career and professional development, trade-specific continuing education hours, customized business solutions, and personal enrichment opportunities.

Continuing Education mirrors the institution’s mission of producing positive contributors to the economic and social well-being of society, accomplishing this by providing innovative services directed toward individual and workforce development.

Focusing on client satisfaction, Continuing Education provides quality training solutions in a way that is convenient, timely, and desirable to the customer by responding to an ever-evolving business environment. Continuing Education offers short-term classes and workshops packed with information, techniques and tools that can make organizations more effective. Hands-on instruction enables participants to learn new skills one day and put those skills to use the next.

Also to help businesses remain competitive, Continuing Education will develop and deliver customized training to business and industry in the areas of management, supervision, leadership, career skills, safety, allied health, computer technology, industrial training and more. Customized training sessions are flexible and can be conveniently scheduled for full-day, half-day, evening or weekend delivery, and held at client locations or GCCC facilities.

Whether your lifelong learning goals are professional or personal, GCCC Continuing Education is ready to serve you! For more information contact the Dean of Technical Education & Workforce Development at 620-276-9521.

# DEGREES, CERTIFICATES & GRADUATION REQUIREMENTS

## DEGREES

Garden City Community College awards four degrees, each with a special Course to meet individual student needs. They are:

- Associate in Arts (AA) Degree
- Associate in Science (AS) Degree
- Associate in Applied Science (AAS) Degree
- Associate in Liberal Arts & Sciences, General (AGS) Degree

## APPLICATION FOR GRADUATION

Each student planning to graduate from GCCC is required to declare his/her intent to graduate by filing an Application for Graduation with the Registrar's office. Application deadlines are:

- Fall completion.....September 1
- Spring completion ..... December 1
- Summer completion ..... February 1

## DEGREE AND GRADUATION REQUIREMENTS

Upon the successful completion of 64 credit hours (prior to Fall 2018) and 60 credit hours (effective for students entering Fall 2018) including the fulfillment of the specified General Education Requirements, additional courses required to complete the chosen program of study, and a cumulative GPA of 2.0, the degree seeking student will be awarded an associate degree.

The requirements for the four degrees and additional requirements for graduation are listed in the following sections. Basic degree program outlines are on pages 44-47.

Garden City Community College anticipates graduates will possess essential skills, be prepared for workplace success and embrace lifelong learning. Student outcomes guide the College in answering federal government and public citizen concerns about measurement and accountability in higher education.

\*The College retains the right to waive certain degree requirements upon written request and approval from the Vice President for Instruction.

## CATALOG COMPLIANCE

Students will follow the guidelines of the catalog in effect when they first enrolled, provided they remain continuously enrolled from the semester of entry to the semester of graduation.

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 returned.

## MINIMUM GCCC CREDITS

Fifteen (15) of the last 30 semester hours of credit must be completed at Garden City Community College in order to graduate from GCCC.

## PERSONAL WELLNESS REQUIREMENT

Effective Fall 2018, to meet graduation requirements for all degrees, a student must complete two (2) personal wellness credits from the following courses below. Activity courses will no longer satisfy this requirement.

HPER-106	Health Education
HPER-109	First Aid
HPER-115	Basic Nutrition
HPER-121	Lifetime Fitness

## DEVELOPMENTAL COURSES

The following developmental courses will not count toward fulfilling degree requirements, nor do they count toward completion of the 60 credit hour requirement:

ENGL-0883	Basic English ELL Companion
ENGL-090	Basic English
ENGL-091	Intermediate English
ENGL-098	English I Companion
ENGL-0983	English I ELL Companion
ENGL-099	Integrated Reading and Writing
MATH-005	College Math
MATH-006	Beginning Algebra
READ-092	Reading Improvement I
READ 093	College Reading

College Success (PCDE-101) is strongly recommended for students who are placed into two or more developmental courses. The mission of College Success is to allow our students a learning foundation to promote success while being enrolled at GCCC. This one credit course promotes the development of academic skills and strategies, personal responsibility, understanding college culture, effective decision making strategies, and career exploration. In addition, this course offers comprehensive student development and personal support services which contribute to both student and institutional leaning and achievement outcomes. This course must be completed with a C or higher.

## STUDENT SUCCESS REQUIREMENT

College Success (PCDE-101) or Career Success (PCDE-109), is a required course for all students seeking an associate degree at GCCC. This course must be completed with C or higher. The mission of College Success is to allow our students a learning foundation to promote success while being enrolled at GCCC.

**Attendance at New Student Orientation is a recommended component of College Success and Career Success.**

## WAIVER AND SUBSTITUTION FOR GENERAL EDUCATION REQUIREMENTS

The College seeks to provide all students with a quality education and equal educational opportunities. When a student's disability interferes with his or her potential to complete successfully one or more of the College general educational requirements, the College will make reasonable modifications to its academic requirements. Action will be taken, if necessary, to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability, unless the requested modification would require alteration of essential elements of the program or directly related licensing requirements or would result in undue financial or administrative burdens.

The Vice President for Instruction, in cooperation with the Accommodations Coordinator for students with disabilities and the department through which the requirement is fulfilled, will determine the appropriate modification or substitution.

## GRADUATION SUBSTITUTIONS

GCCC supports the completion of program and certificate requirements as outlined in the academic catalog. The College will consider requests by students when clear and compelling evidence is in the best interest of the student and the institution. The granting of substitutions does not guarantee transferability to other institutions. A Graduation Substitution form, available in the Registrar's Office, must be completed by the student and academic advisor. It is recommended that graduation substitution requests be submitted prior to the last semester of the student's degree or certificate completion.

Refer to the Credit for Prior Learning Policy on the GCCC website.

## GRADUATION EXERCISES

GCCC celebrates the accomplishments of the graduating students with Commencement exercises on the Friday prior to the final examination period in May. Graduating students who do not plan to participate in the Commencement exercises should indicate this choice on the Application for Graduation. Students participating in the commencement exercises must wear cap and gown regalia purchased by the College.

Those invited to participate in the ceremony are graduates (certificates and degrees) for the current academic year (includes prior fall semester, current spring semester and upcoming summer session).

## AWARDING OF DEGREES

Degrees-awarded notations will be placed on the student's transcript upon completion of all requirements. Students transferring hours from other universities/colleges to complete graduation requirements must have official transcripts from each institution on file in the Registrar's Office before the degree will be awarded and noted on their transcripts.

Students may obtain one of the following degrees:

- Associate in Science Degree
- Associate in Arts Degree
- Associate in General Studies Degree

Students may obtain one or more of the following degree

(in multiple technical programs):

- Associate in Applied Science

Students may obtain one or more Certificates (in multiple technical programs).

## TRANSFER OF CREDIT

GCCC maintains close contact with senior university/college personnel in order to assist students in the transfer process. The course offerings that students complete at GCCC are closely parallel to the freshman/sophomore requirements for the baccalaureate degrees at the four-year institutions.

A transfer manual listing GCCC's course equivalencies with those at the Kansas Regent universities, Washburn University and Newman University has been developed and is available for student use.

Students planning to transfer should secure a copy of the transfer institution's catalog and become familiar with the requirements. Close planning with advisors on course selection while attending GCCC will result in a successful transfer of credits.

## TRANSFER AGREEMENT AND ARTICULATION GUIDE

Kansas Public Community Colleges -  
Kansas Regents Universities

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

Though the following distribution of courses does not necessarily correspond to the general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities. A minimum of 45 credit hours of general education with distribution in the following fields will be required. 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). Students may contact their advisor or the Salmans Advising Center for a complete list of classes that transfer and satisfy the Articulation agreement.

12 hours of Basic Skills courses, including:

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

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

Art\*  
Drama/Theatre\*  
History  
Literature  
Music\*  
Philosophy

*\*Performance courses are excluded.*

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

Sociology  
Political Science  
Geography  
Psychology  
Economics  
Anthropology

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

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

### **TECHNICAL CERTIFICATE PROGRAMS**

Each community college may provide programs of instruction consisting of college credit courses designed to prepare individuals for entry into an occupation or closely related cluster of occupations. A certificate may be awarded on satisfactory completion of a planned program, including the demonstration of attainment of predetermined and specified performance requirements. The courses must be based in theory and be of sufficient complexity, rigor and theory to provide college credit. Most certificate programs should be designed to allow a duly enrolled full-time student to complete the program within one school year. GCCC is developing competency-based programs in technical education fields.

Students completing Technical Certificate programs in Agri-Business, Agri-Business Specialist-Agronomy, Agri-Business-Specialist Livestock Management, Automotive Technology, Carpentry, Cosmetology, Criminal Justice, Early Childhood Education, Emergency Medical Technician (EMT) Technology, Food Science, Food Science – Meat Production, Industrial Machine Mechanic, Management Marketing, Practical Nursing, and Welding Technology, must apply for graduation to receive their certificates. They may also participate in and be recognized during the graduation ceremonies. Students can refer to the Application for Graduation and Graduation Exercises sections for additional information.









# ASSOCIATE IN SCIENCE (AS) DEGREE

## Requirements

with advanced standing, into comparable discipline area Bachelor of Science degree programs at Kansas Regents universities. **Developmental courses will not count toward fulfilling degree requirements (ENGL-090, ENGL-091, ENGL-098, ENGL-099, READ-092, READ-093, MATH-005, and MATH-006). Official transcripts must be on file in the Registrar's Office to receive credit for transfer courses toward graduation. Students must complete a minimum of fifteen (15) of the last 30 credit hours at Garden City Community College (GCCC) to receive a degree.**

Students will follow the guidelines of the catalog in effect at initial enrollment, provided they remain continuously enrolled. If a semester is skipped, students will follow guidelines of catalog in effect when they returned.

The Associate in Science degree will be awarded upon satisfactory completion of a planned program of not less than sixty (60) college credits and a cumulative GPA of 2.0 including the following distribution of credits:

<p><b>I. COMMUNICATIONS</b> <span style="float: right;"><b>9 Hours</b></span></p> <p>Must complete the following courses with a grade of C or higher:</p> <table border="0" style="width: 100%;"> <tr><td>_____ ENGL 101</td><td>English I</td><td style="text-align: right;">3</td></tr> <tr><td>_____ ENGL 102</td><td>English II</td><td style="text-align: right;">3</td></tr> </table> <p>Must complete one (1) course below with a grade of C or higher:</p> <table border="0" style="width: 100%;"> <tr><td>_____ SPCH 111</td><td>Public Speaking</td><td style="text-align: right;">3</td></tr> <tr><td>_____ SPCH 113</td><td>Interpersonal Communication</td><td style="text-align: right;">3</td></tr> </table>	_____ ENGL 101	English I	3	_____ ENGL 102	English II	3	_____ SPCH 111	Public Speaking	3	_____ SPCH 113	Interpersonal Communication	3	<p><b>IV. HUMANITIES and FINE ARTS</b> <span style="float: right;"><b>6 Hours</b></span></p> <p>Must complete no more than one (1) course per subject area:</p> <table border="0" style="width: 100%;"> <tr><td>1. _____ ARTS 120</td><td>Art Appreciation</td><td style="text-align: right;">3</td></tr> <tr><td>_____ ARTS 121</td><td>Art History I</td><td style="text-align: right;">3</td></tr> <tr><td>2. _____ DRAM 150</td><td>Intro to Theatre</td><td style="text-align: right;">3</td></tr> <tr><td>3. _____ HIST 101</td><td>Survey of Civilization I</td><td style="text-align: right;">3</td></tr> <tr><td>_____ HIST 102</td><td>Survey of Civilization II</td><td style="text-align: right;">3</td></tr> <tr><td>_____ HIST 103</td><td>American History to 1877</td><td style="text-align: right;">3</td></tr> <tr><td>_____ HIST 104</td><td>American History Since 1877</td><td style="text-align: right;">3</td></tr> <tr><td>4. _____ JRNL 110</td><td>Media in a Free Society</td><td style="text-align: right;">3</td></tr> <tr><td>5. _____ LITR 210</td><td>Intro to Literature</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *LITR 212</td><td>English Literature I</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *LITR 213</td><td>English Literature II</td><td style="text-align: right;">3</td></tr> <tr><td>_____ LITR 215</td><td>American Literature I</td><td style="text-align: right;">3</td></tr> <tr><td>_____ LITR 216</td><td>American Literature II</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *LITR 230</td><td>Understand Old Testament</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *LITR 231</td><td>Understand New Testament</td><td style="text-align: right;">3</td></tr> <tr><td>_____ LITR 240</td><td>Creative Writing</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *LITR 253</td><td>World Literature &amp; Hum</td><td style="text-align: right;">3</td></tr> <tr><td>5. _____ *MUSC 106</td><td>Today's Music</td><td style="text-align: right;">3</td></tr> <tr><td>_____ MUSC 108</td><td>Music History &amp; Appreciation</td><td style="text-align: right;">3</td></tr> <tr><td>6. _____ PHIL 101</td><td>Intro to Philosophy</td><td style="text-align: right;">3</td></tr> <tr><td>_____ PHIL 102</td><td>Elementary Ethics</td><td style="text-align: right;">3</td></tr> <tr><td>7. _____ LANG 1322</td><td>Elementary Spanish I</td><td style="text-align: right;">5</td></tr> <tr><td>_____ LANG 1331</td><td>Elementary Spanish II</td><td style="text-align: right;">5</td></tr> <tr><td>8. _____ *SPCH 220</td><td>Intercultural Communication</td><td style="text-align: right;">3</td></tr> </table>	1. _____ ARTS 120	Art Appreciation	3	_____ ARTS 121	Art History I	3	2. _____ DRAM 150	Intro to Theatre	3	3. _____ HIST 101	Survey of Civilization I	3	_____ HIST 102	Survey of Civilization II	3	_____ HIST 103	American History to 1877	3	_____ HIST 104	American History Since 1877	3	4. _____ JRNL 110	Media in a Free Society	3	5. _____ LITR 210	Intro to Literature	3	_____ *LITR 212	English Literature I	3	_____ *LITR 213	English Literature II	3	_____ LITR 215	American Literature I	3	_____ LITR 216	American Literature II	3	_____ *LITR 230	Understand Old Testament	3	_____ *LITR 231	Understand New Testament	3	_____ LITR 240	Creative Writing	3	_____ *LITR 253	World Literature & Hum	3	5. _____ *MUSC 106	Today's Music	3	_____ MUSC 108	Music History & Appreciation	3	6. _____ PHIL 101	Intro to Philosophy	3	_____ PHIL 102	Elementary Ethics	3	7. _____ LANG 1322	Elementary Spanish I	5	_____ LANG 1331	Elementary Spanish II	5	8. _____ *SPCH 220	Intercultural Communication	3	<p><b>II. MATHEMATICS and NATURAL SCIENCES</b> <span style="float: right;"><b>10 Hours</b></span></p> <p>Must complete a minimum of one (1) mathematics course below:</p> <table border="0" style="width: 100%;"> <tr><td>1. _____ MATH 108</td><td>College Algebra</td><td style="text-align: right;">3</td></tr> <tr><td>_____ MATH 109</td><td>Plane Trigonometry</td><td style="text-align: right;">3</td></tr> <tr><td>_____ MATH 110</td><td>Fund of Statistics</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *MATH 120</td><td>Pre-Calculus</td><td style="text-align: right;">3</td></tr> <tr><td>_____ MATH 121</td><td>Fund of Calculus</td><td style="text-align: right;">3</td></tr> <tr><td>_____ MATH 122</td><td>Calculus &amp; Analytic Geom I</td><td style="text-align: right;">5</td></tr> <tr><td>_____ *MATH 123</td><td>Calculus &amp; Analytic Geom II</td><td style="text-align: right;">5</td></tr> <tr><td>_____ *MATH 205</td><td>Calculus &amp; Analytic Geom III</td><td style="text-align: right;">5</td></tr> <tr><td>_____ *MATH 206</td><td>Differential Equations</td><td style="text-align: right;">3</td></tr> </table> <p>Must complete a minimum of one (1) lab science course below:</p> <table border="0" style="width: 100%;"> <tr><td>2. _____ BIOL 104</td><td>Environmental Science</td><td style="text-align: right;">4</td></tr> <tr><td>_____ BIOL 105</td><td>Biology I</td><td style="text-align: right;">4</td></tr> <tr><td>_____ BIOL 115</td><td>Biology II</td><td style="text-align: right;">4</td></tr> <tr><td>_____ BIOL 210</td><td>Anatomy &amp; Physiology</td><td style="text-align: right;">5</td></tr> <tr><td>_____ BIOL 211</td><td>Anatomy &amp; Physiology I</td><td style="text-align: right;">4</td></tr> <tr><td>_____ BIOL 212</td><td>Anatomy &amp; Physiology II</td><td style="text-align: right;">4</td></tr> <tr><td>_____ *BIOL 213</td><td>Microbiology</td><td style="text-align: right;">5</td></tr> <tr><td>_____ CHEM 105</td><td>General Chemistry</td><td style="text-align: right;">5</td></tr> <tr><td>_____ *CHEM 108</td><td>Chem for Health Services</td><td style="text-align: right;">5</td></tr> <tr><td>_____ CHEM 109</td><td>College Chemistry I</td><td style="text-align: right;">5</td></tr> <tr><td>_____ CHEM 110</td><td>College Chemistry II</td><td style="text-align: right;">5</td></tr> <tr><td>_____ PHSC 105</td><td>General Physical Science</td><td style="text-align: right;">4</td></tr> <tr><td>_____ PHSC 205</td><td>Physical Geology</td><td style="text-align: right;">5</td></tr> <tr><td>_____ PHYS 205</td><td>General Physics I</td><td style="text-align: right;">5</td></tr> <tr><td>_____ PHYS 206</td><td>General Physics II</td><td style="text-align: right;">5</td></tr> <tr><td>_____ PHYS 207</td><td>Engineering Physics I</td><td style="text-align: right;">5</td></tr> <tr><td>_____ PHYS 208</td><td>Engineering Physics II</td><td style="text-align: right;">5</td></tr> </table> <p>Eligible non-lab science courses:</p> <table border="0" style="width: 100%;"> <tr><td>3. _____ *BIOL 101</td><td>Introduction to Biology</td><td style="text-align: right;">3</td></tr> <tr><td>_____ PHSC 106</td><td>Descriptive Astronomy</td><td style="text-align: right;">3</td></tr> <tr><td>_____ PHSC 2053</td><td>Physical Geology</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *PHYS 106</td><td>Descriptive Physics</td><td style="text-align: right;">3</td></tr> <tr><td>_____ CSCI 110</td><td>Intro to Computer Concepts</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *CSCI 140</td><td>Overview of Comp Science</td><td style="text-align: right;">3</td></tr> </table>	1. _____ MATH 108	College Algebra	3	_____ MATH 109	Plane Trigonometry	3	_____ MATH 110	Fund of Statistics	3	_____ *MATH 120	Pre-Calculus	3	_____ MATH 121	Fund of Calculus	3	_____ MATH 122	Calculus & Analytic Geom I	5	_____ *MATH 123	Calculus & Analytic Geom II	5	_____ *MATH 205	Calculus & Analytic Geom III	5	_____ *MATH 206	Differential Equations	3	2. _____ BIOL 104	Environmental Science	4	_____ BIOL 105	Biology I	4	_____ BIOL 115	Biology II	4	_____ BIOL 210	Anatomy & Physiology	5	_____ BIOL 211	Anatomy & Physiology I	4	_____ BIOL 212	Anatomy & Physiology II	4	_____ *BIOL 213	Microbiology	5	_____ CHEM 105	General Chemistry	5	_____ *CHEM 108	Chem for Health Services	5	_____ CHEM 109	College Chemistry I	5	_____ CHEM 110	College Chemistry II	5	_____ PHSC 105	General Physical Science	4	_____ PHSC 205	Physical Geology	5	_____ PHYS 205	General Physics I	5	_____ PHYS 206	General Physics II	5	_____ PHYS 207	Engineering Physics I	5	_____ PHYS 208	Engineering Physics II	5	3. _____ *BIOL 101	Introduction to Biology	3	_____ PHSC 106	Descriptive Astronomy	3	_____ PHSC 2053	Physical Geology	3	_____ *PHYS 106	Descriptive Physics	3	_____ CSCI 110	Intro to Computer Concepts	3	_____ *CSCI 140	Overview of Comp Science	3	<p><b>V. PERSONAL WELLNESS</b> <span style="float: right;"><b>2 Hours</b></span></p> <table border="0" style="width: 100%;"> <tr><td>_____ HPER 106</td><td>Health Education</td><td style="text-align: right;">3</td></tr> <tr><td>_____ HPER 109</td><td>First Aid</td><td style="text-align: right;">2</td></tr> <tr><td>_____ HPER 115</td><td>Basic Nutrition</td><td style="text-align: right;">3</td></tr> <tr><td>_____ *HPER 121</td><td>Lifetime Fitness</td><td style="text-align: right;">2</td></tr> </table> <p><b>VI. STUDENT SUCCESS</b> <span style="float: right;"><b>1 Hour</b></span></p> <p>Must complete one (1) course below with grade of C or higher:</p> <table border="0" style="width: 100%;"> <tr><td>_____ *PCDE 101</td><td>College Success</td><td style="text-align: right;">1</td></tr> <tr><td>_____ *PCDE 109</td><td>Career Success</td><td style="text-align: right;">1</td></tr> </table> <p><b>VII. PROGRAM/ELECTIVES COURSES</b> <span style="float: right;"><b>26 Hours</b></span></p> <table border="0" style="width: 100%;"> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </table> <p><b>VIII. OTHER</b></p> <ol style="list-style-type: none"> <li>1. Fifteen (15) of the last 30 credit hours must be completed at Garden City Community College (GCCC).</li> <li>2. Developmental courses do not count as earned hours for graduation (ENGL-090, ENGL-091, ENGL-098, ENGL-099, READ-092, READ-093, MATH-005, and MATH-006).</li> <li>3. Economics will not fulfill Section III for Business majors.</li> </ol> <p><i>*Students may contact their advisor or the Advising Center for a complete list of classes that transfer and satisfy the Articulation agreement.</i></p> <p><b>IX. DISTRIBUTION OF CREDIT HOURS</b></p> <table border="0" style="width: 100%;"> <tr><td>Required General Education:</td><td>34 Hrs / Total General Ed Hrs</td><td>_____</td></tr> <tr><td>Additional Courses Needed:</td><td>26 Hrs / Major or Elective Hrs</td><td>_____</td></tr> <tr><td>Minimum Graduation:</td><td>60 Hrs / Total Hrs</td><td>_____</td></tr> </table>	_____ HPER 106	Health Education	3	_____ HPER 109	First Aid	2	_____ HPER 115	Basic Nutrition	3	_____ *HPER 121	Lifetime Fitness	2	_____ *PCDE 101	College Success	1	_____ *PCDE 109	Career Success	1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Required General Education:	34 Hrs / Total General Ed Hrs	_____	Additional Courses Needed:	26 Hrs / Major or Elective Hrs	_____	Minimum Graduation:	60 Hrs / Total Hrs	_____
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Required General Education:	34 Hrs / Total General Ed Hrs	_____																																																																																																																																																																																																																																																								
Additional Courses Needed:	26 Hrs / Major or Elective Hrs	_____																																																																																																																																																																																																																																																								
Minimum Graduation:	60 Hrs / Total Hrs	_____																																																																																																																																																																																																																																																								





# ASSOCIATE IN LIBERAL ARTS & SCIENCES, GENERAL (AGS) DEGREE Requirements

The Associate in Liberal Arts & Sciences, General degree is intended to recognize the attainment of a broad general education at the lower-division level. This degree is designed to provide students the opportunity to develop knowledge, skills, attitudes and greater philosophical appreciation for life-long learning. Transfer students will need to complete additional lower-division courses at transfer universities. **Developmental courses will not count toward fulfilling degree requirements (ENGL-090, ENGL-091, ENGL-098, READ-092, READ-093, MATH-005, and MATH-006). Official transcripts must be on file in the Registrar's Office to receive credit for transfer courses toward graduation. Students must complete a minimum of fifteen (15) of the last 30 credit hours at Garden City Community College (GCCC) to receive a degree.**

Students will follow the guidelines of the catalog in effect at initial enrollment, provided they remain continuously enrolled. If a semester is skipped, students will follow guidelines of catalog in effect when they returned.

The Associate in General Studies degree will be awarded upon satisfactory completion of a planned program of not less than sixty (60) college credits and a cumulative GPA of 2.0 including the following distribution of credits:

**I. COMMUNICATIONS 6 Hours**

- Must complete the following course:
- |                |           |   |
|----------------|-----------|---|
| _____ ENGL 101 | English I | 3 |
|----------------|-----------|---|
- And one (1) additional course below:
- |                |                    |   |
|----------------|--------------------|---|
| _____ SPCH 111 | Public Speaking    | 3 |
| _____ SPCH 113 | Interpersonal Comm | 3 |

*Additional course option for Section V:*  
 \_\_\_\_\_ ENGL-102 English II 3

**II. MATHEMATICS and NATURAL SCIENCES 7 Hours**

- Must complete a minimum of one (1) mathematics course below:
- |                   |                      |       |
|-------------------|----------------------|-------|
| 1. _____ MATH 107 | Intermediate Algebra | 3     |
| _____ MATH 108    | College Algebra      | 3     |
| _____ MATH 109    | Plane Trigonometry   | 3     |
| _____ MATH 110    | Fund of Statistics   | 3     |
| _____ MATH _____  |                      | _____ |

- Must complete a minimum of one (1) science course below:
- |                   |                               |   |
|-------------------|-------------------------------|---|
| 2. _____ BIOL 101 | Introduction to Biology       | 3 |
| _____ BIOL 104    | Environmental Science         | 4 |
| _____ BIOL 105    | Biology I                     | 4 |
| _____ BIOL 210    | Anatomy & Physiology          | 5 |
| _____ BIOL 211    | Anatomy & Physiology I        | 4 |
| _____ BIOL 213    | Microbiology                  | 5 |
| _____ CHEM 105    | General Chemistry             | 5 |
| _____ CHEM 108    | Chemistry for Health Services | 5 |
| _____ CHEM 109    | College Chemistry I           | 5 |
| _____ PHSC 105    | General Physical Science      | 4 |
| _____ PHSC 106    | Descriptive Astronomy         | 3 |
| _____ PHSC 2053   | Physical Geology              | 3 |
| _____ PHSC 205    | Physical Geology              | 5 |
| _____ PHYS 106    | Descriptive Physics           | 3 |
| _____ PHYS 205    | General Physics I             | 5 |
| _____ PHYS 207    | Engineering Physics I         | 5 |

**III. SOCIAL SCIENCE 6 Hours**

- Must complete the following courses:
- |                |                    |   |
|----------------|--------------------|---|
| _____ PSYC 101 | General Psychology | 3 |
| _____ SOCI 102 | Intro to Sociology | 3 |

*Additional course options for Section V:*

_____ SOCI-105	Intro to Cultural Anthropology	3
_____ SOCI-113	Sociology of Families	3
_____ SOCI-204	Social Problems	3
_____ ECON-102	Financial Literacy for Life	3
_____ ECON-111	Economics: Macro	3
_____ ECON-112	Economics: Micro	3
_____ GEOG-101	World Geography	3
_____ POLS-104	Intro to Political Science	3
_____ POLS-105	American Government	3

**IV. HUMANITIES and FINE ARTS 6 Hours**

- Must complete no more than one (1) course per subject area:
- |                   |                             |   |
|-------------------|-----------------------------|---|
| 1. _____ ARTS 120 | Art Appreciation            | 3 |
| _____ ARTS 121    | Art History I               | 3 |
| 2. _____ DRAM 150 | Intro to Theatre            | 3 |
| 3. _____ HIST 101 | Survey of Civilization I    | 3 |
| _____ HIST 102    | Survey of Civilization II   | 3 |
| _____ HIST 103    | American History to 1877    | 3 |
| _____ HIST 104    | American History since 1877 | 3 |

- |                    |                              |   |
|--------------------|------------------------------|---|
| 4. _____ LITR 210  | Intro to Literature          | 3 |
| _____ LITR 212     | English Literature I         | 3 |
| _____ LITR 213     | English Literature II        | 3 |
| _____ LITR 215     | Amer Literature I            | 3 |
| _____ LITR 216     | Amer Literature II           | 3 |
| _____ LITR 230     | Understand Old Testament     | 3 |
| _____ LITR 231     | Understand New Testament     | 3 |
| _____ LITR 253     | World Literature & Hum       | 3 |
| 5. _____ MUSC 106  | Today's Music                | 3 |
| _____ MUSC 108     | Music History & Appreciation | 3 |
| 6. _____ PHIL 101  | Intro to Philosophy          | 3 |
| _____ PHIL 102     | Elementary Ethics            | 3 |
| 7. _____ LANG 1322 | Elementary Spanish I         | 5 |
| _____ LANG 1331    | Elementary Spanish II        | 5 |

**V. ADDITIONAL GENERAL ED (from Sections I-IV) 9 Hours**

Any courses from Sections I-IV can fulfill this requirement:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**VI. PERSONAL WELLNESS 2 Hours**

- |                |                  |   |
|----------------|------------------|---|
| _____ HPER 106 | Health Education | 3 |
| _____ HPER 109 | First Aid        | 2 |
| _____ HPER 115 | Basic Nutrition  | 3 |
| _____ HPER 121 | Lifetime Fitness | 2 |

**VII. STUDENT SUCCESS 1 Hour**

- Must complete one (1) course below with grade of C or higher:
- |                |                 |   |
|----------------|-----------------|---|
| _____ PCDE 101 | College Success | 1 |
| _____ PCDE 109 | Career Success  | 1 |

**VIII. PROGRAM OR ELECTIVE COURSES 23 Hours**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**IX. OTHER**

- Fifteen (15) of the last 30 credit hours must be completed at Garden City Community College (GCCC).
- Developmental courses do not count as earned hours for graduation (ENGL-090, ENGL-091, ENGL-098, READ-092, READ-093, MATH-005, and MATH-006).

*\*Students may contact their advisor or the Advising Center for a complete list of classes that transfer and satisfy the Articulation agreement.*

**X. DISTRIBUTION OF CREDIT HOURS**

Required General Education:	37 Hrs / Total General Ed Hrs	_____
Additional Courses Needed:	23 Hrs / Major or Elective Hrs	_____
Minimum Graduation:	60 Hrs / Total Hrs	_____







DIVISION  
**BUSINESS &  
TECHNOLOGY**

- **Accounting**
- **Business Administration**
- **Computer Information Systems**
- **Cybersecurity**
- **Management Marketing**



Business is an excellent major for students interested in a broad career field. Education, government, business, and industry all require a steady flow of well-educated personnel. Students with business degrees often find success in these fields.

## BUSINESS & TECHNOLOGY

Two basic areas of education for business are available. The first area includes courses which provide a broad background and knowledge about business and the economy. The second area offers courses which provide technical and vocational expertise in a field of business.

Several options are available for students wishing to pursue a career in business. One option is to complete a program of study which will provide them with basic skills and knowledge about business so they can transfer to a four-year college or university to complete the baccalaureate degree in business. Other options are available for students who are interested in either a two-year program or a certificate program which will prepare them for immediate employability in business.

Students wishing to develop technical skills for computer networks are encouraged to enroll in courses leading to recognized industry certification or a degree in Business & Technology.

The Computer Science program is aware of current trends and growth in the computer industry. Students are provided curriculum which will prepare them to become successfully employed in the computer industry-based, complete industry based certifications such as A+, Network+, or Security +, and obtain an Associate Degree. Computer Science majors will also have the opportunity to explore theory and design of software application and engineering through introduction to programming and more specialized programming languages such as Visual Basic, HTML and C++. Students may also choose to pursue an advanced degree at a four-year institution.

GCCC offers several 2+2 degrees in business with Fort Hays State University, Kansas State University, Friends University, and Emporia State University. Upon completion of the Associate of Science in Business/Administration, a student can obtain a Bachelor of Business Administration in the following areas:

- Hospitality Management
- Human Resource Management
- Management
- Marketing





# BUSINESS ADMINISTRATION: ACCOUNTING, ECONOMICS, MANAGEMENT, MARKETING

Program Code: BSAD

**PROGRAM DESCRIPTION:** The Associate in Science degree with Business Administration is a program that prepares students with the many skills required to manage a variety of businesses. Focus is placed on developing decision-making, supervisory skills, and organizational management. Graduates have the opportunity in entry-level management and supervisory positions or they may transfer this degree to a university to pursue a Bachelor's degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II .....	3
*	Mathematics & Natural Sciences Requirement.....	3
***	Program Course (select from list below).....	3
*PSYC-101/SOCI-102	General Psychology / Introduction to Sociology.....	3
*	Humanities & Fine Arts Requirement .....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Lab Science Requirement.....	4
*SPCH-111	Public Speaking .....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below) .....	3

<b>Semester 4</b>		<b>14-15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
*	Humanities & Fine Arts Requirement .....	3
*	Personal Wellness Requirement.....	2-3
*	Social Science Requirement .....	3

### \*\*\* PROGRAM COURSES

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ACCT-102	Accounting I .....	3
ACCT-103	Accounting II.....	3
ACCT-202	Managerial Accounting.....	3
BSAD-101	Introduction to Business .....	3
BSAD-104	Business Law I.....	3
BSAD-105	Business Law II .....	3
BSAD-120	Advertising .....	3
BSAD-122	Management .....	3
BSAD-123	Marketing.....	3
BSAD-124	Salesmanship .....	3
BSAD-128	Entrepreneurship.....	3
BSAD-130	Personal Finance.....	3
BSAD-135	eCommerce.....	3
BSAD-140	International Business.....	3
BSAD-220	Business Ethics.....	3
BSAD-221	Human Resource Management.....	3
CSCI-101	Introduction to Management Information Systems.....	3
CSCI-110	Introduction to Computer Concepts & Applications .....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro .....	3
MATH-110	Elements of Statistics.....	3
MATH-121	Fundamentals of Calculus .....	3
PHIL-102	Elementary Ethics.....	3

### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# MANAGEMENT MARKETING

Program Code: MGMK

**PROGRAM DESCRIPTION:** The Associate in Applied Science degree in Management Marketing is designed for students seeking a position in marketing or management driven workplaces. The degree offers an integration of career specific computer, management, marketing, general business, and liberal arts courses needed to enhance critical thinking, analytical, decision making and communication skills required by many entry and intermediate level business positions that do not require a baccalaureate degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 64

Semester 1	16 hours
Course No.	Credit
* Communications Requirement .....	3
* Mathematics & Natural Science Requirement .....	3
*PSYC-101/SOCI-102 General Psychology or Introduction to Sociology .....	3
**BSAD-101 Introduction to Business .....	3
**CSCI-110 Introduction to Computer Concepts & Applications .....	3
* Student Success Requirement.....	1

Semester 2	17 or 18 hours
Course No.	Credit
* Mathematics, Nat. Science or Comp. Sci. Requirement ....	3
**BSAD-123 Marketing.....	3
**BSAD-122 Management .....	3
**BSAD-124 Salesmanship.....	3
**BSAD-128 Entrepreneurship.....	3
* Personal Wellness Requirement.....	2-3

Semester 3	15 hours
Course No.	Credit
** Required Program Course .....	3
** Required Program Course .....	3
** Required Program Course .....	3
** Required Program Course .....	3
** Required Program Course .....	3

Semester 4	16 or 18 hours
Course No.	Credit
** Required Program Course .....	3
** Required Program Course .....	3
** Required Program Course .....	3
** Required Program Course .....	3
*** Required Program Course .....	3

### \*\* REQUIRED PROGRAM COURSES

ACCT-102	Accounting I .....	3
ACCT-103	Accounting II .....	3
ACCT-202	Managerial Accounting.....	3
ARTS-124	Design.....	3
ARTS-128	Commercial Arts.....	3
BSAD-104	Business Law I.....	3
BSAD-104	Business Law II .....	3
BSAD-120	Advertising .....	3
BSAD-126	Business Internship.....	3
BSAD-130	Personal Finance.....	3
BSAD-135	eCommerce.....	3
BSAD-140	International Business.....	3
BSAD-220	Business Ethics.....	3
BSAD-221	Human Resource Management.....	3
CSCI-101	Introduction to Management Information Systems .....	3
CSCI-102	Introduction to Programming .....	3
CSCI-178	Photoshop 1 .....	3
CSCI-262	Project Management.....	3
CSCI-276	Web Design I .....	3

### \*\* REQUIRED PROGRAM COURSES (continued)

CSCI-278	Photoshop II.....	3
CSCI-280	Web Design II.....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro .....	3
ENGL-101	English I.....	3
ENGL-102	English II .....	3
JRNL-130	Introduction to Multimedia.....	3
MATH-108	College Algebra .....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-121	Fundamentals of Calculus .....	3
MUSC-156	Audio Engineering.....	3
PSYC-101	General Psychology.....	3
SOCI-102	Introduction to Sociology.....	3
SPCH-111	Public Speaking .....	3

### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**CERTIFICATE** MANAGEMENT MARKETING Program Code: MGMK

**PROGRAM DESCRIPTION:** The Management Marketing Certificate is designed for students seeking either (1) an entry level position in the management or marketing fields, or (2) an added credential to an existing degree or skills-set. This certificate is an 18 credit hour experience; whereby, the credits can be seamlessly transferred into the Management Marketing AAS degree program.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate= 18**

Certificate A		18 hours
Course No.	Course Title	Credit
**BSAD-101	Introduction to Business .....	3
**CSCI-110	Introduction to Computer Concepts and Applications .....	3
**BSAD-122	Management .....	3
**BSAD-123	Marketing.....	3
**BSAD-128	Entrepreneurship.....	3
**BSAD-124	Salesmanship .....	3

**\* GENERAL EDUCATION REQUIREMENT**  
 Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**  
 Other courses are subject for approval with submission of Graduation Substitution form.

**AS DEGREE** COMPUTER INFORMATION SYSTEMS Program Code: CSCI

**PROGRAM DESCRIPTION:** The Associate in Science degree in Computer Information Systems is a program that prepares students with a diverse set of skills that include the fundamentals of software development and computer security. Completion of the AS degree may help students obtain internships or entry-level jobs or transfer credits to a university to complete a Bachelor of Science degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**CSCI-101	Introduction to Management Information Systems.....	3
**CSCI-102	Introduction to Programming .....	3
*PSYC-101/SOCI-102	General Psychology / Introduction to Sociology.....	3
*	Student Success Requirement.....	1

Semester 2		15 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
*	Intro to Computer Concepts and Applications .....	3
***	Program Course (select from list below).....	3
*	Social Science Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3

Semester 3		16 or 17 hours
Course No.	Course Title	Credit
*SPCH-111	Public Speaking .....	3
**CSCI-130	Introduction to Cybersecurity.....	3
**CSCI-140	Overview of Computer Science.....	3
*	Lab Science Requirement.....	4/5
*	Humanities & Fine Arts Requirement .....	3

Semester 4		14 or 15 hours
Course No.	Course Title	Credit
*	Mathematics & Natural Science Requirement .....	3
**CSCI-262 or CSCI190	Project Management or Computer Ethics.....	3
***	Program Course (select from list below).....	3
*	Personal Wellness Requirement.....	2/3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
CSCI-107	Advanced Programming .....	3
CSCI-108	Programming in C++.....	3
CSCI-125	CompTIA A+ Essentials.....	3
CSCI-126	CompTIA A+ Practical Applications.....	3
CSCI-150	Network Essentials (Network+) .....	3
CSCI-190	Computer Ethics .....	3
CSCI-230	Security Essentials (Security+).....	3
CSCI-262	Project Management.....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-116	Discrete Mathematics .....	3

**\* GENERAL EDUCATION REQUIREMENT**  
 Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**  
 Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science degree in Cybersecurity is a program that prepares students with a diverse set of skills that include the fundamentals of software development along with a special focus on computer security. The program prepares students to seek industry-based certifications such as CompTIA A+, Network+, Security+ and Project+. Completion of the AS degree may help students obtain internships or entry-level jobs or transfer credits to a university to complete a Bachelor of Science degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**CSCI-102	Introduction to Programming.....	3
**CSCI-125	CompTIA A+ Essentials.....	3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology.....	3
*	Student Success Requirement.....	1

Semester 2		15 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
**CSCI-126	CompTIA A+ Practical Applications.....	3
***CSCI-150	Network Essentials (Network+).....	3
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3

Semester 3		16 or 17 hours
Course No.	Course Title	Credit
*SPCH-111	Public Speaking.....	3
**CSCI-130	Introduction to Cybersecurity.....	3
**CSCI-140	Overview of Computer Science.....	3
*	Lab Science Requirement.....	4/5
*	Humanities & Fine Arts Requirement.....	3

Semester 4		14 or 15 hours
Course No.	Course Title	Credit
*	Mathematics or Natural Science Requirement.....	3
**CSCI-262 or CSCI190	Project Management or Computer Ethics.....	3
***	Program Course (select from list below).....	3
*	Personal Wellness Requirement.....	2
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
CSCI-107	Advanced Programming.....	3
CSCI-108	Programming in C++.....	3
CSCI-262	Project Management.....	3
MATH-100	Fundamentals of Statistics.....	3
MATH-116	Discrete Mathematics.....	3
MATH-121	Fundamentals of Calculus.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Computer Support Specialist A+ certification is a 15-credit hour program which provides an excellent starting point for individuals who wish to pursue a career in the Information Systems industry. Technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+ certification exam, to join the computer support workforce or to continue their education.

**PROGRAM OUTCOMES AND CURRICULUM MAP**

**Minimum Credit Hours Required for Certificate= 16**

Certificate A		16 hours
Course No.	Course Title	Credit
CSCI-101	Introduction to Management Information Systems.....	3
CSCI-102	Introduction to Programming.....	3
CSCI-110	Computer Concepts and Applications.....	3
CSCI-125	CompTIA A+ Essentials.....	3
CSCI-126	CompTIA A+ Practical Applications.....	3
PCDE-109	Career Success.....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



# ACCOUNTING

**Accounting I** **ACCT-102** **3 hours**

Accounting I is the study of accounting principles presented in Accounting Basics and examines the Balance Sheet accounts with particular Course on controlling the assets and liabilities of a business. Special journals, subsidiary ledgers, merchandising transactions, inventories, receivables, fixed assets, depreciation and disposal of assets are emphasized. The business financial reports (balance sheet, income statement, and retained earnings statement) are analyzed to see how a change in one of the reports will affect the others. Both Accounting I and Accounting II are required for individuals transferring to a four-year institution. This class is offered every semester.

**Accounting II** **ACCT-103** **3 hours**

**Prerequisite:** Accounting I with grade of C or better or permission of instructor. Accounting II is a course designed to give students an opportunity to continue their study of the accounting principles as they apply to business. Particular attention is given to accounting as it applies to corporations. Included in Accounting II are opening the corporation books, issuance of stock, distribution of earnings, buying and selling stocks and bonds, and cash flows. Both Accounting I and Accounting II are required for students transferring to a four-year institution. This class is offered every semester

**Managerial Accounting** **ACCT-202** **3 hours**

**Prerequisite:** Accounting II completed with grade of C or better, or permission of instructor. Managerial Accounting is a course designed to give students an opportunity to increase their understanding of the role of accounting as it applies to information requirements for management. Students will gain knowledge in the basics of cost accounting principles and how cost accounting applies to management of an organization. Students will also learn terminology, journalizing, analyzing source documents, and financial statements as they apply to cost systems. Managerial Accounting also includes the study of budgeting for cash, inventory control, and capital expenditures for plant assets. Course is placed on the use of accounting information systems to obtain information required by the following managerial functions: planning, controlling, and decision making. Controlling both routine and non-routine operations, policy making, long range planning, evaluating inventory, and determining income are also topics covered by the course. In addition, statement analysis, cash and fund flows, cost behavior, estimation and analysis are also covered. The graphic approach, the high-low method and least squares method, techniques used for fitting a line to data, are covered as well as the preparation of a master budget and supporting budgets. Cost accounting systems studied include the job cost, process cost, and standard cost systems. This class is offered each semester.

# BUSINESS ADMINISTRATION

**Introduction to Business** **BSAD-101** **3 hours**

This course surveys accounting, finance, information systems, management, operations and marketing areas of business. Students will also study the impact of ethical decision making and corporate social responsibility on business growth and success.

**Business Law I** **BSAD-104** **3 hours**

This course includes the legal environment of business, law of contracts, sales, and law of agency and employment. Course is placed on analysis and problem solving in these areas.

**Business Law II** **BSAD-105** **3 hours**

This course will build upon concepts from Business Law I. This course teaches students the principles of property, secured transactions, business formation, corporate law, and administrative law. Upon successful completion of this course, students should be able to identify potential legal problems in their businesses and recognize when to engage the services of an attorney. Concepts of real property, personal property, bailments, estates and trusts, and insurance law will be covered. The formation, operation, and dissolution of the different business forms will be taught. The principles of bankruptcy law, professional responsibility, shareholders' rights, employment law, and environmental law will be introduced.

**Advertising** **BSAD-120** **3 hours**

This course is a study of modern advertising principles and practices, ethics, selection of media, copy/layout techniques, consumer psychology, applications and occupations. Advertising is studied from the viewpoint of both seller and consumer.

**Management** **BSAD-122** **3 hours**

The course is designed to provide a basic understanding of the functions of management. Students will also attain a historical perspective of management theories along with practical applications. The skills and competencies needed to be an effective manager are explored along with the ethical and social responsibility components to decision making. The course will also provide understanding of the changing environment and how businesses can react to these occurrences.

**Marketing** **BSAD-123** **3 hours**

This course surveys the distribution and flow of goods and services from producers and sellers to consumers and buyers as well as the movement of commodities through various marketing channels. Marketing is the study of the process of creating, distributing, promoting, and pricing goods, services, and ideas to facilitate satisfying exchange relationships with customers in a dynamic environment. Major areas of study involve marketing and its environment, buyer behavior and target market selection, product decisions, distribution decisions, promotion decisions, pricing decisions and the implementation and effect of electronic marketing. Students should check with their advisor for transferability.

**Salesmanship** **BSAD-124** **3 hours**

Salesmanship is designed to develop an understanding of the principles of modern salesmanship. An unprecedented number of students who have no plans to enter sales professions are being exposed to selling. Therefore students will be provided sound partnering and communication skills that will be useful in a wide range of occupations. The importance of relations, along with trust will be explored.

**Business Internship** **BSAD-126** **3 hours**

**Prerequisite:** Consent of the Program Leader. This course gives actual work experience at an approved training station under faculty supervision for those students majoring in Business. There are required periodic meetings with the faculty supervisor as well as

outside training assignments. A minimum of 15 hours per week (225 total hours minimum) on-the-job employment is required. Normally this course is not transferable. This course is taught by arrangement.

**Entrepreneurship BSAD-128 3 hours**

Entrepreneurship presents an analysis of various planning and operational factors involved in the start-up of small businesses. These factors include the study of entrepreneurship and entrepreneurial environments, development of creativity and innovation, assessment of new ventures, examination of legal structures for business organizations, development and importance of a comprehensive business plan, marketing issues for start-ups, sources of start-up capital, financial understanding needed by entrepreneurs, proprietary property protection, and other relevant contemporary issues. Students are encouraged to apply the material to their own business ownership ambitions.

**Personal Finance BSAD-130 3 hours**

Personal Finance surveys various topics that are of personal value and key principles to personal financial success and management. These topics include personal money management, budgeting, the time value of money, the costs and benefits of consumer credit, evaluating choices for housing needs and other major purchases, the role of insurance in mitigating risk, and investment-retirement planning-and tax and estate planning alternatives and strategies. Personal Finance is a course designed to provide the background necessary to manage one's own financial affairs and understand the true benefits and costs of financial services and consumer goods.

**e-Commerce BSAD-135 3 hours**

This course will explore how fundamental business concepts apply to the world of e-commerce. It covers personal applications such as online banking, retail purchasing, and consumer education as well as business applications such as Internet marketing, advertising, and security. The course will also teach how to build and maintain a commercial Website and provide real-world examples of e-commerce.

**International Business BSAD 140 3 hours**

This course will introduce students to different cultures and expand their horizons developing a wider world perspective and understanding as it relates to international business and business practices. The focus will be learning factors that influence and mold business practices in various cultures like: language, history, politics, culture and more.

**Business Ethics BSAD-220 3 hours**

This course is an overview of philosophical ethics with emphasis in business cases. The course will examine ethical theories and their proponents. The course will also apply ethics to business situations and examine how the theories are practiced when confronted with contemporary issues.

**Human Resource Management BSAD-221 3 hours**

This course emphasizes the performance of the personnel function in organizations. Emphasis is placed upon the performance and motivation of employees. Employment opportunities for women, minorities and other workers are explored. The laws and regulations as well as universal aspects of personnel administration are highlighted.

## COMPUTER SCIENCE

**Introduction to Management Information Systems CSCI-101 3 hours**

This course is an introductory class that assists students in learning about how computers work and about how the computer is used in our world. Topics range from what parts a computer is made of to how to write a computer program. Also addressed are topics such as how data are stored, how networks and the Internet work, how to secure a computer from malware, and ethical dilemmas that arise in modern computing. The class included detailed discussions of computer logic, data flow, number systems, and computer memory.

**Introduction to Programming CSCI-102 3 hours**

This course is recommended for computer science majors. It covers the basic logic required to design and develop good logical computer programs. Course topics include hardware and software configurations as well as the concepts of program logic, top down design, and structured programs. This course may be taken concurrently with Introduction to Management Information Systems.

**Programming in Visual Basic CSCI-103 3 hours**

**Prerequisite:** Introduction to Programming or instructor permission. This course provides a thorough introduction to the use of Visual Basic 2008. The main goal of the course is to enable the student to utilize modern application design strategies to deliver completed applications to end users. The hands-on exercises are focused on solving commonly encountered programming problems. The course introduces the Visual Basic Integrated Development Environment (IDE) and its wealth of development tools and includes detailed coverage of the Visual Basic language. The course also includes an introduction to object-oriented programming techniques. Students will learn to build effective user interfaces using controls, forms, and other GUI components. Students also will learn the use of the debugging and testing tools available in Visual Studio. Database access is introduced also using Visual Basic's ADO.

**Advanced Programming (HTML) CSCI-107 3 hours**

**Prerequisite:** One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Course is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change.

**Programming in C++ CSCI-108 3 hours**

**Prerequisite:** Introduction to Programming or instructor permission. This hands-on C++ programming course provides an introduction to the most widely used programming language in the world. The essential syntax of C++ is the main focus, as well as introducing data types, fundamental control structures, and an introduction to object-oriented programming. Topics covered also will include input/output commands, control statements, looping, subroutines, string processing, and arrays. Hands-on exercises will demonstrate key concepts and assure mastery by the student.

**Intro to Computer Concepts and Applications CSCI-110 3 hours**

**Prerequisite:** None; however to successfully complete the course, a student should have demonstrated keyboarding skills. Introduction to computer software provides an introduction to the basics of

computer usage for Internet, email, word processing, spreadsheet, database, and presentation software programs. This first course provides information to the non-computer user and familiarizes the student with the basics of computer usage. Successful completion of this course will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software use changes.

**Web Animation CSCI-122 3 hours**

This course is designed to introduce students to basic methods and practices in animation. From movies to medicine to architecture, animation is everywhere. The course will provide an overview of techniques ranging from hand-drawn frame-by-frame animation, key framing, rigging, lighting, 3D modeling, texturing, object creation and character animation. Each class will consist of a short demonstration, viewing of related works, hands-on experimentation and/or critique. Weekly assignments will further the student's exploration of animation approaches and techniques. The course will conclude with the creation of final projects in which students will develop and create an animated short story.

**CompTIA A+ Essentials CSCI-125 3 hours**

Students will gain the knowledge required to assemble components based on customer requirements, install, configure, and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

**CompTIA A+ Practical Applications CSCI-126 3 hours**

Students will gain the knowledge required to install, configure, and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

**Introduction to Cybersecurity CSCI-130 3 hours**

This course examines the security aspects of computer systems, technology, management and policy. Fundamental security concepts are presented and a review of risks, threats and countermeasures.

**Overview of Computer Science CSCI-140 3 hours**

An overview of computer science is presented in areas of Networking, Software, Operating Systems, Computer Architecture and Algorithms. The course also examines some of the ethical and legal aspects of Internet security, software engineering and database technology.

**Microsoft Networking Essentials CSCI-150 3 hour**

Learn to install, configure, manage, and troubleshoot basic networks of any size and prepare for an entry-level networking career in the IT industry. Students learn the foundations of network design and management, focusing on the media, topologies, protocols, and standards upon which modern networks are built. This class prepares students to pass the CompTIA Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking.

**Computer Networks CSCI-152 3 hours**

This course provides an introduction to computer networks by examining the network layer model, network management, network security and operational security.

**Computer Ethics CSCI-190 3 hours**

Computer Ethics examines various social, legal, philosophical, ethical, political, constitutional and economic implications of computing technology. This course presents an array of contemporary topics and issues relevant to modern society.

**Programming Language Concepts CSCI-220 3 hours**

An overview of the history and evolution of programming language concepts is presented. This course introduces the Python programming language. Prerequisite: programming language experience.

**Photoshop I CSCI-178 3 hours**

This course is the beginning Photoshop class designed to give students experience using the many tools of this very complex software. This course is a part of the proposed GCCC Visual Communications program and is appropriate for students entering the Computer Science or Visual Communications field, as well as any curricular area of design. Course content includes using Photoshop's basic tools and effects and filters in projects as well as features available in Photoshop for Web site construction. Students will learn how to use Photoshop and some Flash and Illustrator to produce creative design solutions for artwork, graphic design, photo retouching, and web design. This course is for anyone with an interest in learning more about art, graphic design, web design and the Adobe Creative Suite.

**Security+ CSCI-230 3 hours**

This class introduces students to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. In this course, students will learn the skills necessary for Security+ certification.

**Information Security CSCI-232 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140) or Computer Networks (CSCI-152). This course covers the 10 domains of the Information Security Common Body of Knowledge. Topics include cloud and mobile security, bring-your-own device and compliance.

**Digital Forensics CSCI-234 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course covers the principles and techniques of modern digital forensics and legal considerations. Topics covered include: steps of an investigation, admissibility of evidence, the process of data acquisition and document analysis.

**Operating Systems CSCI-242 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course is intended for computer science and engineering students. The course covers the fundamentals of operating systems and their design, including approaches to resource management.

**Relational Database Design** CSCI-244 3 hours**Prerequisite:** Overview of Computer Science (CSCI-140).

This course teaches relational database design relevant to current databases, applications and best practices. The goal is to design databases that are soundly structured, reliable and flexible using database planning and by defining tables, fields, keys, table relationships, business rules and views.

**Software Engineering** CSCI-260 3 hours

**Prerequisite:** Overview of Computer Science (CSCI-140). This course provides an introduction to software engineering and the methodology of creating dependable and secure systems.

**Project Management** CSCI-262 3 hours

This course provides an introduction to project management fundamentals and a framework for managing information technology projects. Project management knowledge areas and process groups are reviewed. The course provides preparation for employment in industry and for project management certification.

**Agile Methodology** CSCI-264 3 hours

This course examines the values, principles, framework and processes of the Agile approach as compared to the Waterfall software development methodology. The benefits of the Agile approach, the roles of participants and the impact of the entire development life cycle are reviewed.

**Disaster Recovery** CSCI-266 3 hours**Prerequisite:** Overview of Computer Science (CSCI-140).

This course presents an overview of how to prepare, develop and implement a successful disaster recovery plan. An emphasis is placed on risk assessment, business impact assessment, recovery site planning, data backup activities, testing the plan, and updating a disaster recovery plan.

**Web Design I** CSCI-276 3 hours

This course teaches HTML, the basic language of the web, and teaches design principles ranging from interactive design to typography. These skills will help students to develop their own websites and to better communicate with others who build websites. The course will give a broad framework that will help students to understand the big picture of Web Design and have a strong foundation from which to develop their own ideas and practices.

**Photoshop II** CSCI-278 3 credits

This course continues Photoshop I usage and image manipulation with a focus on design. Course content includes using Photoshop special effects and filters in projects as well as features available in Photoshop for Web site construction. Students will learn how to use Photoshop and some Flash and Illustrator to produce creative design solutions for artwork, graphic design, and web design. This course is for anyone with an interest in learning more about art, graphic design, web design and the Adobe Creative Suite.

**Web Design II** CSCI-280 3 hours

**Prerequisite:** CSCI-276 or instructor permission. This course will cover the commands and techniques required to create, revise, and enhance Web pages using Adobe Dreamweaver. Topics to be covered will include basic text layout, viewing and identifying basic HTML tags, creating a site map, formatting a Web page, applying background color, inserting images and sounds, creating ordered and unordered lists, inserting files, creating links on Web

pages, tracing images, layers, converting layers to tables, custom tables, cascading style sheets, templates and libraries, and publishing a Web site.

**Statistical Process Control** CSCI-292 3 hours

**Prerequisite:** College Algebra (MATH-108). This course shows how to use measurements to manage and improve software processes. Quality characteristics of software products and processes can be quantified, plotted and analyzed using principles of statistical quality control. In turn, the performance of software can be predicted, controlled and guided to achieve both business and technical goals.

## ECONOMICS

**Financial Literacy for Life** ECON-102 3 hours

Financial Literacy for life is a survey course of economic principles critical to an individual's financial well-being. Topics include the need for budgeting and the sound use of credit to manage personal finances and how they relate to opportunity cost, economic resources, and the role supply and demand play in our marketplace today.

This course examines the effects circular flow and the business cycle has on unemployment and inflation. The course also investigates consumer utility, price elasticity, the basic cost structure of a firm, and market structure. In addition, the course focuses on the principles of the Keynesian economics and how monetary and fiscal policy influences the functioning of the national economy.

This course satisfies the social science requirements for the A.G.S. degree. However, students whose GCCC programs or transfer plans require them to take either ECON111 or ECON112 should not enroll in this course.

**Principles of Economics: MACRO** ECON-111 3 hours

Macroeconomics is an introductory course to the study of macroeconomic theory, national income accounting and monetary and fiscal policy. Topics covered include the principles of opportunity cost, economic resources, and the supply and demand model. In addition, this course focuses on the circular flow model, business cycle, unemployment, inflation, Keynesian Macroeconomic theory, principles of Monetary Theory, money and banking, and monetary and fiscal policies.

**Principles of Economics: MICRO** ECON-112 3 hours

Microeconomics is an introductory course to the study of individual economics units. Topics covered include the principles of opportunity cost, economic resources, and the supply and demand model. In addition, this course focuses on consumer equilibrium theory, utility, productivity and the cost structure of a firm, market structure, labor markets, income distribution, international trade and an introduction to comparative economic systems.

**Topics in Economics** ECON-1101 1-3 hours

Course topics offered in response to current economic events and/or to be taught on sufficient demand. Topics may include anything from Public Finance & Taxation, to Stocks & Bonds, from healthcare economics to the 2008 nationwide financial meltdown. This course offering may also be utilized by organizations and businesses that have a need or desire for specialized economically related content material. Based on sufficient enrollment, organizations and businesses may also request the course be conducted on site, or as a blended course, scheduling permitting.







**DIVISION**  
**HUMANITIES &**  
**FINE ARTS**

- **Art**
- **Communications**
- **Drama**
- **English/Literature**
- **Liberal Arts & Sciences**
- **Music - Vocal & Instrumental**
- **Non-Program Courses**

**English as a Second  
Language (ESL)**

**History  
Languages**

**Personal & Career  
Development**

**Philosophy  
Photography  
Reading**



Humanities & Fine Arts involve those fundamental courses which help develop a greater understanding, appreciation and enjoyment of the humanistic resources available in our culture.

Even though an individual may not have decided on a program of study, it is possible after two years of study in liberal arts to enter any field in the humanities.



**PROGRAM DESCRIPTION:** The Associate of Arts degree in Arts is a program designed to meet the needs of the transfer students as well as those individuals interested in pursuing studio course for personal enjoyment and enhancement. The following classes provide a broad range of foundational courses for those students in pursuing a degree in the studio arts, art education, architecture and all fields of graphic design. Art Majors are required to spend 90 clock hours per semester in major's only sections. These courses have a four digit distinction to insure 1:1 transferability. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**ARTS-101	Drawing I .....	3
*	Student Success Requirement.....	1
***	Program Course (select from list below).....	3
*	Personal Wellness Requirement.....	3

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II .....	3
*SPCH-111	Public Speaking .....	3
*PYSC-101	General Psychology.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Lab Science Requirement.....	4
*ARTS-121	Art History I.....	3
*	Social Science Requirement .....	3
**ARTS-225	Professional Arts Practices 1 .....	1
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**ARTS-226	Professional Arts Practices 2 .....	1
*	Humanities & Fine Arts Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
*	Social Science Requirement .....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-1023	Drawing II.....	3
ARTS-1043	Watercolor Painting I .....	3
ARTS-1053	Watercolor Painting II .....	3
ARTS-1073	Oil Painting I .....	3
ARTS-1083	Oil Painting II .....	3
ARTS-1103	Sculpture .....	3
ARTS-1113	Ceramics .....	3
ARTS-1123	Advanced Ceramics .....	3
ARTS-1133	Ceramics on the Wheel.....	3
ARTS-1243	Design .....	3
ARTS-1293	Three Dimensional Design .....	3
ARTS-1303	Printmaking I .....	3
ARTS-1135	Mixed Media.....	3
ARTS-2013	Projects .....	3
ARTS-2303	Printmaking II.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associate in Art Degree in Communications is designed to s students for transfer in areas such as general communication, journalism, media, public relations, corporate communication, advertising, and visual communication. Students learn to communicate effectively with individuals and groups using a variety of methods and approaches. They learn skills in written, oral and interpersonal communication; conflict resolution and dialogue promotion; diverse cultures' communication methods; project organization and completion techniques; and solving communication issues associated with various forms of media. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	Course Title	15-16 hours Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2-3
**JRNL-110	Media in a Free Society.....	3
***	Program Course (select from list below).....	2-3

Semester 2	Course Title	15-16 hours Credit
*ENGL-102	English II.....	3
*SPCH-111	Public Speaking.....	3
*	Social Science Requirement.....	3
*SPCH-113	Interpersonal Communications I.....	3
***	Program Course (select from list below).....	2-3

Semester 3	Course Title	16-17 hours Credit
*	Lab Science Course.....	4-5
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

Semester 4	Course Title	14-15 hours Credit
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
**SPCH-220	Intercultural Communication.....	3
***	Program Course (select from list below).....	2-3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

#### \*\*\* PROGRAM COURSES

##### CAREER PATH - GENERAL COMMUNICATION

Course No.	Course Title	Credit
BSAD-120	Advertising.....	3
SPCH-112	Advanced Public Speaking.....	3
SPCH-123	Argument & Debate.....	3
SPCH-208	Communication in the Information Society.....	3
SPCH-210	Introduction to Public Relations.....	3

#### \*\*\* PROGRAM COURSES

##### CAREER PATH - VISUAL COMMUNICATION

Course No.	Course Title	Credit
ARTS-128	Commercial Design.....	3
BSAD-120	Advertising.....	3
COMM-141	Introduction to Audio/Visual Production.....	3
JRNL-109	Introduction to Broadcasting.....	3
JRNL-122	Photojournalism.....	3
JRNL-130	Introduction to Multimedia.....	3

#### \*\*\* PROGRAM COURSES

##### CAREER PATH - FORENSICS/DEBATE

Course No.	Course Title	Credit
SPCH-112	Advanced Public Speaking.....	3
SPCH-117	Voice & Diction.....	2
SPCH-118	Oral Interpretation.....	3
SPCH-123	Argument & Debate.....	3
SPCH-208	Introduction to Public Relations.....	3

#### \*\*\* PROGRAM COURSES

##### CAREER PATH - MASS COMMUNICATION

Course No.	Course Title	Credit
ARTS-128	Commercial Design.....	3
BSAD-120	Advertising.....	3
COMM-141	Introduction to Audio/Visual Production.....	3
COMM-150	Sports Media.....	3
JRNL-109	Introduction to Broadcasting.....	3
JRNL-113	Media Production I.....	2
JRNL-114	Media Production II.....	2
JRNL-115	Reporting.....	3
JRNL-117	News Editing.....	3
JRNL-122	Photojournalism.....	3
JRNL-130	Introduction to Multimedia.....	3
JRNL-203	Media Production III.....	2
JRNL-204	Media Production IV.....	2
SPCH-208	Communication in the Information Society.....	3
SPCH-210	Introduction to Public Relations.....	3



**PROGRAM DESCRIPTION:** The Associate in Arts Degree in Drama is a program is designed to benefit both major and non-major students by providing an artistic environment that promotes creative development in performance and technical theatre. Students are encouraged to take design and leadership roles as they develop professional skills required for university level work or career placement. The program is active and recognized in Region V's Kennedy Center American College Theatre Festival.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*SPCH-111	Public Speaking.....	3
*MATH-108 or 109	College Algebra, Plane Trig, or higher.....	3
*	Student Success Requirement.....	1
**DRAM-111	Acting I.....	3
**DRAM-141	Stagecraft I.....	3
**DRAM-146	Theatre Performance I.....	1

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
* ENGL-101	English I.....	3
* PSYC-101	General Psychology.....	3
*	Humanities & Fine Arts Requirement.....	3
** DRAM-112 or 211	Acting II or III.....	3
**DRAM-142	Stagecraft II.....	3

<b>Semester 3</b>		<b>14 or 15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
* ENGL-102	English II.....	3
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
*	Personal Wellness Requirement.....	2/3
**DRAM-143	Fundamentals of Stage Lighting.....	3

<b>Semester 4</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Lab Science Requirement.....	4
*	Humanities & Fine Arts Requirement.....	3
*	Social Science Requirement.....	3
**DRAM-112 or 121	Acting II or III.....	3
**DRAM-149	Introduction to Theater Costuming.....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-121	Art History I.....	3
DRAM-113	Stage Movement.....	2
DRAM-144	Technical Theatre I.....	1
DRAM-145	Technical Theatre II.....	1
DRAM-147	Theatre Performance II.....	1
DRAM-211	Acting III.....	3
DRAM-246	Technical Theatre III.....	1
DRAM-247	Technical Theatre IV.....	1
DRAM-248	Theatre Performance III.....	1
DRAM-249	Theatre Performance IV.....	1
HIST-101	Survey of Civilization I.....	3
LITR-210	Introduction to Literature.....	3
PHIL-101	Introduction to Philosophy.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.





# ENGLISH/LITERATURE

Program Code: ENGL

**PROGRAM DESCRIPTION:** The Associate in Arts Degree in English/Literature is a program that provides students the opportunity to sharpen their critical reading, thinking, and writing skills by taking courses in writing and literature. The degree prepares students for further study at four-year institutions in literary studies, humanities, and secondary/higher education as well as other majors that require a solid foundation in writing and critical thinking skills. This degree fulfills the College's mission of developing skills in written communication, oral communication, and critical thinking while advancing knowledge in cultural diversity and social responsibility.

## PROGRAM OUTCOMES AND CURRICULUM Minimum Credit Hours Required to Graduate =

Semester 1		15-16 hours	Semester 3		15 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
* ENGL-101	English I.....	3	*	Humanities & Fine Arts Requirement .....	3
*MATH-108	College Algebra or higher.....	3	***	Program Course (select from list below).....	2-3
*	Student Success Requirement.....	1	**LITR-240	Creative Writing .....	3
**LITR-210	Introduction to Literature.....	3	*	Social Science Requirement .....	3
*	Personal Wellness Requirement.....	2-3	***	Program Course (select from list below).....	2-3
*	Humanities & Fine Arts Requirement .....	3			
Semester 2		14-16 hours	Semester 4		15 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
*ENGL-102	English II .....	3	***	Program Course (select from list below).....	3
*	Lab Science Requirement.....	5	*SPCH-111	Public Speaking.....	3
***	Program Course (select from list below).....	2-3	*	Social Science Requirement .....	3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3	***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	2-3	*	Humanities & Fine Arts Requirement .....	3

### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

### \*\*\* PROGRAM COURSES

Course No.	Course Title	Credit
DRAM-111	Acting I.....	3
DRAM-120	Introduction to Drama History & Literature.....	3
DRAM-150	Introduction to Theater .....	3
HIST-103	American History to 1877 .....	3
JRNL-110	Media in Free Society.....	3
JRNL-113	Media Production .....	2
JRNL-115	Reporting I.....	3
JRNL-117	News Editing .....	3
PHIL-101	Introduction to Philosophy .....	3
LITR-212	English Literature I.....	3
LITR-213	English Literature II.....	3
LITR-215	American Literature I .....	3
LITR-216	American Literature II.....	3

### \*\*\* PROGRAM COURSES (continued)

Course No.	Course Title	Credit
LITR-230	Understanding Old Testament .....	3
LITR-231	Understanding New Testament.....	3
LITR-242	Advanced Creative Writing .....	3
LITR-253	World Literature & the Human Experience.....	3
LITR-254	Mythology and Folklore.....	3
LITR-255	Young Adult Literature.....	3
SOCI-105	Introduction to Cultural Anthropology .....	3
SPCH-208	Communication in the Information Society .....	3
SPCH-210	Introduction to Public Relations.....	3
SPCH-220	Intercultural Communication.....	3



# ENGLISH AS A SECOND LANGUAGE (ESL)

## PROGRAM OUTCOMES AND CURRICULUM MAP.

Fall Semester:		12 Hours	Spring Semester:		12 Hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
LANG-220	Intermediate Reading in English as a Second Language....	3	LANG-220	Intermediate Reading in English as a Second Language.....	3
LANG-221	Intermediate Speaking and Listening in ESL (Fall semester) .....	3	OR		
OR			LANG-231	High-Intermediate Speaking and Listening in English as a Second Language (Spring semester) .....	3
LANG-222	Intermediate Writing in English as a Second Language (depending on placement test score) .....	3	LANG-222	Intermediate Writing in ESL (depending on placement test score) .....	3
OR			OR		
LANG-232	High-Intermediate Writing in English as a Second Language (depending on placement test score) .....	3	LANG-232	High-Intermediate Writing in ESL (depending on placement test score) .....	3
LANG-223	Intermediate Grammar in English as a Second Language (Fall semester) .....	3	LANG-233	High-Intermediate Grammar in English as a Second Language (Spring semester).....	3



# LIBERAL ARTS AND SCIENCES

Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. It has been shown that students with declared majors are significantly more likely to graduate; therefore, GCCC strongly encourages students to declare a major by the end of their first semester. To further aid in this process, the Liberal Arts and Sciences program is available to students only under special circumstances to allow them to graduate and transfer without declaring a specific major.



## LIBERAL ARTS AND SCIENCES

Program Code: LASC

**PROGRAM DESCRIPTION:** Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. The Associate in Arts Degree in Liberal Arts and Sciences is an interdisciplinary program that provides an overview of the arts, humanities, social sciences, mathematics, and natural sciences. The liberal arts major covers a broad spectrum of subjects and may be tailored for each student to give emphasis in areas of interest. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1		15-16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or Higher.....	3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....	3
*	Humanities Requirement.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1

Semester 2		16 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
*SPCH-111 or SPCH 113	Public Speaking or Interpersonal Communications I.....	3
*	Lab Science Requirement.....	4
*	Social Science Requirement.....	3
***	Program Course (select from list below).....	3

Semester 3		15 hours
Course No.	Course Title	Credit
*	Social Science Requirement.....	3
*	Humanities Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

Semester 4		15 hours
Course No.	Course Title	Credit
*	Humanities Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

#### \*\*\* PROGRAM COURSES

Program Course (select from list below)s should be selected from those listed below. A graduation substitution form can be submitted by the advisor for approval of other courses as long as they are within the humanities/fine arts/communications or other AA program areas. A single course cannot count as both a requirement and an elective.

Course No.	Course Title.....	Credit
ARTS-101	Drawing I.....	3
ARTS-120	Art Appreciation.....	3
ARTS-121	History of World Art.....	3
ARTS-129/1293	Three Dimensional Design.....	3
ARTS-177	Survey of Art History II.....	3
ARTS-1243	Design.....	3
DRAM-111	Acting I.....	3
DRAM-112	Acting II.....	3
DRAM-141	Stagecraft I.....	3
DRAM-146	Theatre Performance I.....	3
DRAM-147	Theatre Performance II.....	3
DRAM-150	Introduction to Theatre.....	3
DRAM-248	Theatre Performance III.....	3
DRAM-249	Theatre Performance IV.....	3
GEOG-101	World Geography.....	3
HIST-101	Survey of Civilization I.....	3
HIST-102	Survey of Civilization II.....	3
HIST-103	American History to 1877.....	3
HIST-104	American History Since 1877.....	3
JRNL-110	Media in Free Society.....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

#### \*\*\* PROGRAM COURSES (continued)

Course No.	Course Title	Credit
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
LITR-210	Introduction to Literature I.....	3
LITR-215	American Literature I.....	3
LITR-216	American Literature II.....	3
LITR-231	Understanding the New Testament.....	3
LITR-240	Creative Writing.....	3
MUSC-108	Music History and Appreciation.....	3
MUSC-111	Class Piano I.....	3
MUSC-112	Class Piano II.....	3
MUSC-150	Theory of Music I.....	3
MUSC-151	Theory of Music II.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3
SPCH-111	Public Speaking.....	3
SPCH-113	Interpersonal Communications I.....	3





**PROGRAM DESCRIPTION:** Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. The Associate in Science Degree in Liberal Arts and Sciences is an interdisciplinary program that provides an overview of the arts, humanities, social sciences, mathematics, and natural sciences. The liberal arts major covers a broad spectrum of subjects and may be tailored for each student to give emphasis in areas of interest. Students are encouraged to work collaboratively with their advisor to design a program that meets their interest and transferability of courses. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>15-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1
***	Program Course (select from list below).....	3

<b>Semester 2</b>		<b>16-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*SPCH-111 or SPCH-113	Public Speaking or Interpersonal Communications I.....	3
*	Lab Science Requirement.....	4-5
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Math/Science Requirement.....	3
*	Social Science Requirement.....	3
*	Humanities Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Humanities Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	2

#### \*\*\* PROGRAM COURSES

Program Course (select from list below)s should be selected from those listed below. A graduation substitution form can be submitted by the advisor for approval of other courses as long as they are within the mathematics/sciences of other AS program areas. A single course cannot count as both a requirement and an elective.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
ACCT-202	Managerial Accounting.....	3
BIOL-104	Environmental Science.....	4
BIOL-105	Biology I.....	4
BIOL-210	Anatomy and Physiology.....	5
BIOL-211	Anatomy and Physiology I.....	4
BIOL-212	Anatomy and Physiology II.....	4
BSAD-101	Introduction to Business.....	3
BSAD-122	Management.....	3
BSAD-130	Personal Finance.....	3
CHEM-105	General Chemistry.....	5
CHEM-109	College Chemistry I.....	5
CHEM-110	College Chemistry II.....	5
CRIM-101	Introduction to Criminal Justice.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro.....	3
EDUC-105	Foundations of Education.....	3
EMIC-104	Medical Terminology.....	3
HPER-106	Health Education.....	3
HPER-109	First Aid.....	3
HPER-115	Basic Nutrition.....	3
HPER-281	Introduction to Exercise Science.....	3
MATH-108	College Algebra.....	3
MATH-109	Plane Trigonometry.....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

#### \*\*\* PROGRAM COURSES (continued)

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-110	Fundamentals of Statistics.....	3
MATH-121	Fundamentals of Calculus.....	4
MATH-122	Calculus and Analytic Geometry I.....	5
PHSC-105	General Physical Science.....	4
PHSC-106	Descriptive Astronomy.....	3
PHSC-2053	Physical Geology Lecture.....	3
PHSC-205	Physical Geology With Lab.....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5
PHYS-207	Engineering Physics I.....	5
PHYS-208	Engineering Physics II.....	5
POLS-104	Introduction to Political Science.....	3
POLS-105	American Government.....	3
PSYC-101	General Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-102	Introduction to Sociology.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3



**PROGRAM DESCRIPTION:** Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. Students on the Associate in Liberal Arts and Sciences, General Degree (AGS) plan should note that while their courses transfer, they will likely be required to take an additional English and Math course requirement to obtain a bachelor's degree. Students should check the degree requirements at transfer institutions. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

Semester 1		15-16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-107	Intermediate Algebra or higher.....	3
*PSYC-101	General Psychology.....	3
*	General Education Requirement.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1

Semester 2		16 hours
Course No.	Course Title	Credit
*	General Education Requirement.....	3
*SPCH-111 or 113	Public Speaking or Interpersonal Communications I.....	3
*	Science Requirement.....	4
*SOCI-102	Introduction to Sociology.....	3
***	Program Course (select from list below).....	3

Semester 3		15 hours
Course No.	Course Title	Credit
*	General Education Requirement.....	3
*	Humanities Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

Semester 4		14 hours
Course No.	Course Title	Credit
*	Humanities Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	2

\* **GENERAL EDUCATION REQUIREMENT**  
 Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* **REQUIRED PROGRAM COURSE**

\*\*\* **PROGRAM COURSE**  
 Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES**

A graduation substitution form can be submitted by the advisor for approval of other courses. A single course cannot count as both a requirement and an elective.

Course No.	Course Title	Credit
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
ACCT-202	Managerial Accounting.....	3
ARTS-101	Drawing I.....	3
ARTS-120	Art Appreciation.....	3
ARTS-121	History of World Art.....	3
ARTS-129/1293	Three Dimensional Design.....	3
ARTS-177	Survey of Art History II.....	3
ARTS-1243	Design.....	3
BIOL-104	Environmental Science.....	4
BIOL-105	Biology I.....	4
BIOL-210	Anatomy and Physiology.....	5
BIOL-211	Anatomy and Physiology I.....	4
BIOL-212	Anatomy and Physiology II.....	4
BSAD-101	Introduction to Business.....	3
BSAD-122	Management.....	3
BSAD-130	Personal Finance.....	3
CHEM-105	General Chemistry.....	5
CHEM-109	College Chemistry I.....	5
CHEM-110	College Chemistry II.....	5
CRIM-101	Introduction to Criminal Justice.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
DRAM-111	Acting I.....	3
DRAM-112	Acting II.....	3
DRAM-141	Stagecraft I.....	3
DRAM-146	Theatre Performance I.....	1
DRAM-147	Theatre Performance II.....	1
DRAM-150	Introduction to Theatre.....	3
DRAM-248	Theatre Performance III.....	1
DRAM-249	Theatre Performance IV.....	1
ECON-111	Principles of Economics: Macroeconomics.....	3
ECON-112	Principles of Economics: Microeconomics.....	3

**\*\*\* PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
EDUC-105	Foundations of Education.....	3
EMIC-104	Medical Terminology.....	3
ENGL-102	English II.....	3
GEOG-101	World Geography.....	3
HIST-101	Survey of Civilization I.....	3
HIST-102	Survey of Civilization II.....	3
HIST-103	American History to 1877.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-281	Introduction to Exercise Science.....	3
JRNL-110	Media in Free Society.....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
LITR-210	Introduction to Literature I.....	3
LITR-215	American Literature I.....	3
LITR-216	American Literature II.....	3
LITR-231	Understanding New Testament.....	3
LITR-240	Creative Writing.....	3
MATH-108	College Algebra.....	3
MATH-109	Plane Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-121	Fundamentals of Calculus.....	4
MATH-122	Calculus and Analytic Geometry I.....	5

**\*\*\* PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
MUSC-108	Music History and Appreciation.....	3
MUSC-111	Class Piano I.....	3
MUSC-112	Class Piano II.....	3
MUSC-150	Theory of Music I.....	3
MUSC-151	Theory of Music II.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3
PHSC-106	Descriptive Astronomy.....	3
PHSC-2053	Physical Geology Lecture.....	3
PHSC-205	Physical Geology With Lab.....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5
PHYS-207	Engineering Physics I.....	5
PHYS-208	Engineering Physics II.....	5

**\*\*\* PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
POLS-104	Introduction to Political Science.....	3
POLS-105	American Government.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3
SPCH-111	Public Speaking.....	3
SPCH-113	Interpersonal Communications I.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associate in Arts Degree in Music is a program that serves two principal functions: for non-music majors, it expands the musical background through participation in vocal and instrumental ensembles and elective courses. For music majors, it provides an academic and performance foundation upon which to pursue a bachelor's degree in music at a four year institution. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>14 or 15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**MUSC-150	Theory of Music I.....	3
**MUSC-152	Aural Skills I.....	2
***	Program Course (select from list below).....	1
*	Student Success Requirement.....	1
* ENGL-101	English I.....	3
*	Lab Science Requirement.....	4/5

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**MUSC-250	Theory of Music III.....	3
**MUSC-252	Aural Skills III.....	2
***	Program Course (select from list below).....	1
*PSYC-101	General Psychology.....	3
*SOCI-102	Introduction to Sociology.....	3
*	Humanities Requirement.....	3

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***MUSC-151	Theory of Music II.....	3
***MUSC-153	Aural Skills II.....	2
***	Program Course (select from list below).....	1
*ENGL-102	English II.....	3
*MATH-108	College Algebra or higher.....	3
*	Humanities Requirement.....	3

<b>Semester 4</b>		<b>15 or 16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*MUSC-251	Theory of Music IV.....	3
*SPCH-111	Public Speaking.....	3
***	Program Course (select from list below).....	1
*	Personal Wellness Requirement.....	2/3
*	Humanities Requirement.....	3
*	Social Science Requirement.....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-120	Art Appreciation.....	3
DRAM-150	Introduction to Theatre.....	3
HIST-101	Survey of Civilization I.....	3
LITR-210	Introduction to Literature I.....	3
MUSC-000	Recital Attendance.....	0
MUSC-111	Class Piano I.....	1
MUSC-112	Class Piano II.....	1
MUSC-120	Band I.....	1
MUSC-124	Jazz Ensemble I.....	1
MUSC-121	Band II.....	1
MUSC-125	Jazz Ensemble II.....	1
MUSC-130	Choir I.....	1
MUSC-131	Choir II.....	1
MUSC-132	Vocal Ensemble I.....	1
MUSC-133	Vocal Ensemble II.....	1
MUSC-139	Rock Ensemble I.....	1
MUSC-140	Rock Ensemble II.....	1
MUSC-156	Audio Engineering I.....	1
MUSC-157	Brass Choir I.....	1
MUSC-158	Percussion Ensemble I.....	1
MUSC-159	Woodwind Choir I.....	1
MUSC-162	Brass Choir II.....	1
MUSC-163	Percussion Ensemble II.....	1
MUSC-164	Woodwind Choir II.....	1
MUSC-166	Audio Engineering II.....	3
MUSC-207	Brass Choir III.....	1
MUSC-208	Percussion Ensemble III.....	1
MUSC-209	Woodwind Choir III.....	1
MUSC-210	Band III.....	1
MUSC-211	Band IV.....	1
MUSC-212	Choir III.....	1
MUSC-213	Choir IV.....	1
MUSC-214	Voice Ensemble III.....	1
MUSC-214	Voice Ensemble IV.....	1

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MUSC-218	Jazz Ensemble III.....	1
MUSC-219	Jazz Ensemble VI.....	1
MUSC-226	Brass Choir IV.....	1
MUSC-227	Percussion Ensemble IV.....	1
MUSC-228	Woodwind Choir IV.....	1
MUSC-239	Rock Ensemble III.....	1
MUSC-240	Rock Ensemble IV.....	1
MUSC-254	Class Piano III.....	1
MUSC-255	Class Piano IV.....	3
MUSC-1001	Applied Music: Voice I.....	1
MUSC-1021	Applied Music: Instrumental I.....	1
MUSC-1031	Applied Music: Instrumental II.....	1
MUSC-1101	Applied Music: Voice II.....	1
MUSC-2011	Applied Music: Voice III.....	1
MUSC-2021	Applied Music: Voice III.....	1
MUSC-2031	Applied Music: Instrumental III.....	1
MUSC-2041	Applied Music: Instrumental IV.....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.





# ART

**Associate in Arts Degree – 38 hours of General Education** The art program is designed to meet the needs of the transfer students as well as those individuals interested in pursuing studio course for personal enjoyment and enhancement. The following classes provide a broad range of foundational courses for those students in pursuing a degree in the studio arts, art education and all fields of design. Individual programs will vary depending on student interests and requirements issued by four-year transfer institution, so it is important that students work with their advisors to ensure transferability of classes and develop a schedule designed to meet their specific needs. Art Majors are required to spend 90 hours per semester in majors only sections. These courses have a four digit distinction to ensure adequate 1:1 instruction and transferability.

**\*Requires two contact hours per week for each credit hour.**

**Drawing I\* ARTS-101/1013 3 hours**

This is a beginning course in the fundamentals of drawing. . The student will be exposed to a variety of drawing media. . In this course, the student will leave the basics of observational drawing through lectures, guided studio exercises, assignments and critiques students learn to see and compose physical space.

**Drawing II\* ARTS-102/1023 3 hours**

**Prerequisite:** Drawing I. This course expands upon the creative and technical aspects covered in Drawing I, with emphasis on the elements and balancing principles of design. Diverse mediums are explored. Students are encouraged, through challenging course-work, to establish an expressive voice.

**Watercolor Painting I\* ARTS-104/1043 3 hours**

This course provides an introduction to color theory, composition and basic watercolor techniques. Course is placed on the acquisition of basic skills but with a creative approach to media and subject.

**Watercolor Painting II\* ARTS-105/1053 3 hours**

**Prerequisite:** Watercolor Painting I. Advanced studies in watercolor techniques in which the fields of creative expression and techniques are explored.

**Oil Painting I\* ARTS-107/1073 3 hours**

This course is designed to expose students to the practices of oil painting. Through assignments and critiques, students will learn how to visually articulate form and space by applying perceptual and technical skills necessary to form a strong foundation for further pursuits in painting.

**Oil Painting II\* ARTS-108/1083 3 hours**

**Prerequisite:** Oil Painting I. Advanced studies in painting with exploration into the broad fields of creative expression and techniques.

**Sculpture\* ARTS-110/1103 3 hours**

This basic course provides an introduction to the methods, techniques, and trends in sculpture and provides room for exploration in traditional and modern media

**Ceramics\* ARTS-111/1113 3 hours**

This course is designed to help students discover potential for good design as applied to pottery and sculptural forms making use of various methods of building and forming objects from clay. The complete process from mixing clays to firing and glazing is covered.

**Advanced Ceramics\* ARTS-112/1123 3 hours**

**Prerequisite:** Ceramics. Advanced work on the potter’s wheel combined with hand-built forms comprise this class. Studio management, production, surfacing, and design are covered.

**Ceramics on the Wheel\* ARTS-113/1133 3 hours**

This course explores ceramic expression in traditional vessel forms created on the potter’s wheel. All aspects from design to surfacing as well as clay and glaze formulations are explored in this course.

**Art Appreciation ARTS-120 3 hours**

This is a general course designed to acquaint the student with the values and fundamentals of the visual arts. Course is given to the principles and elements of design, color, composition and the importance of developing discriminating judgment and appreciation.

**Art History I: Prehistoric to Medieval ARTS-121 3 hours**

This course surveys creative expression from earliest man through contemporary modes of expression.

**Design\* ARTS-124/1243 3 hours**

This course provides an introduction to underlying concepts that govern the formation of two-dimensional space. Students learn to apply the visual elements and organizing principles of design along with color theory to solve challenging problems in satisfying and effective ways.

**Layout and Design\* ARTS-127 3 hours**

**Prerequisite:** Design. This is a study in the fundamentals of design for graphic communications. The scope of the course includes the use of art and color printing.

**Commercial Arts ARTS-128 3 hours**

T. In this course, students will focus on foundational skills necessary to create commercial art. Students will use design skills to research, design, layout, employ typography and creative problem solving in a variety of forms in graphic design.

**Three Dimensional Design\* ARTS-129/1293 3 hours**

This course includes the analysis of materials, resources and elements to accomplish a variety of design solutions in three dimensions. The organizing elements of design are emphasized.

**Printmaking I \*ARTS-130/1303 3 hours**

The course will introduce the student to many facets of print-making as it relates to limited-edition, original prints. The student will design and execute editions in black & white and color using various relief, experimental, and intaglio techniques.

**Mixed Media ARTS-135/1353 3 hours**

The student is introduced to various mixed media methods and techniques that relate to both drawing and painting problems.



**Projects\* ARTS-201/2013 3 hours**

**Prerequisite:** Permission of the instructor. Projects is designed for advanced study of various media, themes, and courses in Art. It affords the opportunity for the student to achieve further skills and training in a supportive environment.

**Professional Arts Practices I ARTS-225 1 hour**

This course is intended to fully acquaint the Associate of Arts student in visual arts with professional studio practices. It will prepare the student for transfer into University or an art-related profession with professional documentation as well as the requisite knowledge and skills to function safely in a professional studio environment.

**Professional Arts Practices II ARTS-226 1 hour**

This course is intended to fully acquaint the Associate of Arts student in visual arts with professional studio practices. It will prepare the student for transfer into University or an art-related profession with professional documentation as well as the requisite knowledge and skills to function safely in a professional studio environment.

**Printmaking II \*ARTS-230/2303 3 hours**

**Prerequisite:** Printmaking I. Exploration of ideas using various printmaking media and techniques. This course builds upon Printmaking I fundamentals and introduces additional print processes and combinations of those processes to allow individual expression. The course will push the students critical thinking skills through various printmaking techniques as it relates to limited-edition, original prints. The students will design and execute editions of prints in black and white and color using various relief, experimental, and intaglio techniques.

## DRAMA

**Acting I DRAM-111 3 hours**

Acting I includes the basic techniques of acting, character development, moving on stage, voice study, basic tools of acting, and some history. Acting I is a lecture/lab course with activities included and is a requirement of the core theatre curriculum.

**Acting II DRAM-112 3 hours**

**Prerequisites:** Acting I or permission of the instructor. The course includes the study of various acting styles, motivation, script scene analysis and ensemble playing.

**Stage Movement DRAM-113 hours 2**

**Prerequisite:** None. Stage Movement is a practical class which teaches the basics of stage movement, ballroom dance for the stage, and stage combat. Students will be expected to present various performances of these types of activities.

**Stagecraft I DRAM-141 3 hours**

Offered as a requirement of the core theatre curriculum, the course covers the principles of scenery and properties construction, usage of stage equipment and scene shop tools, maintenance, and safety. Classroom theory is transformed into laboratory experience and practice through the construction and decoration of the departmental productions and theatre maintenance.

**Stagecraft II DRAM-142 3 hours**

**Prerequisite:** Stagecraft I or consent of instructor. This course is a continuation of Stagecraft I, is lecture/lab oriented, and focus is directed to all aspects of technical theatre not included in Stagecraft I. These may include, but are not limited to, audio production, lighting, computer-aided design, costuming, makeup, and specialized scene painting techniques.

**Fundamentals of Stage Lighting DRAM-143 3 hours**

The theory and design of stage lighting and the mechanics of instrument usage and control systems are covered. An individual design project is required and experience in lighting a production is available.

**Technical Theatre I DRAM-144 1 hour**

**Technical Theatre II DRAM-145 1 hour**

**Technical Theatre III DRAM-246 1 hour**

**Technical Theatre IV DRAM-247 1 hour**

Technical Theatre may be taken for four consecutive semesters for a total of four credit hours. It is required of all theatre students as partial fulfillment of the core curriculum. The focus of the course is on non-performance theatre production and theatre maintenance, operation, and procedures. Assignments include set construction, painting, properties, costuming, lighting, box office, house and stage management, publicity and a host of other assignments. Personal development for a career in theatre is included as the primary focus of Technical Theatre IV. These courses are a non-lecture/practical application oriented program.

**Theatre Performance I DRAM-146 1 hour**

**Theatre Performance II DRAM-147 1 hour**

**Theatre Performance III DRAM-248 1 hour**

**Theatre Performance IV DRAM-249 1 hour**

**Prerequisite:** Enrollment is by audition or permission of the instructor. This course emphasizes the principles and techniques of theatre production as they are applied to the rehearsal and performance of a selected play. It is designed for students participating in theatre productions of the College, either as a performer or as a technical crew member. Attendance and appropriate company discipline at scheduled rehearsals is mandatory. Coursework arrangements are made individually with the theatre director.

**Introduction to Costuming DRAM-149 2 hours**

**Prerequisite:** None. The course explores the processes of Costume Design, Figure Drawing, Costume Construction, as well as related subjects such as fabric, color theory, and sewing techniques. Students will build the costumes for a college production.

**Introduction to Theatre DRAM-150 3 hours**

This is a general course designed to acquaint the student with a basic exposure and appreciation of theatre as an art form. The course covers major historical aspects of theatre, including styles and playwriting, and introduction to technical and performance elements. The course work also includes theatre craft projects, attendance of live theatre performances and limited lab time.

**Play Production DRAM-210 3 hours**

This is a theatre major course that provides experience and training in a variety of aspects concerned with play production. Students will work specifically with the planning and stage management portions of production.

**Acting III** **DRAM-211** **3 hours**

Prerequisites: Acting I (DRAM-211) or consent of the instructor. This course is a practical course that explores the audition process in full. Using Michael Shurtleff's twelve guide posts, students will become familiar with professional expectations for monologues, cold readings, head shots, resumes, and union affiliations. Performances are required.

**Community Theatre** **DRAM-251** **2 hours**

The actual production of a play is the basis for this class. It is open to any community member and offers the opportunity to learn both technical or performance responsibilities.

## ENGLISH

The composition courses give practice and proficiency in the use of the English language, improve awareness of clear written communication, and aid in logical reasoning. The ability to write with clarity and precision furnishes students with a life-long tool for success.

Students need adequate and consistent access to portable technological equipment (laptop or tablet), Internet, GCCC email and the current online platform. Students need to save and print documents using MLA format and in a file type compatible with Microsoft Word.

All students must take the required placement guide. Students placing below the accepted levels in reading will not be allowed to enroll in English I until they have successfully completed Reading Improvement I.

**Basic English ELL Companion** **ENGL-0883** **3 hours**

This course is designed to support the writing process for English Language Learners (ELL) concurrently enrolled in Basic English (ENGL-090). This course assists students' understanding of Basic English (ENGL-090) assignments while guiding them through sentence composition, paragraph, essay composing processes, formal vocabulary building, grammar basics, punctuation, editing techniques, and presentation basics. A grade of C or higher is required to enroll in English I (ENGL-101).

**Basic English** **ENGL-090** **3 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or required placement measures.

This course introduces students to writing. The main objective of this class is to teach students how to write complete sentences, develop paragraphs and five paragraph essays, and learn the basic grammar of standard written English. Students must receive a grade of "C" or higher in the course in order to enroll in the next course. Students may advance to English I dependent upon instructor and English Department recommendations. Students may retake the placement test to earn a score qualifying for English I. (This course does not meet degree requirements.)

**Intermediate English** **ENGL-091** **3 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or required placement measures. Some students may choose to take Intermediate as a refresher course before entering English I. This course is the study of fundamentals of the composition process, sentence structure, basic grammar, essay structure, and editing techniques and is designed to prepare students for English

I. A grade of C or higher is necessary to enroll in English I. (This course does not meet degree requirements.)

**English I Companion** **ENGL-098** **1 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or placement guidelines. This course is designed to support the writing processes for students concurrently enrolled in English I (ENGL-101). This companion-style course assists students' understanding of English I assignments while guiding them through composing processes, editing techniques, and grammar basics. (This course does not meet degree requirements.)

**English I ELL Companion** **ENGL-0983** **3 hours**

This course is designed to support the writing processes for English Language Learners (ELL) concurrently enrolled English I (ENGL-101). This course assists with students' understanding of English I assignments while guiding them through composition, essay-composing processes, formal vocabulary building, grammar basics, punctuation, source citation, editing techniques, and presentation techniques. A grade of C or higher is required to enroll in English II (ENGL-102).

**Applied Communications** **ENGL-100** **3 hours**

This course is designed to prepare career and technical education students for written and oral communication in the workplace. Students will write in various formats as appropriate to audience and purpose. Students will refine skills in grammar, punctuation, mechanics, and diction.

**English I** **ENGL-101** **3 hours**

In this course students practice expressive and expository writing. Students refine skills in diction, sentence structure, organization and development of ideas, grammar and mechanics, and critical thinking. A minimum grade of C or higher required to enroll in English II.

**English II** **ENGL-102** **3 hours**

**Prerequisite:** English I. The objective of the course is to amplify and apply writing principles learned in English I and to study and apply writing principles related to persuasion/argumentation, research and documentation. A research paper is required and a minimum grade of C is required to pass the course.

## ENGLISH AS A SECOND LANGUAGE

Non-native speakers of English must take the Michigan Placement Test and earn a minimum score of 55 to enroll in ESL courses.

**Academic Vocabulary in English as a Second Language** **LANG-205** **3 hours**

**Prerequisite:** Placement or permission of the instructor is required. This ESL course is designed to help students in all levels to increase their knowledge of the forms, meanings, uses, and pronunciation of dozens of the most common academic vocabulary words used in textbooks and lectures at the college and professional level. Students will learn how to use a variety of vocabulary learning strategies, prefixes, roots, and suffixes. Students will have the opportunity to encounter, practice, and review the words in written and spoken exercises. A grade of C or higher is necessary to pass this course.

**Intermediate Reading in English as a Second Language**  
**LANG-220 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help intermediate and high-intermediate students develop their knowledge of text structures, reading strategies, and vocabulary to better learn, understand, and remember English language texts, both on paper and online. Students will have numerous opportunities to practice their reading skills. A grade of C or higher is necessary to pass this course. At the end of the semester, students will take the reading placement test to determine future reading course placement.

**Intermediate Speaking and Listening in English as a Second Language**  
**LANG-221 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help intermediate students improve their comprehensibility as speakers and their comprehension as listeners. This course focuses on many of the elements of clear speech, such as sentence stress and the pronunciation of difficult sounds. It also focuses on developing listening comprehension. Additionally, students will concentrate on increasing their knowledge of frequently-used and academic vocabulary. Finally, students will have several opportunities to practice their oral and aural skills. A grade of C or higher is necessary to pass this course.

**Intermediate Writing in English as a Second Language**  
**LANG-222 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help intermediate students improve their academic writing skills through practice. This course will focus on the development of high quality paragraphs leading to short essays. Students will study academic English writing conventions such as text structures, formality, word choice, grammar, and punctuation. Students will also read a variety of paragraphs and essays. A grade of C or higher in this course is necessary to pass this course and enroll in LANG-232.

**Intermediate Grammar in English as a Second Language**  
**LANG-223 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help intermediate and high-intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. This intermediate course focuses on the forms, meanings, and uses of all of the verb tenses as well as the passive forms. Students will have many opportunities to practice each grammatical form. A grade of C or higher is necessary to pass this course.

**High-Intermediate Speaking and Listening in English as a Second Language**  
**LANG-231 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help high-intermediate students further improve their comprehensibility as speakers and their comprehension as listeners. This course focuses on many of the elements of clear speech, such as word and sentence stress, sentence and question intonation, and the pronunciation of difficult sounds. Students will study strategies to help improve listening comprehension. Students will also have numerous opportunities to speak and listen to individuals, small groups, and the class. A grade of C or higher is necessary to pass this course.

**High-Intermediate Writing in English as a Second Language**  
**LANG-232 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help intermediate and high-intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. Students will learn the forms, meanings, and uses of comparatives; count and non-count nouns, quantity expressions, and articles; adjective, noun, and adverb clauses; and gerunds and infinitive. Students will have the opportunity to use all of these grammatical structures in the writing of personal accounts. A grade of C or higher is necessary to pass this course.

**High-Intermediate Grammar in English as a Second Language**  
**LANG-233 3 hours**

**Prerequisite:** Placement or permission of the instructor is required.

This ESL course is designed to help intermediate and high-intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. Students will learn the forms, meanings, and uses of comparatives; count and non-count nouns, quantity expressions, and articles; adjective, noun, and adverb clauses; and gerunds and infinitives. Students will have the opportunity to use all of these grammatical structures in the writing of personal accounts. A grade of C or higher is necessary to pass this course.

## HISTORY

**Survey of Civilization I** **HIST-101 3 hours**

This course covers the human experience from the dawn of history in Mesopotamia, through the ancient civilizations of the Egyptians, Hebrews, Greeks and Romans, to the Middle Ages, the Renaissance, and Reformation, and ending with the rise of nation states and the age of exploration and discovery. It aids in understanding the forces that have shaped the present-day world.

**Survey of Civilization II** **HIST-102 3 hours**

This course begins with the scientific revolution and the Age of Enlightenment and continues to the late twentieth century. It covers the Old Regime and International Balance, the Industrial Revolution, the age of world wars, the Cold War and political polarization, to the age of information. This course aids in understanding the forces which have shaped this world of international politics, economics, and culture. It is suggested, but not required, that the student complete Survey of Civilization I before taking Survey of Civilization II.

**American History to 1877** **HIST-103 3 hours**

This course covers the American experience from the pre-colonial era through the Civil War. It is comprehensive in nature, covering the political, economic, social, and cultural history of those groups who have come together to make this nation.

**American History Since 1877** **HIST-104 3 hours**

This course covers American history from the end of Reconstruction to the late twenty-first century. The subjects covered include the effects of Reconstruction, the westward expansion, the Gilded Age, the Progressive era, World War I, the Great Depression, World War



This course includes a study of literature from different periods, cultures, and regions of world with emphasis on the geographic and historical contexts of the literary texts and on the rich diversity of social orders and human values expressed in literary forms.

**Mythology and Folklore** **LITR-254** **3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission required. This course focuses on stories seeking to explain natural events and the human condition as well as show the use of similar archetypes among different cultures. Readings for class include Greek and Roman mythology as well as Norse, African/Egyptian, Native American, South and East Asian works. Stories read will cover Origination, Gods and Kings, Heroes and Tricksters, Wives and Temptresses, and War and Death.

**Young Adult Literature** **LITR-255** **3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission required. This course focuses on literature for and about young adults, including literature read currently by middle school and high school students and adults. Students read and interpret the literature in-depth, engage in active discussion, participate in creative projects, and employ literary analysis to gain an appreciation for and understanding of young adult literature.

## COMMUNICATION

**Sports Media** **COMM-150** **3 hours**

This course examines different forms of sports media including print, broadcast, and internet and their impact on sports. Students learn the fundamentals of various components of sports media such as writing, feature stories, broadcast, active voice, internet streaming, shooting on location, anchoring, play by play, and production of the various forms of sports media. Students examine economic, ethical, gender, and race issues in sports media.

**Introduction to Audio/Visual Production** **COMM-141** **3 hours**

This course is an introduction and overview of the visual and audio media world. Students learn the fundamentals of video and audio production using a variety of equipment. Students will gain knowledge and experience with extensive hands-on assignments involving video cameras, video and audio editing, directing, digital graphics, writing, producing, pre-production, production, and post-production processes.

**Introduction to Broadcasting** **JRNL-109** **3 hours**

This course is a study in the theory, history, and practice of the broadcast industry. This course includes an overview of the broadcasting industry and discussion on how broadcasting relates to society's past, present and future. Students will be introduced to radio and television practices and may observe local radio station and television station operations. Students will complete projects utilizing learned radio and television production, broadcast writing techniques, and speech performance.

**Media In Free Society** **JRNL-110** **3 hours**

This course is designed to provide students with a comprehensive understanding of the field of mass communication and its various applications in contemporary society. The course includes an overview of the field and a discussion of the mass media industries and the consequences of media messages on individuals, society, and culture.

<b>Media Production I</b>	<b>JRNL-113</b>	<b>2 hours</b>
<b>Media Production II</b>	<b>JRNL-114</b>	<b>2 hours</b>
<b>Media Production III</b>	<b>JRNL-203</b>	<b>2 hours</b>
<b>Media Production IV</b>	<b>JRNL-204</b>	<b>2 hours</b>

**Prerequisite:** Permission of the instructor. Media Production may be taken four semesters. This is more than just a class. This is real-world journalism. Through this class you can have your work published and to be part of a dynamic and much needed media operation serving a vibrant community. As a member of the GC3 Media team you will be writing, editing, photographing and producing stories that will be seen by thousands of people in print and online. The GC3 Media magazine, website and newspaper are the only publications that regularly cover the campus of Garden City Community College. The GC3 Media Production course comes in two parts -- the publications and the class. While the publications are officially published by the Communication Department, they are student-run. The adviser leads the class sessions, offers guidance, assists with resolving crises, spots minefields, monitors your progress and oversees grading.

**Reporting I** **JRNL-115** **3 hours**

This course is designed to provide students with first-hand experience in news gathering and reporting techniques. Students will have the opportunity to explore research materials, interview news sources, write various types of stories, handle press releases, and write under deadline pressure. Other topics include libel and online reporting.

**News Editing** **JRNL-117** **3 hours**

**Prerequisite:** Reporting (JRNL-115). This course introduces students to the basics of editing with an emphasis on copy editing for a daily newspaper. Students will explore copy editing, news judgment, headline writing, photo editing, publication layout and design, and legal and ethical issues.

**Photojournalism** **JRNL-122** **3 hours**

This course is a study of the ways to cover the news photographically. The course will include history, modern trends, and class assignments typical of a working journalist.

**Introduction to Multimedia** **JRNL-130** **3 hours**

This course will introduce basic elements of multimedia storytelling, including audio, video, slideshows, and online journalism formats. Topics include exploring the use of digital imaging and video today and in the future, a study of the relationship to workflow to project planning and completion and the software, equipment and tools used in the industry. This includes applying Adobe Creative Cloud skills to production. Continued exploration and practice of the equipment and tools used in the industry will be emphasized. Collaboration will be emphasized.

**Public Speaking I** **SPCH-111** **3 hours**

This course includes the study of the fundamentals of communication and the composition, organization, and delivery of original speeches. Four to seven speeches, delivered to a live synchronous audience of at least five appropriate persons, are required throughout the semester. This course meets the speech requirement for transfer programs and is performance based with appropriate assignments included.

**Advanced Public Speaking** **SPCH-112** **3 hours**

**Prerequisite:** Public Speaking I (SPCH-111). The course includes detailed work in public speaking, such as advanced work in extemporaneous and impromptu style speaking, oratory, and argumentation. Lecture with practical experience comprise instruction.

**Interpersonal Communications I** **SPCH-113** **3 hours**

This course includes the study of communication theory and its application to interpersonal relations. The development of insight, skills and knowledge in the process of group interaction are the basis for the course.

**Voice and Diction** **SPCH-117** **2 hours**

This course is designed to help students improve their speaking voices and to develop accuracy and refinement in diction. Study includes the International Phonetic Alphabet, dialects, and accents.

**Oral Interpretation** **SPCH-118** **2 hours**

This course covers a range of delivery concepts and skills for spoken and literary interpretations of text. Topics include literary analysis, vocal and physical delivery, group presentation, intellectual and emotional interpretations, and effective presentations. In addition, the course develops skills in articulation, reading, audience analysis, and presentation evaluation.

**Argument and Debate** **SPCH-123** **3 hours**

This course is designed for the student desiring theory and practices of argumentation and formal academic debate. The class is required for, but not limited to, members of the collegiate debate squad. The course is essentially lecture with practical experiential application.

**Communication in the Information Society** **SPCH 208** **3 hours**

This course will explore communication and its role in this technologically advanced world. We will examine the change in communication and learn the impact technology has had on those changes. Students will also learn how to communicate appropriately using technology such as social media, email and texting. Students will gain an understanding of appropriate communication channels and the social effects and impact they have.

**Introduction to Public Relations** **SPCH-210** **3 hours**

This course will be an introduction to the nature and role of public relations. We will examine the role of public relations professionals, their professional development, ethics within the discipline, influences that affect organizational behavior and the impact public relations has on society. Students will learn how to prepare public relations materials for businesses and not-profit organizations and develop an understanding of crisis communication, placement and media strategies.

**Intercultural Communication** **SPCH-220** **3 hours**

Intercultural Communication focuses on the importance of culture in our everyday lives, and the ways in which culture inter-relates with and affects the communication processes. Being able to communicate across cultures is imperative to our ability to function in a diverse workplace, community, and world. This course will increase student's sensitivity to other cultures, increase awareness of their own cultural backgrounds and address the dynamics between the two.

# MUSIC

**Applied Music**

Applied Music is a private vocal or instrumental study open to all students. The course constitutes one thirty-minute lesson per week. Students should contact the instructor within the first week of classes for scheduling.

<b>Voice I</b>	<b>MUSC-100</b>	<b>1 hour</b>
<b>Voice II</b>	<b>MUSC-101</b>	<b>1 hour</b>
<b>Voice III</b>	<b>MUSC-201</b>	<b>1 hour</b>
<b>Voice IV</b>	<b>MUSC-202</b>	<b>1 hour</b>
<b>Instrument I</b>	<b>MUSC-102</b>	<b>1 hour</b>
<b>Instrument II</b>	<b>MUSC-103</b>	<b>1 hour</b>
<b>Instrument III</b>	<b>MUSC-203</b>	<b>1 hour</b>
<b>Instrument IV</b>	<b>MUSC-204</b>	<b>1 hour</b>
<b>Keyboard Instruments I</b>	<b>MUSC-104</b>	<b>1 hour</b>
<b>Keyboard Instruments II</b>	<b>MUSC-105</b>	<b>1 hour</b>
<b>Keyboard Instruments III</b>	<b>MUSC-205</b>	<b>1 hour</b>
<b>Keyboard Instruments IV</b>	<b>MUSC-206</b>	<b>1 hour</b>

**Applied Music**

Applied Music is a private vocal or instrumental study open to music majors only. The course constitutes one thirty-minute lesson per week. Music majors are required to enroll in one section each semester in their principal performing medium.

<b>Voice I</b>	<b>MUSC-1001</b>	<b>1 hour</b>
<b>Voice II</b>	<b>MUSC-1011</b>	<b>1 hour</b>
<b>Voice III</b>	<b>MUSC-2011</b>	<b>1 hour</b>
<b>Voice IV</b>	<b>MUSC-2021</b>	<b>1 hour</b>
<b>Instrument I</b>	<b>MUSC-1021</b>	<b>1 hour</b>
<b>Instrument II</b>	<b>MUSC-1031</b>	<b>1 hour</b>
<b>Instrument III</b>	<b>MUSC-2031</b>	<b>1 hour</b>
<b>Instrument IV</b>	<b>MUSC-2041</b>	<b>1 hour</b>
<b>Keyboard Instruments I</b>	<b>MUSC-1041</b>	<b>1 hour</b>
<b>Keyboard Instruments II</b>	<b>MUSC-1051</b>	<b>1 hour</b>
<b>Keyboard Instruments III</b>	<b>MUSC-2051</b>	<b>1 hour</b>
<b>Keyboard Instruments IV</b>	<b>MUSC-2061</b>	<b>1 hour</b>

**Today's Music** **MUSC-106** **3 hours**

This course is a survey of Popular American music progressing from historical precedents to contemporary styles. Included are folk, blues, jazz, rock, country, and musical comedy styles investigated in relation to social conditions. The elements of music are studied. Aural and visual aids supplement discussions.

**Music History and Appreciation** **MUSC-108** **3 hours**

This course is a historical survey of cultural trends and characteristics from Pre-Christian times to the 20th century. Historical styles are examined to help develop the student's understanding of music and the Arts.

**Class Piano I** **MUSC-111** **1 hour**

This course includes the development of basic piano techniques, sight reading, transposition, improvisation, and keyboard harmony. Students are grouped according to ability. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed.

**Class Piano II** **MUSC-112** **1 hour**

This course is a continuation of Class Piano I.



<b>Concert Band I</b>	<b>MUSC-120</b>	<b>1 hour</b>
<b>Concert Band II</b>	<b>MUSC-121</b>	<b>1 hour</b>
<b>Concert Band III</b>	<b>MUSC-210</b>	<b>1 hour</b>
<b>Concert Band IV</b>	<b>MUSC-211</b>	<b>1 hour</b>

The Buster Band is open to all students for one hour of The Buster Band is open to all students for one hour of credit per semester. Previous band experience, a desire to contribute to campus life, enthusiasm and pride are requirements for prospective band members. The Broncbuster Band marches at all home football games and serves as an athletic band at all home basketball games. The band periodically travels to away athletic events on a limited basis. The band performs not only at athletic events but also performs periodically within the community. The ensemble also performs in a concert band setting multiple times throughout the year.

<b>String Ensemble I</b>	<b>MUSC-126</b>	<b>1 hour</b>
<b>String Ensemble II</b>	<b>MUSC-127</b>	<b>1 hour</b>
<b>String Ensemble III</b>	<b>MUSC-223</b>	<b>1 hour</b>
<b>String Ensemble IV</b>	<b>MUSC-224</b>	<b>1 hour</b>

The string ensemble (orchestra) is open to all students for one hour of credit per semester. This is a performance group with a focus on traditional and contemporary string literature performing two to four times per year. Experience in playing a string instrument is preferred but not required.

<b>Choir I</b>	<b>MUSC-130</b>	<b>1 hour</b>
<b>Choir II</b>	<b>MUSC-131</b>	<b>1 hour</b>
<b>Choir III</b>	<b>MUSC-212</b>	<b>1 hour</b>
<b>Choir IV</b>	<b>MUSC-213</b>	<b>1 hour</b>

Choir is a performance course with a focus on traditional and contemporary choral literature. Concert Choir is open to all members of the student body and performs two to four times per year. Prior choir experience is recommended but not required for this class. On top of concert performances, we also perform for area banquets and travel on tour in the Spring.

**Small Ensembles**

Personnel for College Singers, Jazz Ensemble and Chamber Ensembles are selected by audition from all disciplines in the college. Participants must be concurrently enrolled in the corresponding large ensemble.

<b>Vocal Ensemble I</b>	<b>MUSC-132</b>	<b>1 hour</b>
<b>Vocal Ensemble II</b>	<b>MUSC-133</b>	<b>1 hour</b>
<b>Vocal Ensemble III</b>	<b>MUSC-214</b>	<b>1 hour</b>
<b>Vocal Ensemble IV</b>	<b>MUSC-215</b>	<b>1 hour</b>

<b>Jazz Ensemble I</b>	<b>MUSC-124</b>	<b>1 hour</b>
<b>Jazz Ensemble II</b>	<b>MUSC-125</b>	<b>1 hour</b>
<b>Jazz Ensemble III</b>	<b>MUSC-218</b>	<b>1 hour</b>
<b>Jazz Ensemble IV</b>	<b>MUSC-219</b>	<b>1 hour</b>

<b>Theory of Music I</b>	<b>MUSC-150</b>	<b>3 hours</b>
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This is a basic course in the structure of music which relates to the rhythmic, melodic, and harmonic elements of music.

<b>Theory of Music II</b>	<b>MUSC-151</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music I or permission of the instructor. Theory of Music II is sequential to Theory of Music I, emphasizing part writing from a given bass, figured bass, and given melody.

<b>Aural Skills I</b>	<b>MUSC-152</b>	<b>2 hours</b>
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This is a rhythmic, melodic, and harmonic study which includes dictation and elementary sight singing. It is intended to develop listening skills.

<b>Aural Skills II</b>	<b>MUSC-153</b>	<b>2 hours</b>
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This course is a continuation of Aural Skills I with Course placed on recognition of cadences, chord progressions, two-part dictation, and intermediate and advanced sight singing. It is intended to develop listening skills.

<b>Applied Music Theory I</b>	<b>MUSC-154</b>	<b>3 hours</b>
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This course includes traditional music theory and analysis with a focus on popular music, jazz, and music business and technology students.

<b>Music Software I</b>	<b>MUSC-155</b>	<b>3 hours</b>
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This course provides an overview of the recording studio. Topic areas include the following: basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio setup and signal flow, console theory, signal processing concepts, multi-track principles and operation and an overview of mixing and editing.

<b>Audio Engineering I</b>	<b>MUSC-156</b>	<b>3 hours</b>
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This course focuses on concepts and common practices in professional audio. Instruction and practical experience will focus on sound reinforcement for concerts as well as recording studio techniques (since both disciplines employ the same concepts). The information learned in this course will be put into practice in Rock Ensemble, Songwriting and Recording I courses.

<b>Brass Choir I</b>	<b>MUSC-157</b>	<b>1 hour</b>
<b>Brass Choir II</b>	<b>MUSC-162</b>	<b>1 hour</b>
<b>Brass Choir III</b>	<b>MUSC-207</b>	<b>1 hour</b>
<b>Brass Choir IV</b>	<b>MUSC-226</b>	<b>1 hour</b>

This course is intended to provide students the opportunity to grow as small ensemble musicians through the brass choir setting.

<b>Percussion Ensemble I</b>	<b>MUSC-158</b>	<b>1 hour</b>
<b>Percussion Ensemble II</b>	<b>MUSC-163</b>	<b>1 hour</b>
<b>Percussion Ensemble III</b>	<b>MUSC-207</b>	<b>1 hour</b>
<b>Percussion Ensemble IV</b>	<b>MUSC-227</b>	<b>1 hour</b>

This course is intended to provide students the opportunity to grow as small ensemble musicians through the percussion ensemble setting.

<b>Woodwind Choir I</b>	<b>MUSC-159</b>	<b>1 hour</b>
<b>Woodwind Choir II</b>	<b>MUSC-164</b>	<b>1 hour</b>
<b>Woodwind Choir III</b>	<b>MUSC-209</b>	<b>1 hour</b>
<b>Woodwind Choir IV</b>	<b>MUSC-228</b>	<b>1 hour</b>

This course is intended to provide students the opportunity to grow as small ensemble musicians through the woodwind choir setting.

<b>Theory of Music III</b>	<b>MUSC-250</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music II or permission of the instructor. The major thrust is toward facility in employing more advanced harmonic concepts.

<b>Theory of Music IV</b>	<b>MUSC-251</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music III or permission of the instructor.



**Introduction to Philosophy**                      **PHIL-101**                      **3 hours**

This course introduces students to some of the major themes and thinkers of Western Philosophy. Areas covered include knowledge, ethics, religious beliefs, and political theory. The class is structured to develop student ability to read and write critically using the methods of philosophical analysis.

**Elementary Ethics**                                      **PHIL-102**                      **3 hours**

This course is an historical and topical overview of philosophical ethics. It examines some of the most important ethical theories and thinkers. Topics studied include the nature and rationale of ethical theories and the application of these theories to contemporary ethical issues.

## PHOTOGRAPHY

**Photography I**    **PHOT-120**                      **3 hours**

An overview of digital photography and how it works. Among the topics covered will be the features of digital cameras, managing and editing digital images, and making the transition from analog to digital.

**Photography II**    **PHOT-121**                      **3 hours**

A study of camera, composition, lighting, flash and the principles of photography as it relates to storytelling. Students will incorporate digital images and photo editing software as a way of expressing and communicating ideas through photography. Building a portfolio is included.

## READING

**Reading Improvement I**                                      **READ-092**                      **3 hours**

**Prerequisite:** Placement is based upon the results of the ACT test or the Placement Reading test or other diagnostic tests. Reading Improvement is designed to improve basic reading skills. Course is on improvement of comprehension skills, vocabulary development and rate of reading. **Students must receive a grade of “C” or higher in order to enroll in READ-093.** This course is not for college level credit.

**College Reading**    **READ-093**                      **3 hours**

**Prerequisite:** A grade of “C” or better in READ-092, placement according to the placement guidelines or instructor permission. College Reading is designed to develop thinking and reasoning skills necessary for success in vocational, two-year, and transfer programs. Course is on improvement of higher order comprehension skills, reading techniques and becoming an efficient reader by applying critical and inferential thinking skills to college texts.



DIVISION  
**HEALTH  
PHYSICAL EDUCATION  
& RECREATION**

- **Athletic Training**
- **Exercise Science**
- **Sports Administration**



Health, Physical Education and Recreation courses are designed to meet a broad spectrum of student needs, ranging from general overall wellness to lifetime fitness to degree transfer programs.

# HEALTH, PHYSICAL EDUCATION & RECREATION

It is recommended that any student pursuing an Associate in Science degree with Health, Physical Education, Recreation or other health related field such as Athletic Training meet the requirements for the Associate in Science degree. While other associate degrees are possible the Associate in Science degree best aligns with future degree requirements. It is highly recommended for a student to work closely with an advisor to plan and achieve academic goals while at GCCC. Any student entering the field of Athletic Training and/or Physical Therapy should be aware of additional requirements to complete these fields of study. The following courses are strongly suggested in each area of concentration.



## ATHLETIC TRAINING

Program Code: ATTR

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Athletic Training is dedicated to maintaining an educational program that meets the standards and guidelines set forth by the following governing bodies: National Athletic Training Association (NATA), Board of Certification (BOC), Kansas State Board of Healing Arts, Kansas Athletic Training Society (KATS), and the Mid America Athletic Training Association (MAATA).

The GCCC Athletic Training includes both didactic and clinical components. The clinical education allows the athletic training students to apply theories and concepts learning in the classroom.

The clinical education includes clinical hours with a variety of athletic teams at the community college level. These experiences are invaluable in preparing the student for admission to a Bachelor's degree program and for future employment opportunities. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1		15 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*SPCH-111	Public Speaking.....	3
**HPER-109	First Aid.....	2
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3

Semester 2		16-19 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
*PSYC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
**HPER-211	Prevention and Care of Athletic Injuries.....	3
***	Program Course (select from list below).....	3-5

Semester 3		12-19 hours
Course No.	Course Title	Credit
**HPER-212	Athletic Training Practicum.....	1
**HPER-115	Basic Nutrition.....	3
*	Mathematics & Natural Sciences Requirement.....	3-5
***	Program Course (select from list below).....	2-5
***	Program Course (select from list below).....	3-5

Semester 4		15-21 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement.....	3
*	Social Science Requirement.....	3
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5

#### \*\*\* PROGRAM COURSES

Course No.	Course Title	Credit
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-121	Lifetime Fitness.....	2
HPER-210	Introduction to Sport Science.....	3
HPER-280	Introduction to Kinesiology.....	3
HPER-281	Introduction to Exercise Science.....	3
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
CHEM-109	Chemistry I.....	5
CSCI-110	Introduction to Computer Concepts & Applications.....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
MATH-109	Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
PHYS-205	Physics I.....	5
PSYC-102	Human Relations.....	3
PSYC-106	Organizational Leadership.....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

#### \*\*\* PROGRAM COURSES (continued)

Course No.	Course Title	Credit
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SPCH-113	Interpersonal Communications I.....	3
SPCH-220	Intercultural Communication.....	3



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Exercise Science is dedicated to maintaining an educational program that provides our students with the didactic, experimental, and ethical foundations of human physiology and movement necessary to prepare them for admission to a Bachelor's degree program and for future employment opportunities. The semester-by-semester plans described below are general guidance. Students should work closely

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>14-18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*	Humanities & Fine Arts Requirement.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1
***	Program Course (select from list below).....	2-5

<b>Semester 2</b>		<b>15-19 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*PSYC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
*SPCH-111	Public Speaking.....	3
***	Program Course (select from list below).....	2-5

<b>Semester 3</b>		<b>12-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**HPER-281	Introduction to Exercise Science.....	3
**HPER-115	Basic Nutrition.....	3
*	Math & Natural Sciences Requirement.....	3-5
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5

<b>Semester 4</b>		<b>12-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Humanities & Fine Arts Requirement.....	3
*	Social Science Requirement.....	3
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-121	Lifetime Fitness.....	2
HPER-201	Introduction to Community Recreation.....	3
HPER-202	Outdoor Recreation.....	3
HPER-203	Recreation for Special Populations.....	3
HPER-210	Introduction to Sport Science.....	3
HPER-211	Prevention & Care of Athletic Injuries.....	3
HPER-280	Introduction to Kinesiology.....	3
HPER-290	Psychology of Coaching.....	3
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
CHEM-109	Chemistry I.....	5
COMM-150	Sports Media.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
JRNL-110	Media in a Free Society.....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
MATH-109	Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
PHYS-205	Physics I.....	5
PSYC-102	Human Relations.....	3
PSYC-210	Developmental Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SPCH-113	Interpersonal Communications I.....	3
SPCH-220	Intercultural Communication.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Sports Administration is dedicated to maintaining an educational program that provides our students with the didactic, experimental, and ethical foundation in the study of administration of sports programs. Using a series of academic disciplines the students will be prepared for admission to a Bachelor's degree program and for future employment opportunities. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>15-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*SPCH-111	Public Speaking.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1
*CSCI-110	Introduction to Computer Application.....	3

<b>Semester 2</b>		<b>15-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*PSYC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
**BSAD-101	Introduction to Business.....	3
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**HPER-250	Introduction to Sport Administration.....	3
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**BSAD-122	Management.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-121	Lifetime Fitness.....	2
HPER-201	Introduction to Community Recreation.....	3
HPER-202	Outdoor Recreation.....	3
HPER-203	Recreation for Special Populations.....	3
HPER-210	Introduction to Sport Science.....	3
HPER-211	Prevention & Care of Athletic Injuries.....	3
HPER-280	Introduction to Kinesiology.....	3
HPER-281	Introduction to Exercise Science.....	3
HPER-290	Psychology of Coaching.....	3
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
BSAD-104	Business Law I.....	3
BSAD-120	Advertising.....	3
BSAD-123	Marketing.....	3
BSAD-124	Salesmanship.....	3
BSAD-220	Business Ethics.....	3
COMM-150	Sports Media.....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro.....	3
JRNL-109	Introduction to Broadcasting.....	3
JRNL-110	Media in a Free Society.....	3
JRNL-130	Introduction to Multimedia.....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
MATH-110	Fundamentals of Statistics.....	3
PSYC-102	Human Relations.....	3
PSYC-106	Organizational Leadership.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SPCH-113	Interpersonal Communications I.....	3
SPCH-210	Introduction to Public Relations.....	3
SPCH-220	Intercultural Communication.....	3

# ATHLETIC CORE COURSES

**Health Education** **HPER-106**    **3 hours**  
 This course is designed to give the student a working knowledge of the fundamental principles of healthful living, as applied to physical, mental, and community life.

**Substance Abuse** **HPER-107**    **3 hours**  
 This course is designed to give the student a foundation for discussion and an understanding of drugs. The course covers some of the psychological, sociological, and biological reasons people use drugs. Course will be placed on those drugs which are most widely used and abused.

**First Aid** **HPER-109**    **2 hours**  
 This course studies the emergency treatment of injuries, wounds, hemorrhage, burns, and poisoning. CPR training will be required. Successful completion of physical and written skill tests required for Red Cross First Aid/CPR certification.

**Personal Nutrition** **HPER-114**    **3 hours**  
 This course is intended to encourage the practice and adoption of behavior choices that will improve personal wellness throughout the lifespan. Students will learn how nutrition and physical fitness work together for overall wellness as they apply it to their own life. Accurate information concerning weight control, nutrition, exercise, and fitness will be presented. Opportunities for the student to modify, practice, and evaluate changed behaviors related to diet and exercise will be arranged.

**Basic Nutrition** **HPER-115**    **3 hours**  
 This course is the study of nutritional requirements of man with an emphasis on developing judgment in the selection of foods. The course will also include the study of specific nutritional requirements for special groups of individuals in order to maintain life and health.

**Physical Fitness I** **HPER-119**    **1 hour**  
 An individualized physical fitness program is developed for the student. The student learns the value of a fitness program through class work in a variety of activities. The program improves muscle tone and body movement through cardiovascular exercise. This is an open lab class with attendance standards for a grade. Students must report to the Super Circuit within the first 10 days of the semester.

**Physical Fitness II** **HPER-120**    **1 hour**  
 This course is a continuation of Physical Fitness I.

**Lifetime Fitness** **HPER-121**    **2 hours**  
 This course is a study of the concepts of adult physical fitness and health. An individualized program is developed from an assessment performed on each adult. Three hours per week are required with one hour of lecture and two hours of lifetime activity.

**Karate/Self Defense (Beginning)** **HPER-161B**    **2 hours**  
 This course studies a system of defense and control techniques based upon well-established principles of hand-to-hand combat, defensive and aggressive physical maneuvers, armed and unarmed opponents, and club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person. Four contact hours per week.

**Karate/Self Defense (Advanced)** **HPER-161A**    **2 hours**  
 This course covers many of the same topics as the Defensive Tactics/Karate-Advanced (CRIM-100A) course in an advanced format. This course studies a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person will also be studied. Four contact hours per week.

**Theories & Techniques of Football** **HPER-180**    **2 hour**  
 This course includes knowledge, understanding, and skill

**Fundamentals of Weightlifting I** **HPER-191**    **1 hour**  
 This course includes knowledge, understanding, and skill analysis which are involved in the teaching of weight training.

**Fundamentals of Weightlifting II** **HPER-192**    **1 hour**  
 This course is a continuation of Weightlifting I with a more individualized approach to weightlifting to gain muscular strength and body tone.

**Introduction to Community Recreation** **HPER-201**    **3 hours**  
 This course covers organization and supervision of playgrounds, interpretation of play, and recreational activities and trends with specific stress upon the school and community recreational program. A wide range of recreational activities for physical education and elementary teaching majors will be presented and discussed.

**Outdoor Recreation** **HPER-202**    **3 hours**  
 This course is designed to acquaint the student with outdoor recreation, recreational use of natural resources, and the background of the outdoor movement. Topics include historical topography, ecological and environmental studies and other aspects which should introduce outdoor activities to the student.

**Recreation for Special Populations** **HPER-203**    **3 hours**  
 This course provides an introduction to prescribing exercise programs for all populations. Basic techniques for screening and assessing physical fitness and health are covered.

**Introduction to Sport Science** **HPER-210**    **3 hours**  
 This course studies the history and development of modern physical education and the underlying principles of school and college physical education programs.

**Prevention and Care of Athletic Injuries** **HPER-211**    **3 hours**  
 Students learn not only how to care for an injury, but how to keep injuries from occurring. This course involves terminology, nutrition, and practice recognizing and treating specific common injuries.

**Athletic Training Practicum** **HPER-212**    **1 hour**  
**Prerequisite:** Instruction permission required; Prevention Care of Athletic Injuries (HPER-211) is recommended. This course is a supervised clinical application of practical methods in athletic training. Athletic Training Practicum may be taken by arrangement with the instructor.

**Introduction to Sport Administration** **HPER-250**    **3 hours**  
 This course provides an overview of the field of sport ad-

ministration including the principals of leadership and management, the fundamentals of personnel management, financial management, marketing, strategic planning, sport ethics, sport law, and facility and event management applied to sport settings.

**Introduction to Kinesiology**                      **HPER-280**                      **3 hours**

**Prerequisite:** Completion with minimum grade of C (or currently enrolled) in Anatomy and Physiology (BIOL-210) or Anatomy and Physiology I (BIOL-211) or instructor permission. This course provides an overview of the anatomical and bio- mechanical bases of human movement and exercise.

**Introduction to Exercise Science**                      **HPER-281**                      **3 hours**

This course provides an overview of the fundamental principles associated with exercise physiology. Specifically, the course will examine the acute and chronic adaptations the body undergoes while a person engages in, and continues to engage in an exercise regimen.

**Psychology of Coaching**                      **HPER-290**                      **3 hours**

This course includes the philosophy of coaching, the coach and his/her personality, the athlete and his/her personality, levels of coaching, communication, team cohesion, motivation, discipline, teaching techniques in athletics, outside influences on athletes, cultural and minority problems, and psychological scouting.



# DIVISION [ NURSING ] & [ ALLIED HEALTH ]

- **Nursing**

- Pre-Nursing (PNSG)
- Practical Nursing (LPN)
- Registered Nursing (RN)

- **Allied Health**

- Respiratory Therapy (Joint with Seward County Community College)
- Certified Nurse Assistant (CNA)
- Certified Medication Aide (CMA)
- Home Health Aide (HHA)



The Nursing and Allied Health Department offers several options for students to enter the health care industry. The curriculum for nursing and allied health programs provides students the opportunity to transfer their classroom and simulation experience to the clinical area. The strong clinical experience is valued by employers in the health care industry.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Pre-Nursing is a program that prepares students majoring in nursing to transfer to a four-year college/university or entrance into the nursing program at Garden City Community College.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

Semester 1		14 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**BIOL-211	Anatomy & Physiology I.....	4
*PSYC-101		
OR SOCI-102	General Psychology OR Introduction to Sociology.....	3
*	Student Success Requirement.....	1

Semester 2		15-18 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
**BIOL-212	Anatomy & Physiology II.....	4
**PSYC-210	Developmental Psychology.....	3
*	Personal Wellness Requirement.....	2-3
**	Program Course (select from list below).....	3-5

Semester 3		17-19 hours
Course No.	Course Title	Credit
**BIOL-213	Microbiology.....	5
*SPCH-111		
OR SPCH-113	Public Speaking OR Interpersonal Communications I.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3

Semester 4		15-21 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement.....	3
*	Social Science Requirement.....	3
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5
***	Program Course (select from list below).....	3-5

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
HELR-102	Certified Nurse Aide (C.N.A.).....	5
MATH-110	Fundamentals of Statistics.....	3
SPCH-111	Public Speaking.....	3
SPCH-113	Interpersonal Communications I.....	3
SOCI-102	Introduction to Sociology.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
HPER-115	Basic Nutrition.....	3
CHEM-105	General Chemistry.....	5
CHEM-109	College Chemistry I.....	5

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Practical Nursing Certificate Program prepares students for entry into the healthcare system as a Licensed Practical Nurse in just under a year. The Garden City Community College Department of Nursing Education faculty and students believe at the completion of the program the graduates will have the knowledge, skills, attitudes, and abilities needed to practice safely and effectively. As an entry level practical nurse, the graduate will be able to meet the client’s basic needs throughout the lifespan requiring promotion, maintenance, and/or restoration of health. Upon successful completion of this program the students will be awarded a certificate, and will then be eligible to take the National Council Licensure Examination to become Licensed as a Practical Nurse (LPN).

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for certificate = 46**

**Admission Requirements**

The practical nursing program has a selective admission policy. The following is a suggested course outline. Students should contact their advisor for a personalized plan of study. Nursing courses are challenging and require generous study and preparation time outside of class.

- Prerequisite classes listed must have a passing grade of “C” or greater to be eligible for entrance into the Nursing Program.
- All science classes to be considered must have been taken within the last 5 years of admission to Nursing program.
- All math classes to be considered must have been taken within the last 2 years of admission to Nursing program.
- Nelson Denny of 12 or higher.
- Placement test into Intermediate Algebra (MATH-107) or completion of Beginning Algebra (MATH-006).
- Current Certified Nurse Aide (C.N.A) certificate in Kansas.

**Notice:** According to Kansas law (KSA 65-1120), certain criminal convictions would deny or restrict access to a Kansas nursing license. Applicants should check with the Garden City Community College Nursing Department or Kansas State Board of Nursing for questions regarding this issue.

**Practical Nursing certificate is approved by:**

Kansas State Board of Nursing  
 900 SW Jackson, Suite 1051  
 Topeka, KS 66612-1230  
 www.ksbn.org  
 (785) 296-4929

**PREREQUISITES**

<b>Course No.</b>	<b>Course Title</b>	<b>18 hours Credit</b>
**BIOL-211	Anatomy & Physiology I.....	4
**BIOL-212	Anatomy & Physiology II.....	4
**PSYC-101	General Psychology.....	3
**PSYC-210	Developmental Psychology.....	3
**SPCH-113	Interpersonal Communications.....	3
**	Student Success Requirement.....	1

**Certificate C  
Semester 1**

<b>Course No.</b>	<b>Course Title</b>	<b>13 hours Credit</b>
**PNRS-100	KSPN Foundations of Nursing.....	4
**PNRS-101	KSPN Fundamentals of Pharmacology & Safe Admin.....	2
**PNRS-102	KSPN Foundations of Nursing Clinical.....	1
**PNRS-104	KSPN Nursing Care of Adults I.....	4
**PNRS-104	KSPN Nursing Care of Adults I Clinical.....	2

**Semester 2**

<b>Course No.</b>	<b>Course Title</b>	<b>15 hours Credit</b>
**PNRS-111	KSPN Maternal Child Nursing.....	2
**PNRS-112	KSPN Medical Surgical Nursing II Clinical.....	3
**PNRS-113	KSPN Mental Health Nursing.....	2
**PNRS-114	KSPN Nursing Care of Adults II.....	4
**PNRS-115	KSPN Maternal Child Nursing Clinical.....	1
**PNRS-116	KSPN Care of Aging Adults.....	2
**PNRS-117	KSPN Leadership Roles & Issues.....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

## PRACTICAL NURSING (PN)

### **KSPN Foundations of Nursing      PNRS-100      4 hours**

This course introduces practical nursing and roles of the practical nurse as well as profession- and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides the student with a framework for decision making.

### **KSPN Pharmacology & Safe Medicine Administration      PNRS-101      3 hours**

This course introduces the principals of Pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medication to clients across the life span.

### **KSPN Foundations of Nursing Clinical      PNRS-102      1 hour**

This clinical course introduces the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing process to client-related situations.

### **KSPN Nursing Care of Adults I      PNRS-104      4 hours**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

### **KSPN Nursing Care of Adults I Clinical      PNRS-104      4 hours**

This clinical course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

### **KSPN Medical Surgical Nursing I      PNRS-104      4 hours**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

### **KSPN Maternal Child      PNRS-111      2 hours**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders.

### **KSPN Nursing Care of Adults II Clinical      PNRS-112      3 hours**

This clinical course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

### **KSPN Mental Health Nursing      PNRS-113      2 hours**

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the client with a mental health disorder.

### **KSPN Nursing Care of Adults II      PNRS-114      4 hours**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

### **KSPN Maternal Child Clinical      PNRS-115      1 hour**

This clinical course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences.

### **KSPN Care of Aging Adults      PNRS-116      2 hours**

This course is designed to explore issues related to the aging adult. Course content address the impact of ageism, alterations in psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.

### **KSPN Leadership, Roles & Issues      PNRS-117      1 hours**

This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Nursing prepares students for entry into professional nursing. Upon graduation, the graduate is prepared to function in various health care settings in three interrelated roles: provider of care, manager of care, and member within the discipline of nursing. The program is configured to facilitate a career ladder approach to nursing. Student successfully completing the PN program will receive a certificate and are eligible to take the National Council of State Boards of Nursing (NCLEX-PN) exam to become a Licensed Practical Nurse (LPN). After receiving LPN licensure, the student may apply for entry into the ADN program. Upon completion of the ADN program, students are granted an Associate of Applied Science Degree (AAS) and are eligible to take the National Council of State Boards of Nursing (NCLEX-RN) exam to become a Registered Nurse (RN).

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Admission Requirements**

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses must meet the admission requirements for GCCC and the Nursing Department.

The LPN-RN nursing program has a selective admission policy. Applicants for the Associate Nursing Degree (A.D.N.) program must provide evidence of a current Kansas Licensed Practical Nurse license. Nursing courses are challenging and require generous study and preparation time outside of class. Please contact the nursing department for current program information.

- Prerequisite classes listed must have a passing grade of “C” or greater to be eligible for entrance into the Nursing Program.
- All science classes to be considered must have been taken within the last 5 years of admission to Nursing program.
- All math classes to be considered must have been taken within the last 2 years of admission to Nursing program.
- Nelson Denny of 12 or higher.
- Placement test into Intermediate Algebra (MATH-107) or completion of Beginning Algebra (MATH-006).
- Current Certified Nurse Aide (C.N.A.) Certificate in Kansas.
- High School Chemistry (1 year) or completion of General Chemistry (CHEM-105) or Chemistry for Health Services (CHEM-108).

**Notice:** According to Kansas law (KSA 65-1120), certain criminal convictions would deny or restrict access to a Kansas nursing license. Applicants should check with the Garden City Community College Department of Nursing or the Kansas State Board of Nursing should questions arise.

**Accreditation**

**The Professional Nursing Program (ADN)**

- **Accreditation status: Continuing Accreditation**  
Next evaluation visit Fall 2021
- **Accredited by:**  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: info@acenursing.org  
Web: www.acenursing.org



- **Approved by:**  
Kansas State Board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, Kansas 66612-1230  
www.ksbn.org  
(785) 296-4929

**Minimum Credit Hours Required to Graduate = 64**

**PREREQUISITES PN**

Course No.	Course Title	18 hours Credit
*BIOL-211	Anatomy & Physiology I.....	4
*BIOL-212	Anatomy & Physiology II.....	4
*PSYC-101	General Psychology.....	3
**PSYC-210	Developmental Psychology.....	3
*SPCH-113	Interpersonal Communications.....	3
*	Student Success Requirement.....	1

**PREREQUISITES ADN**

Course No.	Course Title	25 hours Credit
*High School Chemistry (1 year).....		
<b>OR</b>		
CHEM-105/109	General Chemistry/Chemistry I.....	5
**	Practical Nursing Coursework.....	17
**BIOL-213	Microbiology.....	5
*ENGL-101	English I.....	3

**Semester 1**

Course No.	Course Title	11 hours Credit
**NURS-200	Advanced Clinical Skills.....	1
**NURS-201	Maternal Child II.....	1
**NURS-202	Health Alterations Clinical.....	3
**NURS-203	Mental Health II.....	1
**NURS-204	Health Alterations.....	3
*HPER-	Personal Wellness.....	2

**Semester 2**

Course No.	Course Title	12 hours Credit
**NURS-212	Complex Health Clinical.....	5
**NURS-213	Professional Practice.....	1
**NURS-214	Complex Health Alterations.....	3
*	Mathematics Requirement.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Nursing prepares students for entry into professional nursing. Upon graduation, the graduate is prepared to function in various health care settings in three interrelated roles: provider of care, manager of care, and member within the discipline of nursing. The program is configured to facilitate a career ladder approach to nursing. Student successfully completing the PN program will receive a certificate and are eligible to take the National Council of State Boards of Nursing (NCLEX-PN) exam to become a Licensed Practical Nurse (LPN). After receiving LPN licensure, the student may apply for entry into the ADN program. Upon completion of the ADN program, students are granted an Associate of Applied Science Degree (AAS) and are eligible to take the National Council of State Boards of Nursing (NCLEX-RN) exam to become a Registered Nurse (RN).

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Admission Requirements**

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses must meet the admission requirements for the College and the Nursing Department.

The LPN-RN nursing program has a selective admission policy. Applicants for the Associate Nursing Degree (A.D.N.) program must provide evidence of a current Kansas Licensed Practical Nurse license. Nursing courses are challenging and require generous study and preparation time outside of class. Please contact the nursing department for current program information.

- Prerequisite classes listed must have a passing grade of “C” or greater to be eligible for entrance into the Nursing Program.
- All science classes to be considered must have been taken within the last 5 years of admission to Nursing program.
- All math classes to be considered must have been taken within the last 2 years of admission to Nursing program.
- Nelson Denny of 12 or higher.
- Placement test into Intermediate Algebra (MATH-107) or completion of Beginning Algebra (MATH-006).
- Current Certified Nurse Aide (C.N.A.) Certificate in Kansas.
- High School Chemistry (1 year) or completion of General Chemistry (CHEM-105) or Chemistry for Health Services (CHEM-108).

**Notice:** According to Kansas law (KSA 65-1120), certain criminal convictions would deny or restrict access to a Kansas nursing license. Applicants should check with the Garden City Community College Department of Nursing or the Kansas State Board of Nursing should questions arise.

**Accreditation**

**The Professional Nursing Program (ADN)**

- **Accreditation status: Continuing Accreditation**  
Next evaluation visit Fall 2021

- **Accredited by:**  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: info@acenursing.org  
Web: www.acenursing.org



- **Approved by:**  
Kansas State Board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, Kansas 66612-1230  
www.ksbn.org  
(785) 296-4929

**Minimum Credit Hours Required to Graduate = 60**

**PREREQUISITES ADN**

Course No.	Course Title	29 hours Credit
**	Practical Nursing Coursework.....	17
*	*High School Chemistry (1 year) .....	

**OR**

CHEM-105/109	General Chemistry/Chemistry I.....	5
**BIOL-213	Microbiology .....	5
**PSYC-210	Developmental Psychology .....	3
**SPCH-113	Interpersonal Communications.....	3
*	Student Success Requirement.....	1

**Semester 1**

Course No.	Course Title	12 hours Credit
*ENGL-101	English I.....	3
*BIOL-211	Anatomy & Physiology I.....	4
*PSYC-101	General Psychology.....	3
*	Personal Wellness Requirement.....	2

**Semester 2**

Course No.	Course Title	13 hours Credit
*ENGL-102	English II .....	3
*BIOL-212	Anatomy & Physiology II.....	4
*MATH-108	College Algebra or higher.....	3
*	Humanities Requirement .....	3

**Semester 3**

Course No.	Course Title	12 hours Credit
**NURS-200	Advanced Clinical Skills .....	1
**NURS-201	Maternal Child II .....	1
**NURS-202	Health Alterations Clinical .....	3
**NURS-203	Mental Health II.....	1
**NURS-204	Health Alterations .....	3
*	Humanities Requirement .....	3

**Semester 4**

Course No.	Course Title	9 hours Credit
**NURS-212	Complex Health Clinical .....	5
**NURS-213	Professional Practice.....	1
**NURS-214	Complex Health Alterations .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

## REGISTERED NURSING (RN)

**Advanced Clinical Skills                      NURS-200                      1 hour**

**Prerequisite:** A minimum grade of C in General Psychology, Maternal Child I, Nursing Clinical, Mental Health I and Medical Surgical II. This course focuses on the development of advanced clinical skills. Content includes initiation of peripheral IV, advanced IV skills, maintenance of central IV lines, administration of blood products, chest tube drainage systems, airway management and interpretation of basic ECG's. Students are required to demonstrate safe, competent performance of skills presented in this course. Forty-five hours of campus lab.

**Maternal Child II                                      NURS-201                                      1 hour**

**Prerequisite:** LPN licensure and a minimum grade of "C" in microbiology and chemistry. This course expands knowledge and skills from Maternal Child I course. The focus will be on the management of care for clients with high-risk perinatal conditions, high-risk newborns, the ill child and complex reproductive concepts. Synthesis and application of previously learned concepts will be integrated into the care of clients with critical and/ or life threatening situations. Fifteen hours of lecture/discussion.

**Health Alterations Clinical                      NURS-202                      3 hours**

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills. This clinical experience expands on previous courses and clinical experiences. The student applies knowledge from behavioral and biological sciences in formulating a scientific, rational foundation for care of clients of all ages and cultures with increasingly complex health care needs. There is an Course on the use of nursing process, as well as adaptation of nursing care principles to meet individual client needs by utilizing clinical decision making skills and working collaboratively with other health team members. Clinical experiences permit the student to demonstrate safe, competent and ethical practice as a part of continuous development of the roles of provider of care, manager of care and member within the discipline. One hundred thirty five hours of clinical lab.

**Mental Health II                                      NURS-203                                      1 hour**

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills. This course focuses on complex mental health issues, crisis interventions, therapeutic relationships, and community resources when caring for individuals, families and groups. Attention will be given to the adaptive/maladaptive behaviors and specific mental health disorders. This course will also explore ways to adapt care for culturally and economically diverse populations. Fifteen hours of lecture/discussion.

**Health Alterations                                      NURS-204                                      3 hours**

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills, Maternal Child II and Mental Health II. This course expands on the knowledge and skills from previous nursing courses in caring for clients with alterations of the immune, hematology, gastrointestinal, and renal/urinary systems. The student applies knowledge from behavioral and biological sciences in formulating a scientific, rational foundation for care of clients of all ages with increasingly complex health care needs. There is an Course in the use of nursing process, principles of teaching, health promotion, and disease prevention as well as adaptation of nursing care principles to meet the needs of culturally and economically diverse clients and families. Forty-five hours of lecture/discussion.

**Complex Health Alterations Clinical                      NURS-212                      5 hours**

**Prerequisite:** A minimum grade of C in English I, Advanced Clinical Skills, Maternal Child II, Mental Health II, Health Alterations and Health Alterations Clinical. This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients experiencing complex health alterations. The student will expand their ability to think critically, utilize the nursing process and exercise their ability to make clinical decision while caring for clients with complex health issues. Management skills and legal implications for nursing are also explored and implemented in clinical practice. Clinical experiences permit students to refine advanced nursing skills, apply adaptation concepts, and function as accountable members of the healthcare team in preparation for the graduate nurse as a provider of care, manager of care and member within the discipline. Two hundred twenty-five hours of clinical lab.

**Professional Practice                                      NURS-213                                      1 hour**

**Prerequisite:** A minimum grade of C in English I, Advanced Clinical Skills, Maternal Child II, Mental Health II, Health Alterations and Health Alterations Clinical. Professional Practice prepares the student to assume the role of graduate nurse. This course covers nursing management and professional issues related to the role of the Registered Nurse. An Course will be placed on clinical decision-making, delegation, and collaboration to achieve client and organizational outcomes. Fifteen hours of lecture/discussion.

**Complex Health Alterations                      NURS-214                      3 hours**

**Prerequisite:** A minimum grade of C in English I, Advanced Clinical Skills, Maternal Child II, Mental Health II, Health Alterations, Health Alterations Clinical and Professional Practice. This culminating course requires the student to integrate concepts from all previous nursing courses in the management of groups of clients of all ages and cultures facing complex health alterations. There is a continued Course on health promotion, disease prevention, clinical decision-making and evaluation in nursing process, as applied to the care of clients who are critically/emergently ill. Forty-five hours of lecture/discussion.



# RESPIRATORY THERAPY

Respiratory Care is the allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory Therapists treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased.

This program is offered in partnership with Seward County Community College. Garden City Community College students may take all general education courses through GCCC and then transfer those credits to SCCC. The programs lectures are transmitted via Interactive Distance Learning technology so students may participate without driving to the SCCC campus. Students will only need to travel to SCCC for practical labs and clinicals. Students who graduate with this 24-month AAS degree will be eligible to take the certification and registry examinations administered by the National Board for Respiratory Care.

### Admission Procedures

1. Complete admission forms
2. Take appropriate entrance examination
3. Submit official high school transcript or GED scores
4. Submit official college transcript or GED scores
5. Schedule an interview with the SCCC Respiratory Therapy faculty member

### Club/Organization

The Student Respiratory Therapy Association (SRTA) invites students admitted to the program to participate in activities related to the professional society, community health projects, and allied health education programs. Respiratory Therapy students are encouraged to join American Association for the Respiratory Care as a student member.

### First Year

<b>Fall Semester:</b>		<b>16 Credit hrs</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-210	Anatomy & Physiology (GCCC).....	5
MATH-107/-108	Intermediate Algebra or College Algebra or higher .....	3
ENGL-101	English I (GCCC).....	3
CHEM-108	Chemistry for Health Services (GCCC).....	5

### Spring Semester:

<b>Spring Semester:</b>		<b>12 Credit hrs</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
RT-1102	Introduction to Clinical Practicum (SCCC).....	2
RT-1104	Respiratory Physiology (SCCC).....	4
RT-1124	RT Procedures I (SCCC) .....	4
RT-1502	RT Pharmacology (SCCC) .....	2

### Summer Semester

<b>Summer Semester</b>		<b>11 Credit hrs</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SPCH-111	Public Speaking (GCCC).....	3
PSYC-101	General Psychology (GCCC) .....	3
BIOL-213	Microbiology (GCCC).....	5

### Second Year

<b>Fall Semester:</b>		<b>15 Credit hrs</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
RT-2125	RT Procedures II (SCCC).....	5
RT-2013	Pediatric and Neonatal Respiratory Care (SCCC).....	3
RT-1112	Respiratory Diseases (SCCC).....	2
RT-2601	RT Seminar (SCCC) .....	1
RT-2014	Clinical Practicum II (SCCC).....	4

### Spring Semester:

<b>Spring Semester:</b>		<b>14 Credit hrs</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
RT-2135	RT Procedures III (SCCC).....	5
RT-2315	RT Clinical Practicum III (SCCC).....	5
RT-2251	Clinical Simulation and Review (SCCC).....	1
RT-2503	Advanced Life Support Practices (SCCC) .....	3

### Summer Semester:

<b>Summer Semester:</b>		<b>6 Credit hrs</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
RT-2606	Critical Care Practicum (SCCC).....	6

With RT program advisor permission, students can complete General Psychology, Public Speaking and either Chemistry for Health Services or Microbiology with the program core curriculum. The program coordinator approves exceptions for prerequisite course completion dates. Students are required to complete all prerequisite courses prior to enrolling in the Critical Care Practicum.

A grade of "C" or better is required for all general education and respiratory therapy courses.



## CERTIFIED NURSE AIDE

Program Code: CNA

**PROGRAM DESCRIPTION:** Our Allied Health program encompasses multiple certification programs to allow students entry into the professional world of health care. Certified Allied Health medical staff are involved in a supportive role with the delivery of health related services under the supervision of physicians and nurses. As health care professionals, certified aides work in the promotion of optimum function and health in the improvement of health related quality of life. As an important component of the health care team, certified aides practice direct contact with patients and clients in nearly all departments and specialties for clinics, hospitals, personal residences, assisted living, or long-term care.

Our Allied Health certification programs seek to prepare competent Allied Health medical staff who will practice leadership and professionalism across multiple health care settings while collaborating with a variety of licensed medical professionals. We offer flexible course schedules to allow students to maintain a job while studying to achieve their certifications. Students will have the opportunity to learn hands on skills in both a state-of-the-art lab and clinical experiences. We are an approved provider for the state of Kansas Department of Aging and Disabilities and upon completion of the course work students may sit for Kansas State certification exams.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required for completion = 5

Course No.	Course Title	Credit
HELR-102	Certified Nurse Aide (CNA).....	5

## HOME HEALTH AIDE

Program Code: HHA

**PROGRAM DESCRIPTION:** Our Allied Health program encompasses multiple certification programs to allow students entry into the professional world of health care. Certified Allied Health medical staff are involved in a supportive role with the delivery of health related services under the supervision of physicians and nurses. As health care professionals, certified aides work in the promotion of optimum function and health in the improvement of health related quality of life. As an important component of the health care team, certified aides practice direct contact with patients and clients in nearly all departments and specialties for clinics, hospitals, personal residences, assisted living, or long-term care.

Our Allied Health certification programs seek to prepare competent Allied Health medical staff who will practice leadership and professionalism across multiple health care settings while collaborating with a variety of licensed medical professionals. We offer flexible course schedules to allow students to maintain a job while studying to achieve their certifications. Students will have the opportunity to learn hands on skills in both a state-of-the-art lab and clinical experiences. We are an approved provider for the state of Kansas Department of Aging and Disabilities and upon completion of the course work students may sit for Kansas State certification exams.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required for completion = 2

Course No.	Course Title	Credit
HELR-107	Home Health Aide (HHA).....	2

## CERTIFIED MEDICATION AIDE

Program Code: CMA

**PROGRAM DESCRIPTION:** Our Allied Health program encompasses multiple certification programs to allow students entry into the professional world of health care. Certified Allied Health medical staff are involved in a supportive role with the delivery of health related services under the supervision of physicians and nurses. As health care professionals, certified aides work in the promotion of optimum function and health in the improvement of health related quality of life. As an important component of the health care team, certified aides practice direct contact with patients and clients in nearly all departments and specialties for clinics, hospitals, personal residences, assisted living, or long-term care.

Our Allied Health certification programs seek to prepare competent Allied Health medical staff who will practice leadership and professionalism across multiple health care settings while collaborating with a variety of licensed medical professionals. We offer flexible course schedules to allow students to maintain a job while studying to achieve their certifications. Students will have the opportunity to learn hands on skills in both a state-of-the-art lab and clinical experiences. We are an approved provider for the state of Kansas Department of Aging and Disabilities and upon completion of the course work students may sit for Kansas State certification exams.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required for completion = 5

Course No.	Course Title	Credit
HELR-103	Certified Medication Aide (CMA).....	5

# NURSING & ALLIED HEALTH

## **Certified Nurse Aide (CNA) HELR-102 5 hours**

This course provides the student with basic knowledge and skills necessary to meet the psychosocial, physical, and environmental needs of patients, clients, or residents of the facility or agency each student will work with. The student works under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) to provide essential daily tasks, such as dressing, eating, and personal hygiene. The CNA course entails 90 clock hours as required by the Kansas Department for Aging and Disability Services (KDADS) and includes 45 hours of instructional learning and 45 hours of lab/clinical time. The CNA course prepares the student to take the examination developed by KDADS.

### **Prerequisites:**

1. Must be 16 years of age at time of enrollment;
2. Photo I.D. and social security card required;
3. Complete Nelson Denny reading test with a minimum score of six (6);
4. Provide a Negative Tuberculosis (TB) skin test or chest x-ray current within one year.

## **Certified Medication Aide (CMA) HELR-1033/1032 5 hours**

This course provides the student with basic techniques and safety in medication administration. It includes the study of commonly used drugs, as well as classifications and side effects. The student works under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to pass medications to patients or residents, perform treatments, and prepare documentation. The CMA course covers 75 clock hours as required by the Kansas Department for Aging and Disability Services (KDADS), including 50 hours of instructional learning and 25 hours of clinical time. The CMA course prepares the student to take the examination developed by KDADS.

### **Prerequisites:**

1. Must be 18 years of age at time of enrollment;
2. Active Kansas CNA Certification at time of enrollment;
3. Photo I.D. and social security card required;
4. Complete Nelson Denny reading test with a minimum score of eight (8);
5. Provide a Negative Tuberculosis (TB) skin test or chest x-ray current within one year.

## **Home Health Aide HELR-107 2 hours**

This course is designed to prepare the student for employment in a home health agency. It includes basic knowledge and adaptation of skills to help meet the psychosocial, physical, and environmental needs of an individual or family in their home. The student works under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to provide care in a home setting. The HHA course covers 20 clock hours of instructional learning as required by the Kansas Department for Aging and Disability Services (KDADS). The HHA course prepares the student to take the examination developed by KDADS.

### **Prerequisites:**

1. Must be 16 years of age at time of enrollment;
2. Active Kansas CNA Certification at time of enrollment;
3. Photo I.D. and social security card required;
4. Complete Nelson Denny reading test with a minimum score of eight (8).

## **Certified Medication Aide Update HELR-110 3 hours**

The course is designed to provide supplemental and/or refresher programs in all areas of hospital, adult care home, medical record assistant and paramedical specialties.


## **IV CERTIFICATION**

### **FOR THE LICENSED PRACTICAL NURSE (LPN) HELR-120 3 hours**

This course prepares the student to safely and competently care for clients who require intravenous fluid therapy. The course meets the Kansas requirements for nurses seeking certification in IV therapy and meets the state minimal requirement of 38 hours of instruction on-line, classroom, lab and clinical. Content includes the basic anatomy and physiology concepts of IV therapy; basic principles of site selection appropriate for IV therapy; common IV medications and methods of administration; and ability to recognize complications and adverse effects of IV therapy. The IV certified licensed practical nurse (LPN) functions under the supervision of a registered nurse or physician.

# DIVISION SCIENCE & MATHEMATICS

- **Biology & Life Sciences**
- **Chemistry**
- **Mathematics**
- **Physics**
- **Pre-Engineering**
- **Pre-Health Occupations**
- **Non-Program Courses**  
Physical Science



Most programs outlined in the Science & Mathematics Division meet the requirements for an Associate in Science degree, except those noted as non-degree programs.

In addition to the general education courses required for graduation, the courses listed in the following programs of study are the recommended for the successful completion of the identified degree or certificate program.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Biology and Life Science is a program that is designed to meet the needs of students who plan to transfer to a four-year institution to earn a bachelor's of science degree or higher in a biology or post-baccalaureate health field: ecology, secondary education in life science, natural resource research, doctor of medicine, doctor of chiropractic medicine, doctor of dentistry, doctor of optometry, doctor of physical therapy, occupational therapist, physician assistant, etc.. Students in this program must have a strong foundation of the biological sciences and of chemistry (it is essential that students take biology and chemistry courses their first semester). The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>15 or 16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**BIOL-105	Biology I.....	4
*MATH-108	College Algebra or higher.....	3
**CHEM-109	College Chemistry I.....	5
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2/3

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
**CHEM-110	College Chemistry II.....	5
**BIOL-115	Biology II.....	4
*	Humanities & Fine Arts Requirement.....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	5
***	Program Course (select from list below).....	5
*ENGL-102	English II.....	3
*PSYC-101 or SOC1102	General Psychology or Introduction to Sociology.....	3

<b>Semester 4</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	5
*SPCH-111	Public Speaking.....	3
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-210	Anatomy and Physiology.....	5
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology I.....	4
BIOL-1102	Special Topics in Science.....	2
BIOL-213	Microbiology.....	5
CHEM-206	Organic Chemistry I.....	5
CHEM-207	Organic Chemistry II.....	5
EMIC-104	Medical Terminology.....	3
MATH-109	Plane Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-120	Pre-Calculus.....	3
MATH-122	Calculus & Analytic Geometry I.....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5

**For transferability of BIOL 211 and BIOL 212, both courses must be taken.**

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Chemistry is a program that prepares freshmen and sophomore students majoring in the above areas to enter a four-year college or university. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>14 or 15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....	3
**CHEM-109	College Chemistry I.....	5
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2/3

<b>Semester 2</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II .....	3
***	Program Course (select from list below).....	3
**CHEM-110	College Chemistry II .....	5
*SPCH-111	Public Speaking.....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**CHEM-206	Organic Chemistry I.....	5
*MATH-122	Calculus and Analytic Geometry I.....	5
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement .....	3

<b>Semester 4</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**CHEM-207	Organic Chemistry II .....	5
**MATH-123	Calculus & Analytic Geometry II.....	5
*	Humanities & Fine Arts Requirement .....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-213	Microbiology .....	5
MATH-205	Calculus & Analytic Geometry III.....	5
PHSC-2053	Physical Geology Lecture.....	3
PHSC-205	Physical Geology With Lab.....	5

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.







**PROGRAM DESCRIPTION:** The Associate in Science Degree in Mathematics offers students the mathematics courses needed for their first two years of a mathematics (or engineering) degree at most four-year institutions. Our courses start at College Math, work their way through the developmental series to College Algebra, Trigonometry, Pre-calculus, Statistics, Discrete Math, and Calculus. The Calculus series highest class offered is Differential Equations. The goals of all the mathematics courses are not just to prepare students for future math classes, beyond Differential Equations, but to develop an understanding and appreciation of how mathematics is used and applied in real-world situations. With small class sizes, our professors can help each student achieve what they are striving for in their chosen math class. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>16-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
**MATH-122	Calculus and Analytic Geometry I.....	5
*CHEM-109	College Chemistry I.....	5
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2/3

<b>Semester 2</b>		<b>14-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
**MATH-123	Calculus and Analytic Geometry II.....	5
***	Program Course (select from list below).....	3-5
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....	3

<b>Semester 3</b>		<b>14-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*SPCH-111	Public Speaking.....	3
**MATH-205	Calculus and Analytic Geometry III.....	5
***	Program Course (select from list below).....	3-5
*	Humanities & Fine Arts Requirement.....	3

<b>Semester 4</b>		<b>14-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**MATH-206	Differential Equations.....	3
***	Program Course (select from list below).....	3-5
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-110	College Chemistry II.....	5
BIOL-105	Biology I.....	4
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5
PHYS-207	Engineering Physics I.....	5
PHYS-208	Engineering Physics II.....	5
CSCI-102	Introduction to Programming.....	3
CSCI-107	Advanced Programming.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Physics is designed to give students the background that four year colleges require for their own undergraduate preparation. Physics is the study of all physical phenomena and utilizes skills such as mathematics, analysis, software, and clear communications. It explores classical and modern physics including questions such as how did the universe start? How will it end? What is a black hole? Is time travel possible?

Physics graduates find employment in diverse occupations such as research, medicine, software design, and finance. Physicists are involved in many fields of study including Research and Development, Aerospace and Defense, Design and Production, Medical Physics, Astronomy and Astrophysics, Geophysics, Meteorology, and Education. Physics spans dimensions from that of the nucleus of an atom to the Universe itself. It is the science behind the innovations and technological advances of the future. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>16-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
**MATH-122	Calculus and Analytical Geometry I.....	5
**CHEM-109	College Chemistry I.....	5
*	Personal Wellness Requirement.....	2/3
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
**MATH-123	Calculus and Analytical Geometry II.....	5
***	Program Course (select from list below).....	5
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*SPCH-111	Public Speaking.....	3
**MATH-205	Calculus and Analytical Geometry III.....	5
**PHYS-207	Engineering Physics I.....	5
*	Social Science Requirement.....	3

<b>Semester 4</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**MATH-206	Differential Equations.....	3
**PHYS-208	Engineering Physics II.....	5
*	Humanities & Fine Arts Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3

#### \*\*\* PROGRAM COURSES

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-110	College Chemistry II.....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Pre-engineering is a program at GCCC that offers students the mathematics courses needed for their first two years of an engineering degree at most four-year institutions as well as some of the science classes. The goals of all the courses are not just to prepare students for future classes, but to develop an understanding and appreciation of how mathematics is used and applied in real-world situations. With small class sizes, our professors can help each student achieve their goals. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>14-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
**MATH-122	Calculus and Analytic Geometry I.....	5
**CHEM-109	College Chemistry I.....	5
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2/3

<b>Semester 2</b>		<b>14-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II .....	3
**MATH-123	Calculus and Analytic Geometry II .....	5
***	Program Course (select from list below).....	3/5
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....	3

<b>Semester 3</b>		<b>14-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*SPCH-111	Public Speaking .....	3
**MATH-205	Calculus and Analytic Geometry III .....	5
***	Program Course (select from list below).....	3/5
*	Humanities & Fine Arts Requirement .....	3

<b>Semester 4</b>		<b>15-18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**MATH-206	Differential Equations.....	3
***	Program Course (select from list below).....	3/5
*	Social Science Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
***	Program Course (select from list below).....	3/5

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-110	College Chemistry II .....	5
ECON-111	Principles of Economics: Macroeconomics .....	3
MATH-108	College Algebra .....	3
MATH-109	Trigonometry .....	3
MATH-120	Precalculus.....	3
MATH-206	Differential Equations.....	3
PHYS-205	General Physics I.....	3
PHYS-206	General Physics II.....	3
PHYS-207	Engineering Physics I.....	5
PHYS-208	Engineering Physics II.....	5

**It is strongly recommended that a student in Pre-Engineering take College Chemistry II, Engineering Physics I, and Engineering Physics II from the Program Course (select from list below)s list.**

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Pre-Health Occupations is designed to meet the needs of students who plan to transfer to an institution that offers a degree, certificate, or license in radiological technology, dental hygiene, respiratory therapy, pharmacy technician, etc.. Students should review an institution's requirements for application to a program when making decisions regarding their science electives. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>14-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....	3
*HPER-115	Basic Nutrition.....	3
*	Humanities & Fine Arts Requirement .....	3
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II .....	3
*SPCH-111 or SPCH-113	Public Speaking OR Interpersonal Communications .....	3
**CHEM-105	General Chemistry .....	5
***	Program Course (select from list below).....	3/5

<b>Semester 3</b>		<b>14-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Social Science Requirement.....	3
**BIOL-210 or BIOL-211	Anatomy & Physiology OR Anatomy & Physiology I..	4/5
***	Program Course (select from list below).....	5
***	Program Course (select from list below).....	2/3

<b>Semester 4</b>		<b>14-15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Humanities & Fine Arts Requirement .....	3
**BIOL-212	Anatomy & Physiology II or Program Course (select from list below).....	4/3
***	Program Course (select from list below).....	5
***	Program Course (select from list below).....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-105	Biology I.....	4
BIOL-115	Biology II.....	4
BIOL-1102	Special Topics in Science .....	2
BIOL-213	Microbiology .....	5
CSCI-1110	Introduction to Computer Concepts & Applications .....	3
EDUC-105	Foundations of Education .....	3
EMIC-104	Medical Terminology.....	3
HELR-102	Certified Nurse Aide (CNA).....	5
MATH-110	Fundamentals of Statistics.....	3
PHIL-101	Introduction to Philosophy .....	3
PHYS-106	Descriptive Physics.....	3
PSYC-210	Developmental Psychology .....	3
SOCI-105	Introduction to Cultural Anthropology .....	3
SOCI-204	Social Problems.....	3

## ARCHITECTURE

Students interested in architecture must decide whether they desire architectural engineering, building construction, or design architecture. Those interested in the first two options should follow the pre-engineering curriculum.

The design architecture program at most universities requires five academic years. The first year may be taken at the community college after which the student is advised to transfer to a university. Suggested electives are Design (ARTS-124), Layout and Design (ARTS-127), and Three Dimensional Design (ARTS-129).

## BIOLOGY AND LIFE SCIENCES

### Introduction to Biology **BIOL-101** **3 hours**

**Prerequisite:** None. This course is an introductory course dealing with the nature of life. Course concepts include simple chemistry, cells, cell processes, DNA processes, inheritance, plants, animals, ecology, reproduction, and development. Students who have taken or plan to take Biology I (BIOL-105) cannot take this course.

### Environmental Science **BIOL-104** **4 hours**

**Prerequisite:** None. This is an introductory course dealing with the biosphere. Course concepts include physical and biological processes that shape the earth, interconnections of organisms and their environment, human interactions with natural resources, the economic and ethical decisions concerning the environment, and the components of a sustainable future. The course is for non-majors seeking a lab science.

### Biology I **BIOL-105** **4 hours**

**Prerequisite:** None. However, students should be proficient in reading and have developed vocabulary skills. This is an introductory course dealing with the nature of life. Course concepts include simple chemistry, cells, cell processes, DNA processes, inheritance, plants, animals, reproduction and development. The course is general enough for non-majors seeking a lab science and rigorous enough for science majors.

### Biology II **BIOL-115** **4 hours**

**Prerequisite:** None. Biology I (BIOL 105) with a minimum of a C or consent of the instructor. This course will focus on organismal level biology of eukaryotes (plants, fungi, and animals). Basic concepts will include understanding phylogenies and taxonomic changes, organismal diversity, ecology, and laboratory skills essential to scientific investigation.

### Special Topics in Science **BIOL-110** **1-2 hours**

This course is taught by arrangement. One or two hours of credit is given for special problems in any mathematics or science field and is carried out under the supervision of an instructor. This course may be repeated. (On demand).

### Anatomy and Physiology **BIOL-210** **5 hours**

**Prerequisite:** None. This course is an elementary study of the functions and structure of the human body, including general principles of the mechanisms of nutrition. This course is designed

for education majors and general education students, it is not recommended for students in health-related fields.

### Anatomy and Physiology I **BIOL-211** **4 hours**

**Prerequisite:** None; however, an introductory chemistry course, Biology I (BIOL-105) and English I (ENGL-101) are highly recommended. The structure and function of cells and tissues and the skeletal, muscular and nervous systems comprise the course content. Special attention is given to controls and integration of the erect and moving body. A human cadaver is used to supplement instruction in this course, designed primarily for students in health-related fields.

### Anatomy and Physiology II **BIOL-212** **4 hours**

**Prerequisite:** Anatomy and Physiology I (BIOL-211) with a minimum grade of a C or consent of the instructor; an introductory math course is highly recommended. This course is a continuation of Anatomy and Physiology I. The structures and functions of the respiratory, cardiovascular, digestive, urinary, reproductive and endocrine systems are studied in this course. Attention is given to maintaining the metabolism of the body and the fluid, electrolyte and acid-base balance of the healthy body. A human cadaver is used to supplement instruction in this course.

### Microbiology **BIOL-213** **5 hours**

**Prerequisite:** One semester of Chemistry is recommended. This course is designed to meet the needs of students entering medically related fields or other areas requiring a basic understanding of microorganisms. Course concepts include chemistry, cells, metabolism, DNA, DNA processes and genomics, classification of prokaryotes, survey of microorganisms, viruses (sub-cellular entities), the immune system, drugs, and diseases affecting humans. Characteristics of microorganisms (primarily bacteria, but also Archaea, protozoans and fungi and helminthes) are studied. Laboratory work predominately involves the testing of physical and metabolic traits of bacteria that leads to the identification of an unknown. This is taught as a hybrid class.

## CHEMISTRY

### General Chemistry **CHEM-105** **5 hours**

**Prerequisites:** The student must have taken Intermediate Algebra (MATH-107) or be concurrently enrolled. This course is the study of the principles of chemistry to provide general information about the elements, atomic structure and laboratory methods for the liberal arts student who does not expect to major in science or related fields. This meets the requirements for a 5-hour lab class for graduation. Three hours lecture/four hours laboratory per week. (Spring/Fall)

### Chemistry for Health Services **CHEM-108** **5 hours**

**Prerequisites:** The student must have taken Intermediate Algebra (MATH-107) or be concurrently enrolled. This course in general chemistry is designed primarily for first-year students in various health-related programs. Course is placed on practical aspects of inorganic chemistry, organic chemistry and biochemistry. This meets the requirements for a 5 hour lab class for graduation. Three hours lecture/four hours laboratory per week. (Fall/Spring/Summer).

**College Chemistry I**                      **CHEM-109**                      **5 hours**

**Prerequisite:** High school chemistry and advanced algebra or concurrent enrollment in College Algebra. This course is the study of atomic structure with an emphasis on electronic configurations and their effect on chemical properties. The three phases of matter are studied through problem-solving methods. Three hours lecture/four hours laboratory per week. (Fall).

**College Chemistry II and Qualitative Analysis**                      **CHEM-110**                      **5 hours**

**Prerequisite:** College Chemistry I. This course is a continuation of College Chemistry I with an emphasis on various types of chemical equilibrium, chemical kinetics, thermodynamics, electrochemistry, nuclear chemistry and an introduction to organic chemistry. Approximately one-fourth of laboratory work is spent in qualitative analysis. Three hours lecture/four hours laboratory per week. (Spring).

**Organic Chemistry I**                      **CHEM-206**                      **5 hours**

**Prerequisite:** College Chemistry II. This course is an in-depth study of organic chemistry with an emphasis on nomenclature, molecular structures and common chemical reaction mechanisms. Three hours lecture/six hours laboratory per week. (Fall)

**Organic Chemistry II**                      **CHEM-207**                      **5 hours**

**Prerequisite:** Organic Chemistry I. This course is a continuation of Organic Chemistry I and is devoted to the chemistry of the major functional groups, IR and NMR Spectroscopy, carbohydrates and biochemical topics. Three hours lecture/six hours laboratory per week. (Spring).

**Introduction to Biochemistry**                      **CHEM-210**                      **5 hours**

This course is an introduction to the major topics in biochemistry. Topics include the major classes of biological molecules such as proteins, lipids, and nucleic acid; overview of the major metabolic pathways; and developments and topics relating to molecular biology.

**Engineering Physics I**                      **PHYS-207**                      **5 hours**

**Prerequisite:** Calculus and Analytical Geometry I. Topics studied include mechanics and thermodynamics. This is a required course for pre-engineering and science majors in the field of chemistry, physics, mathematics and geology. Three hours lecture/four hours laboratory per week. (Fall)

**Engineering Physics II**                      **PHYS-208**                      **5 hours**

**Prerequisite:** Engineering Physics I. Topics studied include mechanical waves, electricity and magnetism, and light. Three hours lecture/four hours laboratory per week. (Spring)

## MATHEMATICS

**College Math**                      **MATH-005**                      **3 hours**

This course is designed to give students a sound background of the basic principles underlying mathematics. The focus of the curriculum is to improve basic computational skills and problem solving abilities. Students will not use calculators as the objective of this course is in the students' ability to demonstrate problem solving through organized work steps. This refresher course will acquaint students with the areas of basic mathematics: whole numbers, fractions, decimals, ratios, proportions, percents,

metrics, geometry, measurement and integers. The students will also become acquainted with the areas of mathematics that have a significant effect on the consumer.

**Beginning Algebra**                      **MATH-006**                      **3 hours**

**Prerequisite:** College Math (MATH-005) with a grade of C or better or a qualifying score on the Placement Assessment exam. This is a developmental course in introductory algebra topics intended to provide an entry course into algebra. Beginning Algebra is the first in a sequence of two developmental algebra courses. Calculators are not allowed in this course due to the developmental focus of learning the prerequisite basic concepts and performing basic skills in algebra. This course includes the study of Real numbers, linear equation and inequalities, graphing linear equations and inequalities, application problems, polynomials and factoring, rational expressions, roots and radicals, and the quadratic equation. The goal of this course is to give the student a sound background in basic beginning algebra skills so that the student can make satisfactory progress in subsequent college-level mathematics courses.

**Intermediate Algebra**                      **MATH-107**                      **3 hours**

**Prerequisite:** Beginning Algebra (MATH-006) with a grade of C or better or a qualifying score on the Placement Assessment exam. This course develops the concepts of algebra to prepare a student for a college level algebra course. Intermediate Algebra includes the study of the computations and properties of real numbers and sets; arithmetic and algebraic manipulation of quadratics, rational expressions, expressions containing rational exponents, radicals, complex numbers, and functions; solving linear equations and inequalities, systems of linear equations, quadratic equations, and absolute value equations and inequalities; graphing and analysis of linear equations and inequalities; quadratic functions, and systems of linear equations; polynomial division; advanced factoring techniques; appropriate application problems, and graphing calculator skills to be integrated throughout the course .

**Technical Mathematics**                      **MATH-107T**                      **3 hours**

**Prerequisite:** Beginning Algebra (MATH-006) with a grade of C or better or a qualifying score on the Placement Assessment exam. This course assists students with minimal math backgrounds successfully prepare for technical, trade, allied health, or technical prep programs. The course focuses on fundamental concepts in basic arithmetic: the metric system and measurement, algebra, geometry, trigonometry, and statistics. Questions, exercises, and applications cover areas such as industrial and construction trades, electronics, agriculture/horticulture, allied health, CAD/drafting, HVAC, welding, automotive/diesel service, aviation, natural resources, culinary arts, and business/personal finance—to engage students and provide them with the math background needed to succeed in future courses and careers. (Offered: Fall or Spring, as needed.)

**College Algebra**                      **MATH-108**                      **3 hours**

**Prerequisite:** Intermediate Algebra (MATH-107) with a grade of C or better or a qualifying score on the Placement assessment. This course is a foundation course for advanced study in mathematics, business, and the sciences. It requires adequate mastery of basic algebraic manipulations. This course is a survey of topics including functions and their graphs, polynomials and rational functions, logarithms and exponential functions and systems of equations. Students are required to use appropriate technology



(Fall, Spring, Summer).

**Plane Trigonometry**                      **MATH-109**                      **3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better or a qualifying score on the Placement assessment. This course is the study of trigonometric functions; including the evaluation of trigonometric functions, the manipulation of identities, the graphs of trigonometric functions, the solutions of triangles and trigonometric equations. (This course may be taken concurrently with MATH-120 Precalculus) (Offered: Spring only).

**Fundamentals of Statistics**                      **MATH-110**                      **3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better or a qualifying score on the placement assessment. This course is the study of the methods in mathematics used for statistical decision making. It includes a basic introduction to descriptive and inferential statistics. Some applications to biology, business, industry and psychology are covered. The objectives of the course include the applications of statistical inference to contemporary problem solving. (Fall/Spring/Summer).

**Discrete Mathematics**                      **MATH-116**                      **3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better. This course is the study of discrete objects versus continuous objects. It is useful in the study of topics such as set theory, logic, combinatorics and graph theory. It provides a foundation for computer science topics like programming languages, algorithms, database theory, operating systems and computer security.

**Precalculus**                      **MATH-120**                      **3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better or a qualifying score on the Placement assessment. This is an advanced course in algebra and trigonometry for students preparing for Calculus and Analytical Geometry I. Major topics include a thorough review of polynomial, rational, exponential, and logarithmic functions, trigonometric functions, analytic trigonometry, and the Laws of Sines and Cosines. Mathematical modeling is integrated throughout the course. (Offered Fall only).

**Fundamentals of Calculus**                      **MATH-121**                      **3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of B or better, or Precalculus (MATH-120) with a grade of C or better, or a qualifying score on the Placement assessment. This is a course designed to provide students in biology, business, economics, psychology and sociology with the special concepts and techniques of calculus, which have important uses in their respective fields and which are needed for subsequent calculus-based courses in probability and statistics. Topics, Course, pace and applications are somewhat different than in Calculus and Analytical Geometry I. This course is not generally recommended to majors in mathematics or the physical sciences (Offered Spring only).

**Calculus and Analytical Geometry I**                      **MATH-122**                      **5 hours**  
**Prerequisite:** Plane Trigonometry (MATH-109) (or high school equivalent) or Precalculus (MATH-120) with a grade of C or better or a qualifying score on the Placement assessment. The topics include differentiation and integration of algebraic and transcendental functions and applications of differentiation and integration (Offered Fall and Spring)

**Calculus and Analytical Geometry II**                      **MATH-123**                      **5 hours**  
**Prerequisite:** Calculus and Analytical Geometry (MATH-122) I with a grade of C or better. This course is a continuation of Calculus and Analytical Geometry I. Topics include areas; work, fluid pressure, and centroid problems; formal integration and application; infinite series; parametric and polar equations (Offered Fall and Spring)

**Calculus and Analytical Geometry III**                      **MATH-205**                      **5 hours**  
**Prerequisite:** Calculus and Analytical Geometry II (MATH-123) with a grade of C or better. This course is a continuation of Calculus and Analytical Geometry II. Topics discussed will be vectors, solid analytic geometry, functions of two or more independent variables, vector-valued functions, and multiple integration. (Offered Fall and Spring)

**Differential Equations**                      **MATH-206**                      **3 hours**  
**Prerequisite:** Calculus and Analytical Geometry III (MATH-205) with a grade of C or better. This is a first course in ordinary differential equations. Topics include techniques for solving differential equations and the basic ideas and theory behind these techniques. (Offered Spring only)

## PHYSICAL SCIENCE

**General Physical Science**                      **PHSC-105**                      **4 hours**  
**Prerequisite:** Beginning Algebra or one year of high school algebra is helpful. This course is a general survey of the physical world in which astronomy, chemistry, geology and physics are considered. Fundamental principles have been selected from the individual disciplines to supply the student with a broad and basic background. Course is placed on these topics as an integral part of the environment. This course is designed for liberal arts, education and general education students. Three hours lecture/three hours laboratory per week. (Fall/Spring). This is taught as a hybrid class in some sections.

**Descriptive Astronomy**                      **PHSC-106**                      **3 hours**  
 A background in basic algebra is useful but not required. This course is a largely qualitative study of the sun and planets, stars and galaxies and a survey of what is known and how it is known. Extensive use will be made of audio-visual materials in class. Occasional telescopic observation sessions will be held. Three hours lecture per week. (Fall/Spring)

**Physical Geology with Lab**                      **PHSC-205**                      **5 hours**  
 This course concerns the formation, occurrence and structure of minerals and rocks, actions of streams, oceans, glaciers and the formation and modification of the landscape through mountain building, volcanism and earthquakes. Three hours lecture/four hours laboratory per week. (Fall/Spring). This is taught as a hybrid class in some sections.

**Physical Geology Lecture**                      **PHSC-2053**                      **3 hours**  
 This course concerns the formation, occurrence, and structure of minerals and rocks, actions of streams, oceans, glaciers and the formation and modification of the landscape through mountain building, volcanism and earthquakes. Three hours lecture. (Fall/Spring). This is taught as a hybrid class in some sections.

# PHYSICS

**Descriptive Physics**                      **PHYS-106**                      **3 hours**

**Prerequisite:** One year of high school algebra. This course serves as a three-hour elective science course for non-science majors. It also enables students not pursuing a degree in science to learn the basic concepts of physics without the need for a high proficiency in mathematics. Areas of study include mechanics, temperature and heat, waves and sound, electricity and magnetism, light and atomic and nuclear physics. Three hours lecture per week. (Fall)

**General Physics I**                      **PHYS-205**                      **5 hours**

**Prerequisite:** College Algebra (MATH-108) or the consent of the instructor. This course is a conceptually oriented study of the field of basic physics with focus on understanding concepts and problem solving. Areas of study include motion in one and two dimensions, energy and momentum, gravity, rotation, fluid dynamics, and thermal physics. Three hours lecture/four hours laboratory per week. (Offered Fall only)

**General Physics II**                      **PHYS-206**                      **5 hours**

**Prerequisite:** General Physics I (PHYS-205). This course is a continuation of the study of basic physics begun in General Physics I. Areas of study include thermodynamics, mechanical waves, electricity and magnetism, light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/four hours laboratory per week. (Offered Spring only)

**Engineering Physics I**                      **PHYS-207**                      **5 hours**

**Prerequisite:** Calculus and Analytical Geometry I (MATH-122). Topics studied include mechanics and thermodynamics. This is a required course for pre-engineering and science majors in the fields of chemistry, physics, mathematics and geology. Three hours lecture/four hours laboratory per week. (Offered Fall only)

**Engineering Physics II**                      **PHYS-208**                      **5 hours**

**Prerequisite:** Engineering Physics I (PHYS-207). Topics studied include mechanical waves, electricity and magnetism, and light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/four hours laboratory per week. (Offered Spring only)







# DIVISION [SOCIAL SCIENCE]

- **Education**
  - Early Childhood
  - Elementary
  - Secondary
- **Psychology**
- **Sociology**
- **Social Work**
- **Non-Program Courses**
  - Geography
  - Political Science



Each program in the Social Science Division provides a particular point of view as the division promotes student outcomes. The outcomes lead to an understanding of human nature, an appreciation of the cultural determinants of Western civilization, participation in the function of government, an awareness of the interaction of social institutions and the development of skills and attitudes conducive to successful productivity in society.

# EDUCATION

The education curriculum provides the first two years of the state-prescribed professional education courses and related general education courses that will lead to the bachelor's degree with state licensure for teaching at the early childhood, elementary, middle school or secondary level. See the specific department advisor for more information.

# TEACHING LICENSURE

General and professional education requirements for early childhood, elementary, middle school and secondary school teaching are defined in the Licensure Regulations of the State Department of Education. Classes should be selected to provide a basis for degree requirements for the school granting the baccalaureate degree.

In addition to the core courses required for graduation, the courses listed in the following programs of study are recommended for the successful completion of the identified degree program. Students should work with advisors to ensure transferability. The Kansas State Board of Education requires a test for licensure. It is recommended by transfer institutions that the test be taken upon completion of MATH-108 (College Algebra).

[ CERTIFICATE ]

## Early Childhood Education

Program Code: ECHD

**PROGRAM DESCRIPTION:** The GCCC Early Childhood Education and Child Care Certificate offers advanced course work for those seeking employment within a childcare center or as a licensed in-home childcare provider. Course work will meet competency requirements for the CDA certificate and meet NAEYC Standards. Courses are also designed to provide opportunities for continuing education credit needed to maintain current employment. Note: This certificate program will not prepare you for teacher licensure for teaching in a public or accredited private school as required by the Kansas State Department of Education.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 17**

<b>Certificate A</b>		<b>9 hours</b>
<b>Semester 1</b>		<b>Credit</b>
<b>Course No.</b>	<b>Course Title</b>	
**EDUC-114	Working with Children .....	3
<u>OR</u> **ECHD-105	Early Childhood Education .....	3
**ECHD-101	Child Development I .....	3
**ECHD-109	Interaction Techniques .....	3
<u>OR</u> **ECHD-109A	Understanding Children's Temperament .....	1
**ECHD-109B	Child Guidance and Management .....	1
**ECHD-109C	Caring for Children with Special Needs .....	1

<b>Semester 2</b>		<b>8 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EDUC-1062	Observation .....	2
**ECHD-150	Health, Nutrition, and Safety .....	3
<u>OR</u> **ECHD-150A	Early Childhood Health and Record Keeping .....	1
**ECHD-150B	Early Childhood Nutrition and Record Keeping .....	1
**ECHD-150C	Early Childhood Safety and Record Keeping .....	1
**ECHD-122	Abuse, Neglect, and Trauma .....	3
<u>OR</u> **ECHD-122A	Recognizing, Responding, and Reporting Child Abuse and Neglect .....	1
**ECHD-122B	Child Abuse, Neglect and Child Development .....	1
**ECHD-122C	Working with Children with Traumatic Experiences .....	1

**\* GENERAL EDUCATION REQUIREMENT**  
 Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**  
 Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** This Associate in Science Degree in Elementary Education is designed to outline typical classes that students should take when majoring in Elementary Education. Because the various four year universities have such different requirements, there is flexibility in this four semester suggested plan. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>15-16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*SOCI-102	Introduction to Sociology.....	3
**EDUC-105	Foundations of Education.....	3
*	Student Success Requirement.....	1
***	Program Course (select from list below).....	2/3

<b>Semester 2</b>		<b>16-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*	Lab Science Requirement.....	4/5
*	Humanities & Fine Arts Requirement.....	3
**PSYC-101	General Psychology.....	3
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*PSYC-210	Developmental Psychology.....	3
*SOCH-111	Public Speaking.....	3
*	Mathematics & Natural Science Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>14-15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EDUC-290	Children's Literature.....	3
*	Personal Wellness Requirement.....	2/3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

#### \*\*\* PROGRAM COURSES

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CSCI-110	Introduction to Computer Applications.....	3
EDUC-1062	Observation.....	2
EDUC-201	Music for Elementary Teachers <i>^offered on a four semester rotation.....</i>	3
EDUC-202	Art for Elementary Teachers <i>^offered on a four semester rotation.....</i>	3
EDUC-203	Health & Movement Education Methods for the Elementary Classroom <i>^offered on a four semester rotation..</i>	3
EDUC-210	Exceptional Children <i>^offered on a four semester rotation.....</i>	3
PSYC-102	Human Relations.....	3
PSYC-106	Organizational Leadership.....	3
SOCI-113	Sociology of Families.....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associate in Science Degree in Secondary Education is designed to outline typical classes that students should take when majoring in Secondary Education. Classes should be chosen with priority given to the student's area of concentration and to fulfill a basis for degree requirements for the school granting the baccalaureate degree. Because the various four year universities have such different requirements, there is flexibility in this four semester suggested plan. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*SOCI-102	Intro to Sociology.....	3
**EDUC-105	Foundations of Education.....	3
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2/3

<b>Semester 2</b>		<b>16-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*SPCH-111	Public Speaking.....	3
*PSYC-101	General Psychology.....	3
*	Lab Science Requirement.....	4/5
*	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**PSYC-210	Developmental Psychology.....	3
*	Humanities & Fine Arts Requirement.....	3
*	Mathematics & Natural Sciences Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EDUC-106	Observation.....	2
EDUC-210	Exceptional Children <i>^offered on a four semester rotation .....</i>	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
PSYC-102	Human Relations.....	3
PSYC-103	Organizational Leadership.....	3
CSCI-110	Introduction to Computer Applications.....	3

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Psychology is designed for those who wish to become competent individuals preparing for a career in Psychology. This program of study offers typical courses a student will take on the path towards a Bachelor, then specific Master Degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*PSYC-101	General Psychology.....	3
*SPCH-111	Public Speaking.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3

<b>Semester 2</b>		<b>15-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*	Personal Wellness Requirement.....	2-3
*SOCI-102	Introduction to Sociology.....	3
*	Lab Science Requirement.....	4-5
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Mathematics & Natural Sciences Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

#### \*\*\* PROGRAM COURSES

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-102	Human Relations.....	3
PSYC-103	Psychology of Adjustment.....	3
PSYC-104	Social Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-201	Abnormal Psychology.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-104	Human Sexuality.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3
SOCI-215	Criminology.....	3
ARTS-120	Art Appreciation.....	3
BSAD-101	Introduction to Business.....	3
CRIM-101	Introduction to Criminal Justice.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER 121	Lifetime Fitness.....	2
LANG-1322	Elementary Spanish I.....	5
LITR-210	Introduction to Literature.....	3
LITR-253	World Literature & the Human Experience.....	3
MUSC-108	Music History & Appreciation.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Sociology is designed as a transfer program. Students will receive a comprehensive introductory foundation in sociological theory and method. The expectation of the program is for students to gain knowledge in how these theories and methods relate to the study of society, social behavior, and contemporary social issues. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**SOCI-102	Introduction to Sociology.....	3
*SPCH-111	Public Speaking.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3

<b>Semester 2</b>		<b>15-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*	Personal Wellness Requirement.....	2-3
*PYSC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Mathematics & Natural Sciences Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3
SOCI-215	Criminology.....	3
PSYC-102	Human Relations.....	3
PSYC-103	Psychology of Adjustment.....	3
PSYC-104	Social Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-201	Abnormal Psychology.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
ARTS-120	Art Appreciation.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-121	Lifetime Fitness.....	2
LANG-1322	Elementary Spanish I.....	5
LITR-210	Introduction to Literature.....	3
LITR-253	World Literature & the Human Experience.....	3
MUSC-108	Music History & Appreciation.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Social Work is designed to prepare competent, professional social work generalists for easy transfer to a state university. It also seeks to prepare social work majors with the cultural competence to practice with the diverse and at-risk populations throughout the state and around the country. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**SOCI-102	Introduction to Sociology.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3

<b>Semester 2</b>		<b>16-17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-102	English II.....	3
*SPCH-111	Public Speaking.....	3
*PYSC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>14-15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Mathematics & Natural Sciences Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
*	Personal Wellness Requirement.....	2-3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

#### \*\*\* PROGRAM COURSES

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3
SOCI-215	Criminology.....	3
PSYC-102	Human Relations.....	3
PSYC-103	Psychology of Adjustment.....	3
PSYC-104	Social Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-201	Abnormal Psychology.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
ARTS-120	Art Appreciation.....	3
CSCI-110	Introduction to Computer Concepts.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-121	Lifetime Fitness.....	2
LANG-1322	Elementary Spanish I.....	5
LITR-210	Introduction to Literature.....	3
LITR-253	World Literature & the Human Experience.....	3
MUSC-108	Music History & Appreciation.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

## EDUCATION

Students in education should understand the basic elements of the public school curriculum, develop an understanding of childhood development, and have a knowledge of their children's national heritage. Course is given to the continuance of study.

**Child Development ECHD-101 3 hours**

Child Development I provides students with the foundational concepts and terminology relevant to understanding the development of a young child cognitively, physically, socially, etc. In addition, students will learn theories related to the different areas and examine research methods as they apply to child development. The course will also introduce different philosophies and theories of child development.

**Early Childhood Education ECHD-105 3 hours**

Early Childhood Education examines the foundational concepts for early childhood education. Students will learn the history of early childhood education, including the theory and methods for educating young children as they developed over time. Students will also learn about the NAEYC standards, theories and practices for child development and learning, and the significance of the role of the early child educators.

**Interaction Techniques ECHD-109 3 hours**

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand children's temperament, behavior management, and working with children with special needs.

**Understanding Children's Temperament ECHD-109A 1 hours**

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand children's temperament.

**Child Guidance and Management ECHD-109B 1 hours**

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand behavior management.

**Caring for Children with Special Needs ECHD-109C 1 hours**

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand children with special needs.

**Childhood Abuse, Neglect & Trauma ECHD-122 3 hours**

This course will assist students in identifying the signs of child abuse, neglect and trauma. In addition to understanding how to identify these signs, students will be taught the importance of mandated reporting, and the impact of these situations on a child's development.

**Recognizing, Responding, and Reporting Child Abuse and Neglect ECHD-122A 1 hours**

This course will assist students in identifying the signs of child abuse, neglect, and trauma. In addition to understanding how to identify these signs, students will be taught the importance of mandated reporting.

**Child Abuse and Neglect and Child Development ECHD-122B 1 hours**

This course will assist students in identifying the signs of child abuse, neglect, and trauma. In addition to understanding how to identify these signs, students will be taught the importance of mandated reporting, and the impact of these situations on a child's development.

**Working with Children with Traumatic Experiences ECHD-122C 1 hours**

This course will assist students in identifying the signs of child abuse, neglect, and trauma. In addition to understanding how to identify these signs, students will be taught the importance of mandated reporting of children with traumatic experiences.

**Health, Nutrition, and Safety ECHD-150 3 hours**

This course discusses the aspects of health, nutrition, and safety of young children. The class also explores the importance of documentation and record keeping when working with young children.

**Early Childhood Health and Record Keeping ECHD-150A 1 hours**

This course discusses the aspects of health of young children. The class also explores the importance of documentation and record keeping when working with young children.

**Early Childhood Nutrition and Record Keeping ECHD-150B 1 hours**

This course discusses the aspects of health of young children. The class also explores the importance of documentation and record keeping when working with young children.

**Early Childhood Safety and Record Keeping ECHD-150C 1 hours**

This course discusses the aspects of health of young children. The class also explores the importance of documentation and record keeping when working with young children.

**Foundations of Education EDUC-105 3 hours**

This course acquaints students with the American public school system. It examines various motivations for teaching, timely information on salaries, and opportunities for employment. Instruction focuses on the philosophy of education, the history of American education and the dynamics of school life including curriculum content; social issues that affect education; how schools are governed, controlled and financed; legal and ethical issues that face teachers; expectations; and professionalism. It is recommended to take this course concurrently with Observation (EDUC-1062).

**Observation EDUC-1062 2 hours**

**Prerequisite:** Recommended Foundations of Education (EDUC-105) or taken concurrently. This course provides students with an initial opportunity to observe teachers at different levels of the American PreK-12 Education system. This course focuses on evaluating different methods of instruction and classroom management in order to prepare students in the course for future studies in the field of education.

**Working with Children EDUC-114 3 hours**

This course gives the students real-world work experience in early childhood settings. Students are assigned to multiple early childhood education environments for a minimum of six (6) weeks each. Students will observe, complete assignments, and, when ap-

appropriate, assist in the classroom for a minimum of one (1) hour per day Monday-Thursday. Students must have reliable transportation to and from the worksite.

**Music for the Elementary Teacher EDUC-201 3 hours**

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to be able to organize and supervise music related activities in the classroom. The practices, trends, and philosophy of music education will be implemented throughout the course. The student will develop a better understanding of how music plays a role in the elementary child's growth and development.

**Art for the Elementary Teacher EDUC-202 3 hours**

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to be able to organize and supervise art related activities in the classroom. The different art methods, materials, trends, and philosophy of art education will be implemented throughout the course. The student will develop a better understanding of how art plays a role in the elementary child's growth and development.

**Health & Movement Education**

**Methods in the Elementary Classroom EDUC-203 3 hours**

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to organize and supervise physical education games and activities as well as health awareness with an Course on nutrition, risk behaviors, hygiene, and methods of teaching health appropriate to the elementary classroom. The student will develop a better understanding of how health and movement play a role in the elementary child's growth and development.

**Exceptional Child EDUC-210 3 hours**

This course is designed to provide context for individuals working with exceptional children. Moreover, it examines methods of including students with exceptionalities in the general education classroom in accordance with the principle of least restrictive environment. Students will be introduced to the history of special education, related terminology, characteristics of high-incidence disabilities, and common accommodation strategies to promote equitable learning opportunities for all students.

**Children's Literature EDUC-290 3 hours**

This course provides the student with a systematic approach to the study of literature available for children. The student will become knowledgeable about the relationship between a child's development and the selection of appropriate literature for children. The student will have the opportunity to read, discuss and evaluate a wide variety of children's literature and be confronted with issues affecting literature for children.

## GEOGRAPHY

**World Geography GEOG-101 3 hours**

This course provides an introduction to world regional geography. It includes the study of the earth with reference to its physical features, human and environmental systems, and regional and global relationships.

## POLITICAL SCIENCE

**Introduction to Political Science POLS-104 3 hours**

This course provides an analysis of the nature of political science, the essential elements of modern government, and the central factors and issues of politics in American and world society.

**American Government POLS-105 3 hours**

This course gives attention to the constitutional principles and organization of the national government. Special Course is given to the development of the constitution and the organization of the three branches of the federal government. The course will explain the role politics plays in everyday life. The course will promote the concept of critical thinking to better understand the process of decision making in the political landscape.

## PSYCHOLOGY

Psychology courses provide a solid foundation in deepening the understanding of the scientific study of behavior and mental processes.

**General Psychology PSYC-101 3 hours**

This course presents an overview of psychology including the study of the brain and behavior, states of consciousness, motivation and emotion, sensation and perception, learning, principles, memory and thought, human interaction, human development, theories of personality, disturbance and treatment. Reading and writing skills commensurate with eligibility for concurrent enrollment in English I is strongly recommended.

**Human Relations PSYC-102 3 hours**

This course provides an overview of human behavior giving attention to motivation, interpersonal relations, group dynamics and group behavior. Consideration is given to employment practices, vocational and industrial efficiency, advertising and mental health services.

**Psychology of Adjustment PSYC-103 3 hours**

This course emphasizes what psychological research says about improving adjustment and overall quality of life. Factors affecting adjustment include gender, personality, self-esteem, social skills, health, experience of stress, coping and changes with aging. Topics also include social pressures, relationships, career preparation, work and stages of life. The desired outcome is for students to use this knowledge to actively take charge of their own lives, effectively adjusting to an ever-changing world.

**Social Psychology PSYC-104 3 hours**

This course presents the study of the social behavior and the social consciousness of the individual and especially those interests and tendencies that develop from the community life of people.

**Organizational Leadership PSYC 106 3 hours**

This course is designed to increase the student's knowledge of his or her leadership abilities and qualities in relationship to working within an organization. Topics include: time management, definition of leadership, leadership theories, communication patterns, ethics and paradigms, parliamentary procedure, community service projects and personal issues that affect leadership. This course is designed as a facilitator of leading the student into the organizational world with better understanding.



**Abnormal Psychology PSYC-201 3 hours**

**Prerequisite:** General Psychology PSYC-101. This course introduces the study of behavior pathologies with Course on the social, cultural and legal outcomes of behaviors which depart from social norms and expectation in the community.

**Issues in Psychology PSYC-203 3 hours**

This course implements the application of psychological topics to any area of daily living, which pertains to observable behavior or non-observable behaviors (mental processes). The goal is for students to focus on issues that will directly relate to their future higher education and/or work experiences. Topics can include, but are not limited to theories used in psychology, current trends in research, sensation, perception, consciousness, motivation, emotion, learning, memory, cognition, language, intelligence, human development, social psychology topics, personality, health/sport, stress, coping strategies, and mental health. Issues in Psychology may be repeated with different titles.

**Team Leading and Collaborative Leadership PSYC 206 3 hours**

The purpose of this course is to introduce the student to the tasks, techniques and skills of effective leadership behavior. The course will assist in the development of the student, moving them from theory to practical application of leadership, team building and collaboration.

**Developmental Psychology PSYC-210 3 hours**

This course provides a study of the development of the individual from birth to maturity including physical, social, sexual, emotional, intellectual and linguistic development. This is a required course for teacher training, psychology majors, social work, and health related professions.

**SOCIOLOGY**

Sociology courses provide instruction designed to assist students in deepening their understanding of social relations and the social context of their lives.

**Introduction to Sociology SOCI-102 3 hours**

This course introduces the study of the social lives of people. It combines theory and application in the study of family, government, deviance, collective behavior, and other topics. Reading and writing skills commensurate with eligibility for concurrent enrollment in English I is strongly recommended.

**Human Sexuality SOCI-104 3 hours**

This course provides a comprehensive introduction to the biological, psychosocial, behavioral and cultural aspects of sexuality. It provides the student with a personally relevant and academically sound introduction to human sexuality.

**Introduction to Cultural Anthropology SOCI-105 3 hours**

This course is an introductory course in cultural anthropology dealing with basic concepts in the social and technological studies of cultures throughout the world. Emphasis is placed on the application of learned principles and concepts and the study of past and present cultural development, diffusion and relationships.

**Sociology of Families SOCI-113 3 hours**

This course strives to bring together knowledge about individuals as they function as family members. Relationships between the family and how they relate to the rest of society's institutions will be discussed.

**Social Problems SOCI-204 3 hours**

This course is an examination of the significant social problems of our day. The course will define social problems, discuss the development of a concern into a problem, analyze the various sociological paradigms used to explain social problems and evaluate methods/approaches to confronting them.

**Introduction to Social Work SOCI-210 3 hours**

This course provides an introduction to the social service delivery system in the United States, with an Course on the social work profession: its mission, philosophy, ethics, values, diverse fields of intervention with a wide range of multicultural client populations in a variety of social service settings. Observation of social service agencies, sample case studies, and the holistic approach of the social work profession will be examined.

**Criminology SOCI-215/CRIM-205 3 hours**

**Prerequisite:** CRIM-101 or permission of instructor. The criminal law and its processes, the nature and extent of crime, theories of crime causation, crime topologies, and the criminal justice system will be studied.

# DIVISION [ TECHNICAL EDUCATION ]

- **Ag Equipment Technology (John Deere Ag Tech)**
- **Production Agriculture**  
Agribusiness   Agronomy   Livestock Management
- **Animal Science**  
Meat and Food Science
- **Automotive Technology**
- **Construction Trades**  
Carpentry
- **Cosmetology**
- **Industrial Machine Mechanic**
- **Public Safety**  
Criminal Justice   Emergency Medical Services   Fire Science
- **Welding Technology**



Future job potential is promising for those who attain sophisticated skills, from literacy and technology to communication and teamwork, as well as to critical thinking. To gain these necessary skills, education beyond high school is vital.

Each technical education program at Garden City Community College is subject to approval by the Kansas Board of Regents. All programs operate with regular input from an active industry advisory committee that meets frequently to insure currency in curriculum and technology. Many programs also maintain a close working relationship with industry partners who support them through curriculum development, paid internship, and generous donations of state-of-the-art equipment.

The following curriculums are a planning guide for attaining employment skills in the designated areas. Those listed as providing an Associate in Science degree are meant to show a transfer possibility to a Bachelor degree program.



## AGRICULTURAL EQUIPMENT TECHNOLOGY (JOHN DEERE)

Program Code: JDAT

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Agricultural Equipment Technology is a partnership with GCCC, John Deere, and a John Deere dealer organization. The purpose of this partnership is to create advanced entry level technicians that can efficiently service and repair a variety of John Deere equipment. At the conclusion of this program a graduate will have earned an AAS degree and be certified by John Deere in the areas of electricity, hydraulics and service information.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 68

Semester 1		16 hours
Course No.	Course Title	Credit
**JDAT-102	Agricultural Powertrains I (8-weeks).....	3
**JDAT-103	Agricultural Hydraulics I (8-weeks).....	3
**JDAT-1043	Agricultural Electrical I.....	3
**INPR-1511	Safety Orientation.....	1
**JDAT-112	Information Management Systems.....	2
*	Communications Requirement.....	3
*	Student Success Requirement.....	1

Semester 2		19 hours
Course No.	Course Title	Credit
**JDAT-122	Agricultural Powertrains II .....	3
**JDAT-123	Agricultural Hydraulics II .....	3
**JDAT-124	Agricultural Electrical II.....	3
**JDAT-109	Harvesting Equipment .....	4
*	Communications Requirement .....	3
*	Science Requirement .....	3

SUMMER		3 hours
Course No.	Course Title	Credit
**JDAT-107	Dealer Internship I.....	3

Semester 3		18 hours
Course No.	Course Title	Credit
**JDAT-202	Engines .....	4
**JDAT-203	Agricultural Fuel Systems & Performance.....	3
*	Mathematics Requirement.....	3
**JDAT-105	John Deere Air Quality Systems.....	3
*	Social Science Requirement .....	3
*	Personal Wellness Requirement.....	2

Semester 4		12 hours
Course No.	Course Title	Credit
**JDAT-108	Dealer Internship II (8-weeks).....	3
**JDAT-120	Special Topics in Agricultural Technology.....	3
**JDAT-213	Agricultural Hydraulics III (8-weeks).....	3
**JDAT-214	Agricultural Electrical III (8-weeks) .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# AGRICULTURAL EQUIPMENT TECHNOLOGY

## **Agricultural Powertrains I, II & III      JDAT-102, 122, 212      3 hours each**

This series of three courses encompasses the transmission of mechanical power from the engine or other power source to the load. The course of study will follow from simple to complex and will generally consist of collar shift, synchronized, powershift, electronic controlled shift, and infinitely variable transmissions (IVT). Course will be placed on theory of operation, diagnosis of failures and repair procedures. JDAT-212 introduces the theory of operation of Engines Systems as found in Deere equipment.

## **Agricultural Hydraulics I, II & III      JDAT-103, 123, 213      3 hours each**

Basic hydraulic principles – flow, pressure, and restriction (load) will be covered. These principles will then be applied to John Deere hydraulic systems. Basic hydraulic components – radial piston pumps, axial piston pumps, external and internal gear pumps, selective control valves and pilot controlled valves will be introduced. Basic hydraulic diagnostics will be infused with the theory of the components listed. The electronic interface will be introduced in Electrical Systems and theory further developed in the Hydraulics systems series.

## **Agricultural Electrical Systems I, II & III      JDAT-1043, 124, 214      3–4 hours each**

The basic characteristics of electricity, voltage, current flow and resistance, the nature of these characteristics in typical DC electrical circuits, and the theory of operation of alternators, starters, and ignition systems will be included. The control and application of accessory circuits such as lighting and HVAC will follow. The use of ISO schematics in the diagnosis of John Deere mobile electrical systems will be emphasized. The ISO diagrams, diagnostic and repair procedures, and the CCD, CanBus, and controller systems will be studied, tested and programmed if allowed. Course will be placed on how the electronic systems interface with the operator, hydraulic, power train and fuel systems.

## **Air Quality Systems      JDAT-105      3 hours**

The basics of the refrigeration cycle will be introduced. Repair and diagnostic procedures will be performed on the equipment available. Cooling, heating, and filtering systems will be studied and repair procedures practiced. The electronic interface with the vehicle communications system will be introduced.

## **Dealer Internship I      JDAT-107      3 hours**

**Prerequisite:** Successful completion of all courses within first year JDAT program. These internships offer a supervised work experience needed to make courses taught on campus meaningful and useful. Students will practice the skills and use the knowledge acquired in class and in the lab.

## **Dealer Internship II      JDAT-108      3 hours**

**Prerequisite:** Successful completion of all courses within first year JDAT program. These internships offer a supervised work experience needed to make courses taught on campus meaningful and useful. Students will practice the skills and use the knowledge acquired in class and in the lab.

## **Harvesting Systems      JDAT-109      4 hours**

Theory of combine operation and thrashing concepts, operation of forage harvesters, and hay equipment will be studied and when possible, demonstrated. Adjustment and repair procedures will be outlined, studied, and practiced. The applications of the hydraulics and powertrain systems will be covered. Field demonstrations will be utilized when possible.

## **Information Management Systems      JDAT-112      2 hours**

The information management systems in use in the dealership service departments, including the technical manuals, owner's manuals, Service Information Bulletins, Dealer Technical Assistance Center (DTAC), Service Advisor, and the Electronic Parts Information System are introduced. The students will use each of the systems to familiarize themselves with each system and then be able to use them in the course of the Ag Tech program and at the dealership. When appropriate this course includes an introduction to the financial reports that are pertinent to the service department at the dealership.

## **Special Topics in Ag Tech      JDAT-120      3 Hours**

This course is in place to allow flexibility in meeting training needs that are of an infrequent nature, allow the program to respond quickly to changes in the product delivered by John Deere to customers and meet John Deere certification requirements.

## **Engines      JDAT-202      4 hours**

Disassembly and repair of JD diesel engines will be covered. Cylinder head, valve train, piston and crankshaft, and lubrication systems will be studied on the basis of wear, repair, and failure prevention. A review of the basic diesel cycle will be included with Course on its use in the diagnostic procedures.

## **Agricultural Fuel Systems and Performance      JDAT-203      3 hours**

Gas and diesel fuel systems will be studied and theory of operation of diesel injection pumps will be covered. Testing and repair of injectors will be covered. Electronic governors and electronic fuel injection will be introduced. EPA regulations and emissions rules will be introduced. Diagnosis using the Service Advisor system will be practiced. Tractor performance and those factors that affect performance will be studied and demonstrated if possible. This includes use of performance data, ballasting, and proper adjustment of implements. Those factors that a customer considers when judging the performance of a tractor or engine will be discussed.



**PROGRAM DESCRIPTION:** The Associate in Applied Science in Production Agriculture is to provide an educational curriculum to enhance a student’s ability to be successful in his or her agricultural endeavors. The Production Agriculture program is structured to allow flexibility in choices of programs that will best suit a student’s particular interests and goals. Students may select options in the transfer program that will lead to an Associate in Science degree and ultimately to a Bachelor of Science degree in Agriculture. Whether they are interested in Agronomy, Agri-Business, Agricultural Education or any other four-year major, students should develop an educational plan utilizing this two –year degree. As an alternative, a student may select options that are occupationally oriented and require only one to two years of coursework. Two years of such coursework may lead to an Associate in Applied Science degree. For the students returning to gain more skills or for the first time college student who chooses to gain agricultural skills without the general education requirements, there are three certification programs to meet their needs. The College offers a large selection of electives to meet the needs of the path the student has chosen in the broad and interesting field of Production Agriculture. Whatever the choice of the student, GCCC will deliver. “From here you can go anywhere!”

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 64**

<b>Semester 1</b>		<b>13 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-105	Farm Management.....	3
***	Program Course (select from list below).....	3
*	Mathematics or Natural Science Requirement .....	3
*	Personal Wellness Requirement.....	2
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGEC-100	Agriculture Economics.....	3
*	Communications Requirement .....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Summer Session</b>		<b>4 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGRI-121	Agriculture Internship II (summer) .....	4

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRO-103	Soils & Soils Lab .....	4
AGRO-101	Crops & Crops Lab .....	4
AGRO-102	Range Management .....	3
AGRO-120	Special Topics in Crops Management .....	3
ANSI-101	Animal Diseases & Health .....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science & Industry Lab .....	1
ANSI-104	Commercial Feedlot Operations .....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production .....	3
ANSI-107	Animal Nutrition (Livestock Feeding) .....	3
ANSI-108	Livestock Selection .....	2
ANSI-109	Livestock Evaluation .....	2
ANSI-110	Swine Production .....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
ANSI-130	Classification, Grading & Sale of Meats .....	3
ANSI-131	Introduction to Food Science .....	3
ANSI-135	ServSafe .....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGEC-106	Ag & Food Business Management.....	3
*	Communications Requirement .....	3
*	Mathematics or Natural Science Requirement .....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGEC-103	Ag Marketing and Futures.....	3
*	Social Science Requirement .....	3
***	Program Course (select from list below).....	4
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title.....</b>	<b>Credit</b>
ANSI-207	Principles of Meat Science .....	3
ANSI-213	Animal Welfare and Handling .....	3
ANSI-250	Animal Genetics .....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing and Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	1
AGRI-120	Ag Internship – Spring .....	4
AGRI-121	Ag Internship – Summer .....	4
AGRI-122	Ag Internship - Fall .....	4
WELD-110	Introduction to AWS Welding.....	3
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
ACCT-101	Accounting Basics .....	3
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
BIOL-105	Biology I.....	4
BIOL-213	Microbiology .....	5
BSAD-101	Introduction to Business .....	3
BSAD-122	Management .....	3
BSAD-123	Marketing.....	3

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title.....</b>	<b>Credit</b>
BSAD-124	Salesmanship .....	3
CHEM-105	General Chemistry.....	5
CHEM-109	General Chemistry I.....	5
CHEM-110	General Chemistry II.....	5
CHEM-206	Organic Chemistry I.....	5
CHEM-207	Organic Chemistry II.....	5
ECON-111	Economics: Macro.....	3
ECON-112	Economics: Micro.....	3
MATH-107	Intermediate Algebra.....	3
MATH-108	College Algebra.....	3
MATH-109	Plane Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-120	Precalculus.....	3
MATH-121	Fundamentals of Calculus.....	3
PHSC-105	General Physical Science.....	4







**PROGRAM DESCRIPTION:** The Associate in Science and the Associate in Applied Science in Production Agriculture is to provide an educational curriculum to enhance a student’s ability to be successful in his or her agricultural endeavors. The Production Agriculture program is structured to allow flexibility in choices of programs that will best suit a student’s particular interests and goals. Students may select options in the transfer program that will lead to an Associate in Science degree and ultimately to a Bachelor of Science degree in Agriculture. Whether they are interested in Agronomy, Agri-Business, Agricultural Education or any other four-year major, students should develop an educational plan utilizing this two –year degree. As an alternative, a student may select options that are occupationally oriented and require only one to two years of coursework. Two years of such coursework may lead to an Associate in Applied Science degree. For the students returning to gain more skills or for the first time college student who chooses to gain agricultural skills without the general education requirements, there are three certification programs to meet their needs.

The college offers a large selection of electives to meet the needs of the path the student has chosen in the broad and interesting field of Production Agriculture. Whatever the choice of the student, GCCC will deliver. “From here you can go anywhere!”

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGRI-100	Agriculture In Our Society .....	1
**AGEC-102	Farm Management.....	3
***	Program Course (select from list below).....	3
*	Communications Requirement .....	3
*	Math Requirement .....	3
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>13 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGEC-100	Agriculture Economics.....	3
*	Science Requirement.....	4
*	Communications Requirement .....	3
*	Social Science Requirement.....	3

<b>Summer Semester</b>		<b>4 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGRI-121	Ag Internship .....	4

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRO-103	Soils & Soils Lab .....	4
AGRO-101	Crops & Crops Lab .....	4
AGRO-102	Range Management .....	3
AGRO-120	Special Topics in Crops Management .....	3
ANSI-101	Animal Diseases & Health .....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science & Industry Lab .....	1
ANSI-104	Commercial Feedlot Operations .....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production .....	3
ANSI-107	Animal Nutrition (Livestock Feeding) .....	3
ANSI-108	Livestock Selection .....	2
ANSI-109	Livestock Evaluation .....	2
ANSI-110	Swine Production .....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
ANSI-130	Classification, Grading & Sale of Meats .....	3
ANSI-131	Introduction to Food Science .....	3
ANSI-135	ServSafe .....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3

<b>Semester 3</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGEC-106	Agriculture & Food Business Management .....	3
*	Communications Requirement .....	3
*	Humanities Requirement .....	3
*	Personal Wellness Requirement.....	2
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGEC-103	Agriculture Marketing and Futures .....	3
*	Humanities Requirement .....	3
*	Mathematics & Natural Science Requirement .....	3
*	Social Science Requirement .....	3
***	Program Course (select from list below).....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-207	Principles of Meat Science .....	3
ANSI-213	Animal Welfare and Handling .....	3
ANSI-250	Animal Genetics .....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing and Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	1
AGRI-120	Ag Internship – Spring .....	4
AGRI-121	Ag Internship – Summer .....	4
AGRI-122	Ag Internship - Fall .....	4
WELD-110	Introduction to AWS Welding.....	3
BIOL-105	Biology I.....	4
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
BIOL-213	Microbiology .....	4
CHEM-105	General Chemistry.....	5
CHEM-109	General Chemistry I.....	5
CHEM-110	General Chemistry II .....	5
CHEM-206	Organic Chemistry I .....	5
CHEM-207	Organic Chemistry II.....	5
MATH-105	College Math .....	5
MATH-107	Intermediate Algebra .....	3

**\*\*\*PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry .....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-120	Precalculus.....	3
MATH-121	Fundamentals of Calculus .....	3
PHSC-105	General Physical Science.....	4
ACCT-101	Accounting Basics .....	3
ACCT-102	Accounting I .....	3
ACCT-103	Accounting II.....	3
BSAD-101	Introduction to Business .....	3

**\*\*\* PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
BSAD-122	Management .....	3
BSAD-123	Marketing.....	3
BSAD-124	Salesmanship.....	3
ECON-111	Economics: Macro.....	3
ECON-112	Economics: Micro.....	3
PCDE-101	College Success .....	1

CERTIFICATE

## AGRIBUSINESS

Program Code: AGRI

**PROGRAM DESCRIPTION:** The certificate (Cert A) in agribusiness is to provide an educational curriculum to enhance a student’s ability to be successful in his or her agricultural endeavors. It is designed to introduce and refine agribusiness skills to make your agriculture career successful.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 17**

Certificate A		17 hours
Semester 1		
Course No.	Course Title	Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-100	Agriculture Economics .....	3
**AGEC-102	Farm Management.....	3
**AGEC-103	Agriculture Marketing and Futures .....	3
**AGEC-106	Agriculture and Food Business Management.....	3
**AGRI-120/121/122	Agriculture Internship (One Section) .....	4

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

CERTIFICATE

## AGRIBUSINESS SPECIALIST - AGRONOMY

Program Code: AGRO

**PROGRAM DESCRIPTION:** The certificate (Cert B) in agribusiness with an agronomy emphasis is to provide an educational curriculum to enhance a student’s ability to be successful in his or her agricultural endeavors. It is designed to introduce and refine agribusiness with an agronomy emphasis skill to make your agriculture career successful.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 32**

Certificate B		17 hours
Semester 1		
Course No.	Course Title	Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-100	Agriculture Economics .....	3
**AGEC-102	Farm Management.....	3
**AGEC-103	Agriculture Marketing and Futures .....	3
**AGEC-106	Agriculture and Food Business Management.....	3
**AGRI-120/121/122	Agriculture Internship (One Course).....	4

Semester 2		15 hours
Course No.	Course Title	Credit
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
AGRO-103	Soils & Soils Lab .....	4
AGRO-101	Crops & Crops Lab .....	4
AGRO-102	Range Management .....	3
AGRO-120	Special Topics in Crops Management .....	3
AGRI-120	Ag Internship – Spring .....	4
AGRI-121	Ag Internship – Summer .....	4
AGRI-122	Ag Internship - Fall .....	4
PCDE-101	College Success .....	1
WELD-110	Introduction to AWS Welding.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The certificate (Cert B) in agribusiness with a livestock emphasis is to provide an educational curriculum to enhance a student's ability to be successful in his or her agricultural endeavors. It is designed to introduce and refine agribusiness with a livestock emphasis skill to make your agriculture career successful.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 32**

**Certificate B**

Semester 1		17 hours
Course No.	Course Title	Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-100	Agriculture Economics .....	3
**AGEC-102	Farm Management .....	3
**AGEC-103	Agriculture Marketing and Futures .....	3
**AGEC-106	Agriculture and Food Business Management.....	3
**AGRI-120/121/122	Agriculture Internship (One Course).....	4

Semester 2		15 hours
Course No.	Course Title	Credit
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
AGRO-102	Range Management .....	3
ANSI-101	Animal Diseases & Health .....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science & Industry Lab.....	1
ANSI-104	Commercial Feedlot Operations.....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition (Livestock Feeding) .....	3
ANSI-108	Livestock Selection.....	2
ANSI-109	Livestock Evaluation .....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab.....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat & Carcass Evaluation .....	3
ANSI-130	Classification, Grading & Selection of Meats .....	3
ANSI-131	Introduction of Food Science .....	3

**\*\*\* PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles & Meat Science .....	3
ANSI-213	Animal Welfare and Handling.....	3
ANSI-250	Animal Genetics .....	3
ANSI-217	Principles of Artificial Insemination.....	1
ANSI-216	Principles of Meat Processing and Fabrication .....	3
ANSI-215	Introduction to Food Law .....	3
AGRI-120	Ag Internship – Spring .....	4
AGRI-121	Ag Internship – Summer .....	4
AGRI-122	Ag Internship - Fall .....	4
WELD-110	Introduction to AWS Welding.....	3
PCDE-101	College Success .....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

## AGRI-ECONOMICS

**Introduction to Agricultural Economics AGEC-100 3 hours**

This course studies the contribution of the agricultural sector to the national economy. The course also covers production and consumption, supply and demand elasticity, and marketing and budgeting of agricultural products and enterprises.

**Farm Management AGECE-102 3 hours**

This course studies the functions and activities of management in the organization and control of farm and ranch resources. Activities of management emphasized are taxes, land and capital acquisition, labor management, and estate planning. An accounting background is helpful but not required.

**Futures Marketing and Hedging AGECE-103 3 hours**

This course covers the basic mechanics of the commodity futures markets. Fundamental analysis and technical analysis are studied as they relate to the speculator and the hedger.

**Ag & Food Business Management AGECE-106 3 hours**

This course evolves student decision making in preparation for initiating a new business venture. They will establish costs, operational finance and budgeting in addition to preparing materials for presentation to a loan institution.

## GENERAL AGRICULTURE

**Agriculture In Our Society AGRI-100 1 hour**

This is an orientation course with Course on agriculture and agribusiness with career and vocational opportunities being explored.

**Agriculture Internship**

(Spring)	AGRI-120 .....	4 hours
(Summer)	AGRI-121 .....	4 hours
(Fall)	AGRI-122 .....	4 hours

A supervised work experience in an agricultural operation, this course may be a part of these programs of study:

Feedlot Technology, Agricultural Mechanics, Meat Animal Evaluation, Production Agriculture, and Sales and Services.

Students may choose their areas of greatest interest or specialization. Agriculture Internship involves the students in employee-employer-instructor relationships. A diary of daily activities with a summary will be required. Student, employer and instructor will meet to determine and plan specific educational objectives to be accomplished during the field study period. Prior and related course work with departmental consent is required.

## AGRONOMY

**Crops AGRO-101 4 hours**

This course is a study of the principles of the production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization. Three hours recitation- lecture and two hours laboratory per week.

**Range Management AGRO-102 3 hours**

**Prerequisite:** Botany or consent of instructor. This course studies field identification of range plants and types, recognition of their value and ecological requirements, grazing and capacity survey methods and field examination of better management practices.

**Soils AGRO-103 4 hours**

**Prerequisite:** General Chemistry or consent of instructor. This course studies fundamental principles underlying formation, fertility and management of soils. Three hours recitation-lecture and two hours lab per week.

**Special Topics In Crops Management AGRO-120 1-3 hours**

This course will provide a variable credit course designed to meet the needs of students who are currently involved in production agriculture as well as students who are taking courses to prepare them to enter the field of production agriculture. The course will provide the learner with the most current information relating to the management of crop production concepts and activities.



**PROGRAM DESCRIPTION:** The Associate of Science degree in Animal Science is multi-faceted in the disciplines covered in courses at GCCC. The areas range from live animals to food and meat science with food safety integrated into the curriculum. The program boasts excellent faculty with high educational and industry experiences. A student can choose to study the live animal side of the industry with focuses on health, nutrition, growth, reproduction and marketing. In the meat production aspect of the program, students gain access to hands-on training in the GCCC Meat Lab and Buster Red Meats. In this inspected facility, students can participate in all aspects of meat and food production including processing, fabrication, curing, smoking, packaging and marketing of red meat products. In some courses, students are challenged to create their own products by using new techniques, ingredients or through various marketing channels and approaches. The department also works closely with area and regional cattle feeding facilities and national animal pharmaceutical companies to help them collect research data on their cattle or for approval of animal health products. The students learn about the research and receive training on various techniques utilized during harvest and grading of carcasses. This allows our students to be exposed to many types of research projects at the community college level and understand the importance of data collection in the efficiency of the live animal and meat industries. The program is also utilizing more online formats for courses, including many in food and meat science. This access for students will allow them to gather more knowledge that can be used for career promotions or yearly continuing education in their current agricultural positions around the country. Additionally, many industry experts give this program a broad-spectrum approach to the entire animal and food science discipline as well as perspectives from various animal agriculture industries.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 67**

<b>Semester 1</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Student Success Requirement.....	1
**ANSI-102	Principles of Animal Science.....	3
**ANSI-103	Animal Science & Industry Lab.....	1
*	Communications Requirement.....	3
*	Math Requirement.....	3
**AGRI-100	Agriculture in our Society.....	1
*	Personal Wellness Requirement.....	2
***	Program Course (select from list below).....	3

<b>Semester 2</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**ANSI-131	Introduction to Food Science.....	3
*	Communications Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	2
*	Social Science Requirement.....	3
*	Science Requirement.....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-101	Animal Diseases & Health.....	3
ANSI-104	Commercial Feedlot Operations.....	1
ANSI-105	Beef Production.....	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition.....	3
ANSI-108	Livestock Selection.....	2
ANSI-109	Livestock Evaluation.....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction.....	3
ANSI-1110	Farm Animal Reproduction Lab.....	1
ANSI-120	Special Topics in Livestock Management.....	3
ANSI-129	Meat & Carcass Evaluation.....	3
ANSI-130	Classification, Grading & Selection of Meats.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science.....	3
ANSI-141	Horsemanship.....	1
ANSI-206	Principles of Meat Evaluation.....	3
ANSI-208	Principles of Meat Science.....	3
ANSI-208	Basic Food Chemistry.....	3
ANSI-209	Food Sanitation Management.....	3
ANSI-212	Food Safety.....	3

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-213	Animal Handling & Welfare.....	3
ANSI-214	International Animal Agriculture.....	3
ANSI-215	Introduction to Food Law.....	3
ANSI-216	Principles of Meat Processing & Fabrication.....	3
ANSI-217	Principles of Artificial Insemination.....	1
ANSI-250	Animal Genetics.....	3
ANSI-251	Basic Food Microbiology.....	3
ANSI-252	Hazard Analysis Critical Control Points.....	3
ANSI-2703	Food Science Internship.....	3
AGEC-100	Introduction to Agricultural Economics.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

### \*\*\* PROGRAM COURSES (continued)

Course No.	Course Title	Credit
AGEC-102	Farm Management.....	3
AGEC-103	Futures Marketing and Hedging.....	3
AGEC-106	Ag and Food Business Management.....	3
AGRI-120	Agriculture Internship.....	4
AGRI-121	Agriculture Internship.....	4
AGRI-122	Agriculture Internship.....	4
AGRO-101	Crops & Lab.....	4
AGRO-102	Range Management.....	3
AGRO-103	Soils & Lab.....	4
ACCT-101	Accounting Basics.....	3
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
BIOL-105	Biology I.....	4
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
BIOL-213	Microbiology.....	5
BSAD-101	Introduction to Business.....	3
BSAD-122	Management.....	3
BASD-123	Marketing.....	3

### \*\*\* PROGRAM COURSES (continued)

Course No.	Course Title	Credit
BSAD-124	Salesmanship.....	3
CHEM-105	General Chemistry.....	5
CHEM-109	College Chemistry I.....	5
CHEM-110	College Chemistry II.....	5
CHEM-206	Organic Chemistry I.....	5
CHEM-207	Organic Chemistry II.....	5
CSCI-110	Introduction to Computer Concepts & Applications.....	3
ECON-111	Economics: Macro.....	3
ECON-112	Economics: Micro.....	3
MATH-107	Intermediate Algebra.....	3
MATH-108	College Algebra.....	3
MATH-109	Plane Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-120	Precalculus.....	3
MATH-121	Fundamentals of Calculus.....	3
PHSC-105	General Physical Science.....	4







**PROGRAM DESCRIPTION:** The Associate of Science degree in Animal Science is multi-faceted in the disciplines covered in courses at GCCC. The areas range from live animals to food and meat science with food safety integrated into the curriculum. The program boasts excellent faculty with high educational and industry experiences. A student can choose to study the live animal side of the industry with focuses on health, nutrition, growth, reproduction and marketing. In the meat production aspect of the program, students gain access to hands-on training in the GCCC Meat Lab and Buster Red Meats. In this inspected facility, students can participate in all aspects of meat and food production including processing, fabrication, curing, smoking, packaging and marketing of red meat products. In some courses, students are challenged to create their own products by using new techniques, ingredients or through various marketing channels and approaches. The department also works closely with area and regional cattle feeding facilities and national animal pharmaceutical companies to help them collect research data on their cattle or for approval of animal health products. The students learn about the research and receive training on various techniques utilized during harvest and grading of carcasses. This allows our students to be exposed to many types of research projects at the community college level and understand the importance of data collection in the efficiency of the live animal and meat industries. The program is also utilizing more online formats for courses, including many in food and meat science. This access for students will allow them to gather more knowledge that can be used for career promotions or yearly continuing education in their current agricultural positions around the country. Additionally, many industry experts give this program a broad-spectrum approach to the entire animal and food science discipline as well as perspectives from various animal agriculture industries.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**ANSI-102	Principles of Animal Science.....	3
**ANSI-103	Animal Science and Industry Lab .....	1
*	Communications Requirement .....	3
*	Math Requirement .....	3
*	Social Science Requirement .....	3
**AGRI-100	Agriculture In Our Society .....	1
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Humanities/Fine Arts Requirement .....	3
*	Lab Science Requirement.....	4
*	Social Science Requirement .....	3
*	Introduction to Food Science.....	3
***	Program Course (select from list below).....	3

<b>Semester 3</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
*	Communications Requirement .....	3
*	Personal Wellness Requirement.....	2
*	Math/Natural Science Requirement.....	3
***	Program Course (select from list below).....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Humanities/Fine Arts Requirement .....	3
*	Communications Requirement .....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-101	Animal Diseases & Health .....	3
ANSI-104	Commercial Feedlot Operations.....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition.....	3
ANSI-108	Livestock Selection .....	2
ANSI-109	Livestock Evaluation .....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab.....	1
ANSI-120	Special Topics in Livestock Management.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-129	Meat & Carcass Evaluation .....	3
ANSI-130	Classification, Grading & Selection of Meats .....	3
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-208	Principles of Meat Science .....	3
ANSI-208	Basic Food Chemistry .....	3
ANSI-209	Food Sanitation Management.....	3
ANSI-212	Food Safety.....	3

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-213	Animal Handling & Welfare.....	3
ANSI-214	International Animal Agriculture.....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing & Fabrication.....	3
ANSI-217	Principles of Artificial Insemination.....	1
ANSI-250	Animal Genetics .....	3
ANSI-251	Basic Food Microbiology .....	3
ANSI-252	Hazard Analysis Critical Control Points.....	3
ANSI-2703	Food Science Internship .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*\* PROGRAM COURSES (Continued)**

Course No.	Course Title	Credit
AGEC-100	Introduction to Agricultural Economics .....	3
AGEC-102	Farm Management.....	3
AGEC-103	Futures Marketing and Hedging.....	3
AGEC-106	Ag and Food Business Management .....	3
AGRI-120	Agriculture Internship I (spring).....	4
AGRI-121	Agriculture Internship II (summer) .....	4
AGRI-122	Agriculture Internship (fall).....	4
AGRO-101	Crops & Lab .....	4
AGRO-102	Range Management .....	3
AGRO-103	Soils & Lab.....	4
AGRO-120	Special Topics in Crops Management .....	3
BIOL-105	Biology I.....	4
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
BIOL-213	Microbiology .....	5
CHEM-105	General Chemistry.....	5
CHEM-109	College Chemistry I.....	5
CHEM-110	College Chemistry II .....	5

**\*\*\* PROGRAM COURSES (Continued)**

Course No.	Course Title	Credit
CHEM-206	Organic Chemistry I .....	5
CHEM-207	Organic Chemistry II.....	5
MATH-105	College Math .....	3
MATH-107	Intermediate Algebra .....	3
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry .....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-120	Precalculus.....	3
MATH-121	Fundamentals of Calculus .....	3
PHSC-105	General Physical Science.....	4
ACCT-101	Accounting Basics .....	3
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
BSAD-101	Introduction to Business .....	3
BSAD-122	Management .....	3
BASD-123	Marketing.....	3
BSAD-124	Salesmanship .....	3

CERTIFICATE

## FOOD SCIENCE

Program Code: ANSI

**PROGRAM DESCRIPTION:** The certificate (Cert A) in Animal Science is multi-faceted in the disciplines covered in courses at GCCC. The areas range from live animals to food and meat science with food safety integrated into the curriculum. The program boasts excellent faculty with high educational and industry experiences. A student can choose to study the live animal side of the industry with focuses on health, nutrition, growth, reproduction and marketing. In the meat production aspect of the program, students gain access to hands-on training in the GCCC Meat Lab and Buster Red Meats. In this inspected facility, students can participate in all aspects of meat and food production including processing, fabrication, curing, smoking, packaging and marketing of red meat products. In some courses, students are challenged to create their own products by using new techniques, ingredients or through various marketing channels and approaches. The department also works closely with area and regional cattle feeding facilities and national animal pharmaceutical companies to help them collect research data on their cattle or for approval of animal health products. The students learn about the research and receive training on various techniques utilized during harvest and grading of carcasses. This allows our students to be exposed to many types of research projects at the community college level and understand the importance of data collection in the efficiency of the live animal and meat industries. The program is also utilizing more online formats for courses, including many in food and meat science. This access for students will allow them to gather more knowledge that can be used for career promotions or yearly continuing education in their current agricultural positions around the country. Additionally, many industry experts give this program a broad-spectrum approach to the entire animal and food science discipline as well as perspectives from various animal agriculture industries.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 18**

**Certificate A**

Semester 1		9 hours
Course No.	Course Title	Credit
**ANSI-131	Introduction to Food Science.....	3
**ANSI-207	Principles of Meat Science .....	3
***	Program Course (select from list below).....	3

Semester 2		9 hours
Course No.	Course Title	Credit
**ANSI-212	Food Safety.....	3
**ANSI-209	Food Sanitation.....	3
***	Program Course (select from list below).....	3

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
ANSI-2703	Food Science Internship .....	3
ANSI-129	Meat Carcass Evaluation .....	3
ANSI-208	Basic Food Chemistry .....	3
ANSI-251	Basic Food Microbiology .....	3
ANSI-252	Hazard Analysis Critical Control Points.....	3
ANSI-215	Introduction to Food Law .....	3
AGRI-100	Agriculture in Our Society .....	1
PCDE-101	College Success .....	1
PCDE-109	Career Success.....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The certificate (Cert B) in Animal Science is multi-faceted in the disciplines covered in courses at GCCC. The areas range from live animals to food and meat science with food safety integrated into the curriculum. The program boasts excellent faculty with high educational and industry experiences. A student can choose to study the live animal side of the industry with focuses on health, nutrition, growth, reproduction and marketing. In the meat production aspect of the program, students gain access to hands-on training in the GCCC Meat Lab and Buster Red Meats. In this inspected facility, students can participate in all aspects of meat and food production including processing, fabrication, curing, smoking, packaging and marketing of red meat products. In some courses, students are challenged to create their own products by using new techniques, ingredients or through various marketing channels and approaches. The department also works closely with area and regional cattle feeding facilities and national animal pharmaceutical companies to help them collect research data on their cattle or for approval of animal health products. The students learn about the research and receive training on various techniques utilized during harvest and grading of carcasses. This allows our students to be exposed to many types of research projects at the community college level and understand the importance of data collection in the efficiency of the live animal and meat industries. The program is also utilizing more online formats for courses, including many in food and meat science. This access for students will allow them to gather more knowledge that can be used for career promotions or yearly continuing education in their current agricultural positions around the country. Additionally, many industry experts give this program a broad-spectrum approach to the entire animal and food science discipline as well as perspectives from various animal agriculture industries.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 35**

**Certificate B**

Semester 1		18 hours
Course No.	Course Title	Credit
**AGRI-100	Agriculture in Our Society .....	1
**ANSI-102	Principles of Animal Science.....	3
**ANSI-103	Animal Science & Industry Lab .....	1
**	Student Success Requirement.....	1
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3

Semester 2		17 hours
Course No.	Course Title	Credit
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	2

**\*\*\* PROGRAM COURSES**

Course No.	Course Title	Credit
ANSI-101	Animal Disease & Health .....	3
ANSI-104	Commercial Feedlot Operations.....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition.....	3
ANSI-108	Livestock Selection.....	2
ANSI-109	Livestock Evaluation .....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-131	Introduction to Food Science.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship.....	1
ANSI-129	Meat & Carcass Evaluation .....	3

**\*\*\* PROGRAM COURSES (continued)**

Course No.	Course Title	Credit
ANSI-130	Classification, Grading & Selection of Meat.....	3
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles of Meat Science .....	3
ANSI-208	Basic Food Chemistry .....	3
ANSI-209	Food Sanitation Management.....	3
ANSI-212	Food Safety.....	3
ANSI-213	Animal Welfare & Handling.....	3
ANSI-214	International Animal Agriculture.....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing & Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	1
ANSI-250	Animal Genetics .....	3
ANSI-251	Basic Food Microbiology .....	3
ANSI-252	Hazard Analysis Critical Control Points (HACCP).....	3
ANSI-2703	Food Science Internship .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# ANIMAL SCIENCE

**Animal Diseases and Health                      ANSI-101                      3 hours**

This course is a study of diseases that affect farm animals including prevention, treatment, symptoms and medicines.

**Principles of Animal Science                      ANSI-102                      3 hours**

This course studies the basic principles of animal agriculture including health, reproduction, genetics, nutrition, marketing, economics, meats and systems of production. It is recommended this class be taken concurrently with Animal Science and Industry Lab.

**Animal Science and Industry Lab                      ANSI-103                      1 hour**

This course includes field trips and laboratory exercises to observe livestock related operations and activities. Animal Science and Industry Lab includes the study of feedlots, farm production operations, meat processing, digestive systems, reproductive systems and marketing operations. This course is to be taken concurrently with Principles of Animal Science.

**Commercial Feedlot Operations                      ANSI-104                      1 hour**

This course is a study of the principles, philosophy and organization of the commercial feedlot industry. Commercial Feedlot Operations includes the economics of cattle feeding, marketing methods and management concerns.

**Cow-Calf Operations                      ANSI-105                      2-3 hours**

This course is a study of cow and calf operations in Kansas, with Course on performance, selection, methods of productions, management problems and techniques, forage utilization and economic situations of cow-calf enterprises.

**Dairy and Poultry Production                      ANSI-106                      3 hours**

This introductory course in dairying and poultry husbandry emphasizes management, breeds, production testing, diseases, sanitation, feeding and facilities.

**Animal Nutrition                      ANSI-107                      3 hours**

This course includes the selection and preparation of feeds, the study of the digestive system and the process of nutrition, nutritional requirements and theory of practical economy for the maintenance, growth, and finishing of all classes of farm animals.

**Livestock Selection                      ANSI-108                      2 hours**

This course is a study of livestock selection and evaluation including carcass analysis, breeding, animal evaluation and estimation of market animal carcass traits.

**Swine Production                      ANSI-110                      3 hours**

This course is designed to provide the student with sufficient knowledge about swine and sufficient skill in handling and management to secure a job in the swine industry. This course is also intended to assist the student with proper care of swine.

**Farm Animal Reproduction                      ANSI-111                      3 hours**

A study of the concepts, history and principles of farm animal breeding and reproduction.

**Farm Animal Reproduction Lab                      ANSI-1110                      1 hour**

This lab course will be taught with ANSI-111, Farm Animal Reproduction, as part of hands-on learning activities associated with that course. This lab course will evaluate anatomy, physiology, reproductive tract evaluation, artificial insemination techniques and embryo transfer.

**Special Topics in Livestock Management                      ANSI-120                      1-3 hours**

This course includes special problems in livestock management, feeding and feedlot mechanization, or meat animal evaluation.

**ServSafe                      ANSI-135                      1 hours**

This course will give the student the basics of the food industry from food safety, microbiology, proper sanitation and production guidelines, safe handling and cooking temperatures, and be complete with the ServSafe certification exam. The student will learn about food safety and sanitation in all areas of food handling, preparation, and storage.

**Horse Science                      ANSI-140                      3 hours**

This course is a study of the care and management of the different types and breeds of horses including evolution, selection, breeding, feeding, and health.

**Horsemanship                      ANSI-141                      1 hour**

This course studies selection, grooming and feeding of pleasure horses and selection and care of riding equipment. Mounted sessions include trail riding and show arena. Student must own a horse or have access to one.

**Rodeo Techniques I, II, III, IV**

**Prerequisite:** This course is open to members of the student body with the consent of the instructor. A complete study in theory and fundamentals of rodeo will be undertaken with Course placed upon the methods of training for each event.

<b>Rodeo Techniques I</b>	<b>ANSI-142</b>	<b>1 hour</b>
<b>Rodeo Techniques II</b>	<b>ANSI-143</b>	<b>1 hour</b>
<b>Rodeo Techniques III</b>	<b>ANSI-144</b>	<b>1 hour</b>
<b>Rodeo Techniques IV</b>	<b>ANSI-145</b>	<b>1 hour</b>

**Meat and Carcass Evaluation                      ANSI-129                      3 hours**

**Prerequisite:** Consent of instructor. This course is a study of beef carcass yield and quality grades, pork carcass grades and lamb carcass grades. The course will involve a study of the factors used to determine grades and how those factors are determined. Evaluation of wholesale cuts will also be included. \*Contact your advisor for certification and transfer options.

**Classification, Grading and Selection of Meats                      ANSI-130                      3 hours**

**Prerequisite:** Consent of instructor. This course includes advanced grading of beef, pork and ham carcasses with special Course on correlation of grading factors with USDA. Provides preparation for meat judging team. Six hours recitation/lab per week.

**Introduction to Food Science                      ANSI-131                      3 hours**

This course provides an introduction and survey of the relationships between food raw materials and their methods of manufacturing, distribution and consumption. The course will deal with various kinds of foods and the problems associated with preservation, processing and wholesomeness.

**Principles of Meat Evaluation**      **ANSI-206**      **3 hours**  
**Prerequisite:** Consent of instructor. This course includes the evaluation and grading of beef, pork and lamb carcasses and whole sale cuts. The course provides advanced preparation for the meat judging team. Six hours recitation/lab per week. This course is available online.

**Principles of Meat Science**      **ANSI-207**      **3 hours**  
 This course is a study of muscle, organ and carcass composition and the processing required to produce wholesome meat products. The course will include the fundamentals of dressing, curing, grading, specialty product manufacturing and by-product utilization. This course is available online.

**Basic Food Chemistry**      **ANSI-208**      **3 hours**  
 Basic Food Chemistry is an introductory course that can be taught on campus or via means through distance education that will present students with many topics that involve the food industry. These topics include basic chemistry involved in all aspects of food, including basic chemical structures, enzymes, nutrient basics, chemical reactions, fermentation and coloring. This class is available online. Prerequisites: Intro to Food Science (ANSI-131) and Biology (BIOL-105) are prerequisites for Food Sanitation Management or the consent of the instructor

**Food Sanitation Management**      **ANSI-209**      **3 hours**  
 Food Sanitation Management is an introductory course that can be taught on campus or via means through distance education that will present students with many topics that involve the food industry. These topics include challenges to food safety, the microworld, contaminants, safe food handling, the flow of food in storage, preparation and service as well as food safety management systems, sanitation, cleaning, integrated pest management and food safety regulations or employee training. The course will include ServSafe Certification training and testing. This course is available online. Prerequisites: Intro to Food Science (ANSI 131) and Biology (BIOL 105) are prerequisites for Food Sanitation Management or the consent of the instructor.

**Food Safety**      **ANSI-212**      **3 hours**  
 Food Safety is a comprehensive course that covers all aspects that pertain to food safety in the processing world. Key concepts will include Good Manufacturing Practices (GMP's), Standard Operating Procedures (SOP's), Sanitation Standard Operating Procedures (SSOP's), current food safety regulations, understanding the concepts of HACCP, food processing sanitation, biological hazards and controls, interventions and controls in meat processing, physical and chemical hazards, recall regulations and building a recall plan. There are no pre-requisites for Food Safety.

**Animal Handling & Welfare**      **ANSI-213**  
 This course is designed to allow students to learn the correct procedures and regulatory requirements for handling animals throughout any system. The course topics will cover farm and ranch handling, transportation, animal health administration, and harvest facilities handling. Students will complete the course with certification of industry training through the Professional Animal Auditor Certification Organization Inc. (PAACO), Beef Quality Assurance (BQA), and/or Transport Quality Assurance (TQA).

**International Animal Agriculture**      **ANSI-214**  
 International Animal Agriculture will allow students to become familiar with different types of processing, manufacturing, marketing and production methods for livestock and agriculture products in other countries. The basis of the course will be with the study-abroad approach with students taking tours and having lectures that will enable the student to become more familiar with animal science on a global scale.

**Introduction to Food Law**      **ANSI-215**      **3 hours**  
 This course will expose students to the role of law, mandatory, and optional food regulations exercised by state, federal, and international agencies on food quality, safety, wholesomeness, nutrition, and security. This course will study how all agencies involved with food production and regulation work together for the safety of food supplies. The information provided in this course will allow industry and governmental officials to understand the laws set forth in federal codes and how they are determined, regulated, and enforced at many levels of government in the food industry.

**Principles of Meat Processing and Fabrication**      **ANSI-216**      **3 hours**  
 This course will expose students to the methodologies and procedures involved with fabrication and processing of red meat carcasses into wholesale, primal and retail cuts. Various fabrication techniques will be studied and demonstrated by the students. The role of understanding anatomy of animals as well as muscle structure will be evaluated. This course will involve hands-on application of processing and packaging techniques in the new era of culinary butchery's course.

**Principles of Artificial Insemination**      **ANSI-217**      **1 hours**  
 This course is designed to instruct students on the theory and application of artificial insemination uses in the reproduction of farm livestock. Students will learn the key concepts and complete the course with hands-on application using insemination techniques for specific species of livestock.

**Basic Food Microbiology**      **ANSI-251**      **3 hours**  
 Basic Food Microbiology is a course that will examine various types of microorganisms found in food products and will describe various environmental conditions, growth habits, diseases associated with, control measures and food properties affected by microbes. This class is available online. Prerequisites: Intro to Food Science (ANSI 131) and Biology (BIOL 105) are prerequisites for Food Sanitation Management or the consent of the instructor

**Hazard Analysis Critical Control Points (HACCP)**      **ANSI-252**      **3 hours**  
 Hazard Analysis Critical Control Points is a training course with scientific and academic information regarding this food industry regulation system. HACCP will entail the key concepts behind the program, including hazard analysis, flow diagrams, identification of critical control points, establishing critical limits, monitoring activities, establishing corrective actions, verification and recordkeeping. This is on online and writing intensive course. Prerequisites:

Intro to Food Science (ANSI 131) and Biology (BIOL 105) are prerequisites for Hazard Analysis Critical Control Points or the consent of the instructor

**PROGRAM DESCRIPTION:** The automotive technology program and Garden City Community College offers students the opportunity to gain the knowledge and skills necessary to enter the workforce in a variety of automotive fields or continue their education at a four-year program. These learning opportunities encourage students to develop foundations in academic, technical and professional skills required for job placement, retention, and advancement within the industry. The program emphasizes a curriculum in automotive mechanical theory and practical applications necessary for skillful employment. Students can determine their goals and the faculty at GCCC will assist each student in developing a plan to attain them. The plan outlined below leads to completion for an Associate in Applied Science in automotive technology.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 68

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1511	Introduction to Safety & Shop Practices .....	3
**AUTO-1511L	Introduction to Safety & Shop Practices Lab .....	2
**AUTO-1053	Electrical I.....	3
**AUTO-105L	Electrical I Lab .....	2
**AUTO-1073	Brakes.....	3
**AUTO-107L	Brakes Lab.....	2
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1123	Suspension & Steering.....	3
**AUTO-112L	Suspension & Steering Lab .....	2
**AUTO-1043	Manual Drivetrains & Axles.....	3
**AUTO-104L	Manual Drivetrains & Axles Lab.....	2
**AUTO-1093	Heating & Air Conditioning .....	3
**AUTO-109L	Heating & Air Conditioning Lab .....	2
*	Personal Wellness Requirement.....	2

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1113	Automatic Transmission .....	3
**AUTO-111L	Automatic Transmission Lab.....	2
**AUTO-1033	Engine Repair .....	3
**AUTO-103L	Engine Repair Lab .....	2
*	Communications Requirement .....	3
*	Mathematics Requirement.....	3

<b>Semester 4</b>		<b>19 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1063	Engine Performance I.....	3
**AUTO-106L	Engine Performance I Lab .....	2
**AUTO-1083	Engine Performance II.....	3
**AUTO-108L	Engine Performance II Lab.....	2
*	Communications Requirement .....	3
*	Natural/Computer Science Requirement .....	3
*	Social Science Requirement .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The automotive technology program and Garden City Community College offers students the opportunity to gain the knowledge and skills necessary to enter the workforce in a variety of automotive fields or continue their education at a four-year program. These learning opportunities encourage students to develop foundations in academic, technical and professional skills required for job placement, retention, and advancement within the industry. The program emphasizes a curriculum in automotive mechanical theory and practical applications necessary for skillful employment. Students can determine their goals and the faculty at GCCC will assist each student in developing a plan to attain them. The plan below leads to completion for certificate (Cert A) in automotive technology.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 50**

**Certificate C**

<b>Semester 1</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1511	Introduction to Safety & Shop Practices .....	3
**AUTO-1511L	Introduction to Safety & Shop Practices Lab .....	2
**AUTO-1053	Electrical I.....	3
**AUTO-105L	Electrical I Lab .....	2
**AUTO-1073	Brakes .....	3
**AUTO-107L	Brakes Lab.....	2

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1123	Suspension & Steering.....	3
**AUTO-112L	Suspension & Steering Lab .....	2
**AUTO-1043	Manual Drivetrains & Axles.....	3
**AUTO-104L	Manual Drivetrains & Axles Lab.....	2
**AUTO-1093	Heating & Air Conditioning .....	3
**AUTO-109L	Heating & Air Conditioning Lab.....	2

<b>Semester 3</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1113	Automatic Transmission.....	3
**AUTO-111L	Automatic Transmission Lab.....	2
**AUTO-1033	Engine Repair.....	3
**AUTO-103L	Engine Repair Lab.....	2

<b>Semester 4</b>		<b>11 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AUTO-1063	Engine Performance I.....	3
**AUTO-106L	Engine Performance I Lab.....	2
**AUTO-1083	Engine Performance II.....	3
**AUTO-108L	Engine Performance II Lab.....	2

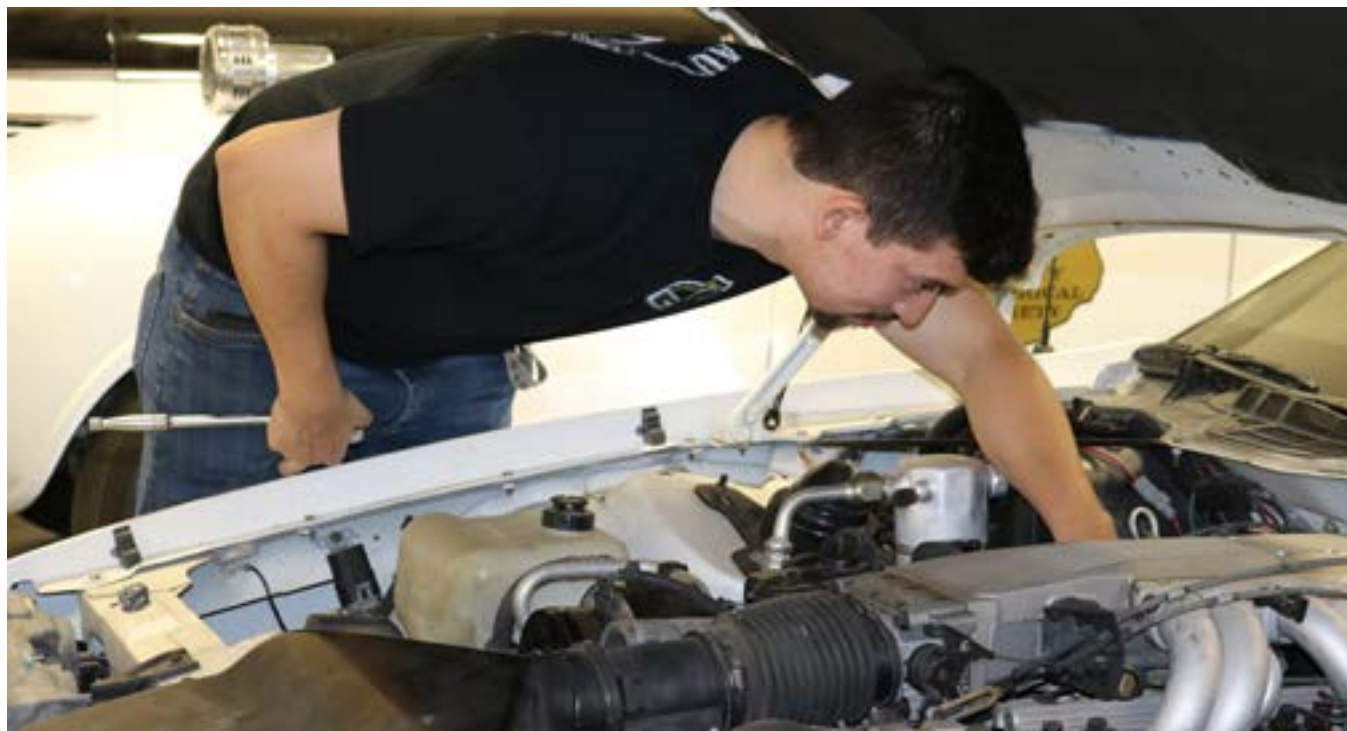
**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



# AUTOMOTIVE TECHNOLOGY

**Small Gasoline Engines**                      **AUTO-100**                      **5 hours**

**Prerequisite:** Auto Safety & Shop Practices (AUTO-151) minimum grade C. The study of this course introduces the beginning technician to the theory and operation of a simple internal combustion engine. The intent is to help the technician understand the principles of both the two- and four-cycle single cylinder engine. The intent is to help the beginning technician understand the nomenclature of the internal combustion engine and the relevance to its operation.

**Maintenance and Light Repair**                      **AUTO-102**                      **5 hours**

**Prerequisite:** Auto Safety & Shop Practices (AUTO-151), Brakes (AUTO-1073), and Brakes Lab (AUTO-107L) minimum grade C. The student of engines components, electrical systems, brakes, suspension, and transmissions currently used in today's vehicles. The beginning technician will be exposed to the parts involved in the operation and minor servicing of these systems as well as exposure to multiple pieces of equipment used to diagnose and repair these systems. Instruction in the course will be a combination of classroom lecture, demonstration by qualified individuals and various reading assignments.

**Engine Repair**                      **AUTO-1033**                      **3 hours**

The Engine Repair course provides a student knowledge of the internal combustion engines used in modern vehicles. The focus of the course is theory of operation, problem diagnosis and repair procedures. The course works in conjunction with the Engine Repair Lab allowing students to apply their knowledge and develop their skills.

**Engine Repair Lab**                      **AUTO-103L**                      **2 hours**

This course allows the student to apply the knowledge gained from the Engine Repair (AUTO-1033) course: the internal combustion engines used in modern vehicles.

**Manual Drive Trains & Axles**                      **AUTO-1043**                      **3 hours**

A study of the operation, diagnosis and repair of automotive manual power trains to include RWD transmissions and FWD transaxles, propeller shafts and CVs, clutches and RWD differential assemblies. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest designs. The course works in conjunction with the Engine Repair Lab allowing students to apply their knowledge and develop their skills.

**Manual Drive Trains & Axles Lab**                      **AUTO-104L**                      **2 hours**

This course allows the student to apply the knowledge gained from the Manual Drive Trains & Axles (AUTO-1043) course: the operation, diagnosis and repair of automotive manual power trains to include RWD transmissions and FWD transaxles, propeller shafts and CVs, clutches and RWD differential assemblies.

**Electrical I**                      **AUTO-1053**                      **3 hours**

Students will study engine and chassis electrical systems currently used in today's vehicles. Emphasis will be placed on theory of operation, system diagnosis and repair procedures. This course will also cover troubleshooting techniques and procedures consistent with present industry practices. These will include basic procedures in using digital Volt/Ohm meters, VAT 40, digital storage oscilloscopes and other test equipment in diagnosing electrical problems.

**Electrical I Lab**                      **AUTO-105L**                      **2 hours**

This course allows the student to apply the knowledge gained from the Electrical I (AUTO-1053) course: operation, system diagnosis and repair procedures, troubleshooting techniques and procedures related to using digital Volt/Ohm meters, VAT 40, digital storage oscilloscopes and other test equipment in diagnosing electrical problems.

**Engine Performance I**                      **AUTO-1063**                      **3 hours**

Students will study computer controlled electronic systems currently used in today's vehicles. Emphasis will be placed on theory of operation, system diagnosis and repair procedures. This course will also cover troubleshooting techniques and procedures consistent with present industry practices. These will include basic procedures in using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drive-ability and accessory problems.

**Engine Performance I Lab**                      **AUTO-106L**                      **2 hours**

This course allows the student to apply the knowledge gained from the Engine Performance I (AUTO-1063) course: operation, system diagnosis, repair procedures, troubleshooting techniques and procedures related to using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drive-ability and accessory problems.

**Brakes**                      **AUTO-1073**                      **3 hours**

In this course students will complete service work orders; determine appropriate system pressure tests utilizing service specifications; determine brake system concerns and necessary actions; diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; determine how to inspect, fabricate and/or replace brake lines and hoses; determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; apply drum brake repair and replacement procedures; diagnose poor-stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; determine disc brake repair and replacement procedures; determine how to caliper piston retractions; diagnose wheel-bearing noise, wheel shimmy and vibration concerns; determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities.

**Brakes Lab**                      **AUTO-107L**                      **2 hours**

In this course students will apply knowledge learned in the Brakes (AUTO-1073) course. Students will complete service work orders; determine appropriate system-pressure tests utilizing service specifications; determine brake system concerns and necessary actions; diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; determine how to inspect, fabricate and/or replace brake lines and hoses; determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; apply drum brake repair and replacement procedures; diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; determine disc brake repair and replacement procedures; determine how to caliper piston retractions; diagnose wheel bearing noise, wheel shimmy and vibration concerns; determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities.

**Engine Performance II**                      **AUTO-1083**                      **3 hours**

The course focus will be modern fuel system. This will include fuel delivery, fuel injection, and evaporative systems. The study of

computer controlled electronic systems currently used in today's vehicles. Emphasis will be placed on theory of operation, system diagnosis and repair procedures. This course will also cover troubleshooting techniques and procedures consistent with present industries practices. These will include basic procedures in using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drivability and accessory problems. The course works in conjunction with the Engine Repair Lab allowing students to apply their knowledge and develop their skills.

**Engine Performance II Lab      AUTO-108L      2 hours**

In this course students will apply knowledge learned in the Engine Performance (AUTO-1083) course. This course includes a study of the operation, problem diagnosis and repair of automotive computer controlled electronic fuel delivery and emission systems. Included are computer system operation and design, computer-controlled carburetor, throttle body and multiport fuel injection as well as emission control systems. Theory of operation, problem analysis, and replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, appropriate repair methods will be addressed. Emphasis will be on the latest fuel delivery systems.

**Heating and Air Conditioning      AUTO-1093      3 hours**

Students will explore the fundamentals of automotive HVAC operations and environmental concerns, identify the appropriate refrigerant recovery and recycling guidelines; service refrigerant, recycling and handling systems;

document fundamental heating and air conditioning system concerns; perform fundamental diagnostics of A/C systems; perform fundamental repairs of refrigeration systems components; perform fundamental diagnostics of heating, ventilation, and engine cooling systems; perform fundamental repairs of heating, ventilation, and engine cooling systems; perform fundamental diagnostics of operating systems and related controls; perform fundamental repairs of operating systems and related controls; perform complex diagnostics of A/C Systems; document complex heating and air conditioning system concerns; perform complex diagnostics of refrigeration system components; perform complex repairs of refrigeration system components; perform complex diagnostics of heating, ventilation, and engine cooling systems.

**Heating and Air Conditioning Lab      AUTO-109L      2 hours**

In this course students will apply knowledge learned in the Heating and Air Conditioning (AUTO-1093) course. Students will apply the fundamentals of automotive HVAC operations and environmental concerns, identify the appropriate refrigerant recovery and recycling guidelines; service refrigerant, recycling and handling systems; document fundamental heating and air conditioning system concerns; perform fundamental diagnostics of A/C systems; perform fundamental diagnostics of refrigeration systems components; perform fundamental repairs of refrigeration systems components; perform fundamental diagnostics of heating, ventilation, and engine cooling systems; perform fundamental repairs of heating, ventilation, and engine cooling systems; perform fundamental diagnostics of operating systems and related controls; perform fundamental repairs of operating systems and related controls; perform complex diagnostics of A/C Systems; document complex heating and air conditioning system concerns; perform complex diagnostics of refrigeration system components; perform complex repairs of refrigeration system components; perform complex diagnostics of heating, ventilation, and engine cooling systems.

**Automatic Transmissions      AUTO-1113      3 hours**

This course covers various automatic transmissions and transaxles theory and designs. Emphasizes operating principles, servicing, diagnosis, removal, overhaul and installation of both automatic transmissions and transaxles with the use of shop manuals, specialty tools and equipment.

**Automatic Transmissions Lab      AUTO-111L      2 hours**

In this course students will apply knowledge learned in the Automatic Transmissions (AUTO-1113) course. This course covers various automatic transmissions and transaxles theory and designs. Emphasizes operating principles, servicing, diagnosis, removal, overhaul and installation of both automatic transmissions and transaxles with the use of shop manuals, specialty tools and equipment.

**Suspension and Steering      AUTO-1123      3 hours**

In this course students will perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities.

**Suspension and Steering Lab      AUTO-112L      2 hours**

In this course students will apply knowledge learned in the Steering and Suspension (AUTO-1123) course. Students will perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities.

**Introduction to Safety and Shop Practices      AUTO-1511      3 hour**

This course introduces the student to basic and Industry-specific safety skills in an ongoing education. Topics include: PPE (Personal Protective Equipment), first aid, dress code and safety implications, MSDS (Material Safety Data Sheets) procedures of handling dangerous materials, SP2 (Pollution Prevention and Environmental Safety, and shop safety), introduction to tools/equipment and safety using tools/equipment. As other equipment/tools are introduced, additional safety procedures will be covered. No student will be allowed to operate or be in the area of operating machines until he/she has successfully completed the initial safety test with at least 96% accuracy. Students are expected to observe and comply with all safety rules and regulations.

**Introduction to Safety and Shop Practices Lab      AUTO-1511L      2 hour**

This course allows the student to apply the knowledge gained from the Introduction to Safety and Shop Practices (AUTO-1511) course: PPE (Personal Protective Equipment), first aid, dress code and safety implications, MSDS (Material Safety Data Sheets) procedures of handling dangerous materials, SP2 (Pollution Prevention and Environmental Safety, and shop safety), introduction to tools/equipment and safety using tools/equipment. As other equipment/tools are introduced, additional safety procedures will be covered. No student will be allowed to operate or be in the area of operating machines until he/she has successfully completed the initial safety test with at least 96% accuracy. Students are expected to observe and comply with all safety rules and regulations.

**PROGRAM DESCRIPTION:** Students in the Carpentry program participate in a variety of projects throughout the year. Along the way, they gain the knowledge and skills necessary to safely perform a wide range of construction-related tasks. Coursework includes safety, blueprint reading, tools and materials, framing, interior and exterior finishing, roofing, and more. Students are prepared for the National Center for Construction Education and Research (NCCER) Carpentry Level 1 certification. The course plan listed below outlines completion for a certificate (Cert A) in carpentry.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 18**

**Certificate A**

<b>Semester 1</b>		<b>8 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**CNTR-100	Safety & Orientation.....	1
**CNTR-110	Introductory Craft Skills.....	3
**CNTR-120	Carpentry Basics.....	4

<b>Semester 2</b>		<b>10 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**CNTR-130	Floors, Walls, & Ceiling Framing.....	4
**CNTR-140	Roof & Framing.....	3
**CNTR-150	Windows, Doors & Stairs.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**CARPENTRY**

**Safety and Orientation CNTR-100 1 hours**

This course will introduce the student to the basic safety, math, and tools used in the construction trade. This course will also expose the student to some of the technical, communication (written, oral, visual) and employability skills required for a successful career in the trade.

**Introductory Craft Skills CNTR-110 3 hours**

This course will introduce the student to the basic safety, math, and tools used in the construction trade. This course will also expose the student to some of the technical, communication (written, oral, visual) and employability skills required for a successful career in the trade.

**Carpentry Basics CNTR-120 4 hours**

This course will introduce the student to the basic elements of the construction industry including the history and current state of the industry, career opportunities and requirements, basic safety, basic construction materials and tools, and construction plans and evaluations.

**Floors, Walls, and Ceiling Framing CNTR-130 4 hours**

This course will introduce the student to the construction building fundamentals for framing wood and metal floor systems, walls, and ceilings. This course will introduce the student to the construction building fundamentals for framing wood and metal floor systems, walls, and ceilings

**Roof and Framing CNTR-140 3 hours**

This course will introduce the student to the fundamentals of roof framing including gable and hip roof systems. This course will cover materials, methods for calculating rafter length and angles, and proper use of framing.

**Windows, Doors, and Stairs CNTR-150 3 hours**

This course will introduce students to the fundamentals of window, door, and stair construction, installation, and layout for all carpenters.





**PROGRAM DESCRIPTION:** Garden City Community College offers a 9-month Cosmetology program. Students will attend 1500 clock hours during this time, translating to 44 credit hours that can be applied towards an Associate’s in Applied Science (AAS) Degree. Students seeking an AAS in Cosmetology may need to attend additional semesters to finish general education requirements. The cosmetology program at GCCC will provide individuals the necessary skills to become a licensed cosmetologist, meeting requirements set by Kansas Board of Cosmetology. A separate instructor training course is also provided for individuals seeking a career in teaching. This is a 300 clock hour course (with a two year prior work experience requirement) offered to licensed Cosmetologists. This instructor program will prepare the licensed Cosmetologist to be able to teach in all fields of the Cosmetology Program.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 64**

**Program Requirements:**

17 years of age, High School Diploma or GED. To receive Kansas Cosmetology Licensure, students must have Legal US Citizenship Documentation

**Equipment Required for Each Student:**

Textbooks and kit are included in the total cost of the program.

**Licensure:**

A written examination is required to complete with the Kansas Board of Cosmetology (KBOC).

**\*\*\*Program Course (select from list below)S**

Course No.	Course Title	Credit
BSAD-104	Business Law I.....	3
BSAD-101	Introduction to Business .....	3
ACCT-101	Accounting Basics .....	3
ACCT-102	Accounting I .....	3

Semester 1	Course No.	Course Title	24 hours Credit
	**COSM-111	Cosmetology I.....	11
	<b>OR</b>		
	**COSM-109	Manicuring.....	10
	<b>AND</b>		
	**COSM-110	Introduction to Cosmetology Bridge .....	1
	**COSM-112	Cosmetology II .....	11
	**CRIM-165	Strategic Team Building .....	1
	*	Student Success Requirement.....	1

Semester 2	Course No.	Course Title	24 hours Credit
	**COSM-113	Cosmetology III.....	11
	**COSM-114	Cosmetology IV.....	11
	*	Physical Wellness Requirement.....	2

Additional Semester(s)	Course No.	Course Title	23 hours Credit
	*	Communications Requirement .....	3
	*	Communications Requirement .....	3
	*	Math Requirement .....	3
	*	Science or Computer Science Requirement .....	3
	*CHEM-105	General Chemistry .....	5
	*	Social Science Requirement .....	3
	***	Program Course (select from list below).....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** Community College offers a 9- month Cosmetology program. Students will attend 1500 clock hours during this time, translating to 44 credit hours that can be applied towards an Associate’s in Applied Science (AAS) Degree. Students seeking an AAS in Cosmetology may need to attend additional semesters to finish general education requirements. The cosmetology program at GCCC will provide individuals the necessary skills to become a licensed cosmetologist, meeting requirements set by Kansas Board of Cosmetology. A separate instructor training course is also provided for individuals seeking a career in teaching. This is a 300 clock hour course (with a two year prior work experience requirement) offered to licensed Cosmetologists . This instructor program will prepare the licensed Cosmetologist to be able to teach in all fields of the Cosmetology Program.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 46**

**Program Requirements:**

17 years of age, High School Diploma or GED. To receive Kansas Cosmetology Licensure, students must have Legal US Citizenship Documentation

**Equipment Required for Each Student:**

Textbooks and kit are included in the total cost of the program.

**Licensure:**

A written examination is required to complete with the Kansas Board of Cosmetology (KBOC).

**Certificate C**

**Semester 1**

Course No.	Course Title	24 hours Credit
**COSM-111	Cosmetology I.....	11

**OR**

**COSM-109	Manicuring.....	10
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**AND**

**COSM-110	Introduction to Cosmetology Bridge .....	1
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**COSM-112	Cosmetology II.....	11
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**CRIM-165	Strategic Team Building .....	1
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*	Student Success Requirement.....	1
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**Semester 2**

Course No.	Course Title	22 hours Credit
**COSM-113	Cosmetology III.....	11
**COSM-114	Cosmetology IV.....	11

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.





# COSMETOLOGY

**Manicuring** **COSM-109** **10 hours**

Manicurist training includes manicuring, sculptured nails, pedicuring, and all methods of caring for nails, hand and arm massage, sanitation, and sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring, and preparation for the written and oral tests are presented.

**Introduction to Cosmetology Bridge** **COSM-110** **1 hour**

**Prerequisite:** Placement test and Manicuring (COSM-109). This course is an introduction into the art and theory of the field of cosmetology. Students will study a wide variety of topics, including shampooing, hair shaping, chemical relaxing and hair pressing. This course is the first or second course in the sequence of cosmetology courses at the college.

**Cosmetology I** **COSM-111** **11 hours**

**Prerequisite:** Placement test. The student begins a study of the art and theory of shampooing, rinsing, hair shaping, hair structure, hair coloring, waving, chemical relaxing and hair pressing. A study of nails and manicuring is followed by facial massage, complete facial makeup and the removal of superfluous hair and the use of electrolysis. Hair styling and a study of the skin and scalp is undertaken. Must complete and pass theory and practical exams to move to next course.

**Cosmetology II** **COSM-112** **11 hours**

**Prerequisite:** Cosmetology I (COSM-111). This is a continuation of Cosmetology I and a study of scalp disorders and treatments, bacteriology, anatomy, electricity and light therapy, basic chemistry and cosmetic chemistry. The law governing schools and salons is examined. The student will begin applying the practices learned on the patrons in the salon laboratory. Must complete and pass theory and practical exams to move to next course. Additional contact hours may be required if needed.

**Cosmetology III** **COSM-113** **11 hours**

**Prerequisite:** Cosmetology II (COSM-112). This course is a continuation of Cosmetology II. The student should take the 1000 hour written examination during this portion of the program. The examination will cover professional practices, life science, physical sciences, hair designing, business training and laws relating to cosmetology. Safety measures and oral tests may also be given. Must complete and pass theory and practical exams to move to next course.

**Cosmetology IV** **COSM-114** **11 hours**

**Prerequisite:** Cosmetology III (COSM-113). After successfully completing the 1000 hours of written examination, the daily period assigned to theory shall be devoted to developing skills that will lead to productive employment in cosmetology. Oral and demonstration examinations shall be given upon the completion of the 1500 hour course of study. Must complete and pass theory and practical exams. Additional contact hours may be required if needed.

**Cosmetology Instructor** **COSM-209** **9 hours**

**Prerequisite:** Must be a licensed cosmetologist with a minimum of two years on the job experience and two recommendations from owners or managers from past or present employment. This will prepare a cosmetologist/nail technician to become an instructor of

cosmetology/nail technology. Key criteria: ability to communicate with students and clients, knowledge of the field and of the current trends. A written examination will be given upon the completion of the 300-hour course of study.



**PROGRAM DESCRIPTION:** The core of this program is the study of maintenance, hydraulics, pneumatics, electricity, electronics, instrumentation, programmable logic controls (PLCs), motor controls, and industrial ammonia refrigeration and their application to industry. Strong emphasis is given to providing relevant workplace knowledge and skills needed to operate, maintain, and integrate automation equipment and control systems used in the processing and manufacturing industry. In addition to specific technical skills, workplace skills including teaching people to work in teams, problem solving, and critical thinking skills are incorporated into the curriculum. The program is offered in two formats: one in an alternative (seminar) format of short duration intensive courses, and the other in the traditional format of college semesters. Individuals seeking the Associate in Applied Science degree can obtain their degree not only through the traditional courses, but also through the alternative courses. Because of industry demand for training that is tailored to their needs, the bulk of courses offered are in an alternative format, consisting of courses “customized” in both content and time. They are most often provided in a short-term, intensive delivery of from one day (6-8 hours) to as much as five days (40-45 hours) duration. Current and prospective industrial clients are encouraged to contact the College for the latest offerings or to inform the College of their needs. The traditional format offers course work in college semesters and may be part of the Industrial Maintenance Technology Center of Excellence. In consultation with an advisor, students may select electives from specialized and related contextual courses in either of the formats, which best fit their interests and career goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate= 49**

**CERTIFICATE C**

<b>Semester 1</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**INPR-100	Industrial Process Control .....	3
**INPR-114	OSHA 10.....	1
**INPR-131	Shop Operations .....	2
**INPR-132	Blueprint Reading.....	3
**INPR-134	Mechanical Systems .....	3
**WELD-110	Introduction to AWS Welding.....	3

<b>Semester 3</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**INPR-170	Fluid Power II.....	2
**INPR-180	Automation Systems and Robotics.....	3
**INPR-185	Industrial Wiring.....	3
**INPR-231	Fundamentals of Motor Control .....	3
**INPR-233	Variable Speed Motor Controls .....	3
**INPR-242	Advanced Industrial Programmable Logic Controls.....	3

<b>Semester 2</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**INPR-101	Basic Electricity.....	3
**INPR-190	Industrial Programmable Logic Controls .....	3
**INPR-160	Fluid Power I.....	2
**INPR-255	Mechanical Systems Reliability .....	3
**INPR-258	Mechanical Drive Systems and Conveyors.....	3
**MATH-107T	Technical Math .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The core of this program is the study of maintenance, hydraulics, pneumatics, electricity, electronics, instrumentation, programmable logic controls (PLCs), motor controls, and industrial ammonia refrigeration and their application to industry. Strong emphasis is given to providing relevant workplace knowledge and skills needed to operate, maintain, and integrate automation equipment and control systems used in the processing and manufacturing industry. In addition to specific technical skills, workplace skills including teaching people to work in teams, problem solving, and critical thinking skills are incorporated into the curriculum. The program is offered in two formats: one in an alternative (seminar) format of short duration intensive courses, and the other in the traditional format of college semesters. Individuals seeking the Associate in Applied Science degree can obtain their degree not only through the traditional courses, but also through the alternative courses. Because of industry demand for training that is tailored to their needs, the bulk of courses offered are in an alternative format, consisting of courses “customized” in both content and time. They are most often provided in a short-term, intensive delivery of from one day (6-8 hours) to as much as five days (40-45 hours) duration. Current and prospective industrial clients are encouraged to contact the College for the latest offerings or to inform the College of their needs. The traditional format offers course work in college semesters and may be part of the Industrial Maintenance Technology Center of Excellence. In consultation with an advisor, students may select electives from specialized and related contextual courses in either of the formats, which best fit their interests and career goals. Degree requirements are 64 credit hours, distributed as follows in a planned course of study.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 64**

<b>Semester 1</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**INPR-100	Industrial Process Control .....	3
**INPR-114	OSHA 10.....	1
**INPR-131	Shop Operations .....	2
**INPR-132	Blueprint Reading.....	3
**INPR-134	Mechanical Systems .....	3
**WELD-110	Introduction to AWS Welding.....	3

<b>Semester 2</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**INPR-101	Basic Electricity.....	3
**INPR-190	Industrial Programmable Logic Controls .....	3
**INPR-160	Fluid Power I.....	2
**INPR-255	Mechanical Systems Reliability .....	3
**INPR-258	Mechanical Drive Systems and Conveyors.....	3
*	Math Requirement .....	3

<b>Semester 3</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**INPR-170	Fluid Power II.....	2
**INPR-180	Automation Systems and Robotics.....	3
**INPR-185	Industrial Wiring.....	3
**INPR-231	Fundamentals of Motor Control .....	3
**INPR-233	Variable Speed Motor Controls .....	3
**INPR-242	Advanced Industrial Programmable Logic Controls.....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Social Science Requirement .....	3
*	Personal Wellness Requirement.....	2
*	Communications Requirement .....	6
*	Science Requirement .....	3
*	Student Success Requirement.....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# INDUSTRIAL MACHINE MECHANIC

**Industrial Process Control      INPR-100      3 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course provides the understanding of different types of process control systems like temperature, flow, and level control. The course includes process control principles, thermocouples, RTDs, temperature measurement devices, ON/OFF temperature controlled, programmable process heat controllers, transmitters, process loop test and operate system found in industrial application.

**Basic Electricity      INPR-101      3 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course covers DC electronics and introductory AC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments, and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts. This course also introduces students to basic electrical components and their characteristics, circuit schematics, and basic analysis of series and parallel DC circuits. Hands-on labs help guide student learners to assimilate this material.

**OSHA 10      INPR-114      1 hour**

This 10-hour General Industry Outreach Training Program is intended to provide an entry-level general industry worker's broad awareness on recognizing and preventing hazards on a general industry site. Students will be introduced to OSHA policies, procedures, and standards as well as general industry safety and health principles and work practices covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10-hour General Industry Outreach DOL course completion card.

**Shop Operations      INPR-131      2 hours**

**Prerequisite:** OSHA 10 (INPR-114). This introductory level course is designed to instruct students in the basic skills necessary to all occupations in the Construction, Manufacturing, and Transportation areas. This lecture/lab course also introduces the student to the form and function of shop operations for the industrial maintenance craftworker. The emphasis for this course will be on safety, tools, fasteners, and layouts used in the shop by industrial maintenance craftworkers.

**Blueprint Reading      INPR-132      3 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). An introductory level course to provide

students with the knowledge and ability to interpret the lines, symbols, and conventions of blueprints from a variety of industrial applications. This course is designed to develop advanced technical communication skills used to interpret manufacturing production drawings as related to manufacturing occupations including blueprints, schematics, and other trade prints.

**Mechanical Systems      INPR-134      3 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Students will also design basic mechanical transmissions systems using chains, v-belts, and gears.

**Fluid Power I      INPR-160      2 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course provides fundamentals of pneumatics, air compressors, control valves, pneumatic cylinders, electropneumatic controls; and basic pump principles, working of centrifugal pumps, magnetic drive pumps, diaphragm pumps, metering pumps, and pump seals. Students learn how to operate, install, troubleshoot, analyze performance, and design basic pneumatic systems and pump systems.

**Fluid Power II      INPR-170      2 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course focuses on understanding of hydrodynamics, hydraulic principles, hydraulic circuitry and diagrams, piping, hydraulic valves and actuators, accumulators, hydraulic circuit maintenance, and fluid maintenance. Students learn to operate, install, analyze performance, and design hydraulic and electrohydraulic systems.

**Automation Systems and Robotics      INPR-180      3 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course is an introduction to automation systems and robotics and provides an understanding of basic robotics principles, parts of robots, degrees of freedom, programming methods and languages. Students learn to program a robot, test points, and design simple robot programs for different applications.

**Industrial Wiring      INPR-185      3 hours**

**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course introduces students to the specific skills needed to wire industrial machines and devices. Students will calculate the size of electrical loads and determine wiring applications for supply, feeder, and branch circuits. Wiring AC circuits will include the wiring of industrial devices such as transformers, relays, and timers. This course also covers wiring installation and connection for conductor termination and splices; use of

cable pulling instruments and NEMA and NEC standards for cable tray; installation of electrical service and electrical protection components and equipment; use of material take-off methods and troubleshooting techniques; identification of ratings for current breakers and fuses; regulations of sizing and installation of relay switches, conductors, and overrides and application.

**Industrial Programmable Logic Controls INPR-190 3 hours**  
**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course introduces the use of Programmable Logic Controls (PLCs). Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Participants may select either processor in programming basic bit-level logic functions, timers, and counters. Sequential programming techniques are also introduced on problems simulating industrial situations. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Fundamentals of Motor Control INPR-231 3 hours**  
**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course covers the principles of AC and DC motors, motor control, and general machine operations in a complex mechatronic system. Students will learn the functions and properties of machine control elements and the roles they play within the system. Topics covered will include general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking and loads; motor efficiency and power; preventive measures and troubleshooting techniques. Technical documentation such as data sheets, circuit diagrams, schematics, displacement step diagrams and function charts are also covered. By understanding and performing measurements on motors and motor control circuits, students will learn and apply troubleshooting strategies to identify, localize, and correct malfunctions. Safety issues within the system are also discussed.

**Variable Speed Motor Controls INPR-233 3 hours**  
**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course introduces variable frequency drives (VFDs) and servo drive technology. Topics include the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The lab enables students to program, test, and run drives and motors, as well as how to remove and replace servo drives. Upon completion, students will be able to apply principles of VFDs and servo drives.

**Advanced Industrial Programmable Logic Controls INPR-242 3 hours**  
**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course emphasizes more commonly used instructions available in both the Allen-Bradley PLC-5 and SLC-500 series processors. Instructions such as word and file level comparisons, file handling, math, shift registers,

and sequencers are introduced and utilized in programming and operation of simulated industrial situations. Analog I/O are connected, configured, and utilized. Pneumatic circuit components and the A-B motor control centers are used to provide a working environment. Prior experience or training in PLC ladder programming is required.

**Mechanical Systems Reliability INPR-255 3 hours**  
**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design mechanical drive systems using right angle gears, bearings, and couplings. Students learn how to set up and operate laser shaft alignment and apply vibration analysis to various power transmission systems.

**Mechanical Drive Systems and Conveyors INPR-258 3 hours**  
**Prerequisite:** OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course provides students with knowledge and skills needed to adjust, maintain, and repair parts of machinery and equipment. Topics include hydraulics, pneumatics, gears, belt and chain drives, motors, and bearings.

# DEPARTMENT OF PUBLIC SAFETY / CRIMINAL JUSTICE / EMST / FIRE SCIENCE / TEAM-T

Public Safety positions are numerous and for many agencies the educational requirement continues to be valuable for entry positions and/or for advancement. Career fields in criminal justice, law enforcement, Emergency Medical Technology Services (EMST) and fire science have become even more important today as homeland security issues have become a high priority. The GCCC Criminal Justice program has been in existence since 1969. In 2001, the Criminal Justice program developed the Team-T and Team-TC programs. By 2002, the Fire Science program was added and the Department of Public Safety was created. In 2005, EMST joined the Department of Public Safety. The DPS philosophy and practice of combining appropriate theory with hands-on instruction provides the public safety graduates with the knowledge and understanding of the various functions and processes of the public safety field and the abilities to perform workplace skills. Teambuilding classes and integrated programming is embedded with ample opportunity to cross train over the disciplines. Rapidly improving salaries and benefits have also increased the visibility of this career field, although financial gain is rarely the reason students choose this field. Motivations for entering this field are more readily reflected in personal goals of keeping country, communities and families' safe as well as a career field that is challenging and exciting.

## Team-T

(Tactical Emergency and Management Training) and Team-TC (Tactical and Emergency and Management Training for Civilians)

The GCCC Department of Public Safety has successfully integrated a “first of its kind” program to provide continuity and teaming among the various public service entities. Team-T and Team-TC classes are open to current students and working professionals in the field. Team-T specializes in training for first responders including dispatchers, law enforcement, EMST/paramedics and firefighters/rescue professionals on current and essential topics for communities. A unique aspect of the program involves dispatch simulators, driving simulators and the Range 3000 decision-making simulator for realistic and scenario based training.

A state of the art Live Fire Burn Tower has been built on campus in a partnership between the City of Garden City and GCCC. The Live Fire Burn Tower and surrounding Tactical Course and Challenge course provide multiple training opportunities for Fire, Criminal Justice/Law Enforcement and EMST. Emergency responder training and classes in fire fighting, rappelling, rescue and special tactics techniques are available. Team-TC seminars are designed for civilians and currently include: women and girls self defense classes; Kansas Concealed Carry 8-Hr Class; NRA Safety Classes and the Challenge Course opportunities. Seminar topics change to stay current with the safety and security issues facing our area and the country.





**PROGRAM DESCRIPTION:** The Criminal Justice program prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Flexibility in the Associate of Science degree also allows customizing study options for other classes including business and computers. Specializing in hands-on and scenario based training, the Criminal Justice program strives to insure that graduates leave the program with knowledge and with the ability to analyze, problem solve, work with a team and, as possible, to demonstrate skill proficiency in the program curriculum. There are also opportunities to train with and learn from local agencies to bring the real world to the classroom.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

<b>Semester 1</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
*	Student Success Requirement.....	1
***	Program Course (select from list below).....	1
***	Program Course (select from list below).....	1
*	Communications Requirement.....	3
*	Social Science Requirement.....	3
*	Math Requirement.....	3

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
*	Communications Requirement.....	3
***	Program Course (select from list below).....	3
*	Humanities Requirement.....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
*	Communications Requirement.....	3
*	Social Science Requirement.....	3
*	Lab Science Requirement.....	4

<b>Semester 4</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
*	Humanities Requirement.....	3
*	Math/Natural Science Requirement.....	3
*	Personal Wellness Requirement.....	2

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-101	Introduction to Criminal Justice.....	3
CRIM-102	Law Enforcement Operations & Procedures.....	3
CRIM-103	Criminal Law.....	3
CRIM-105	Introduction to Public Safety.....	3
CRIM-106	Law Enforcement Capstone.....	4
CRIM-108	Juvenile Delinquency & Justice.....	3
CRIM-110	Criminal Procedures.....	3
CRIM-111	Criminal Investigation.....	3
CRIM-115	Professional Responsibility in CJ.....	3
CRIM-114	Introduction to Corrections.....	3
CRIM-116	Agency Administration.....	3
CRIM-120	Criminal Justice Interview & Report Writing.....	3
CRIM-121	Police Firearms I.....	1
CRIM-142	EVOC.....	1
CRIM-149	Defensive Tactics.....	2
CRIM-150	Beginning Rappelling.....	1
CRIM-151	Intermediate Rappelling.....	1
CRIM-152	Advanced Rappelling.....	1
CRIM-158	SWAT.....	1

**\*\*\* PROGRAM COURSES (continued)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-165	Strategic Team Building.....	1
CRIM-167	Leadership in Criminal Justice I.....	1
CRIM-168	Leadership in Criminal Justice II.....	1
CRIM-169	Leadership in Criminal Justice III.....	1
CRIM-205	Criminology.....	3
CRIM-206	Terrorism & Homeland Security.....	3
CRIM-210	Gangs.....	3
CRIM-212	Criminal Investigations II.....	3
CRIM-213	Problems in Criminal Justice.....	4
CRIM-219	Sex Crimes.....	3
CRIM-222	Police Firearms II.....	1
CRIM-223	Police Firearms III.....	1
CRIM-226	Criminal Justice Computer Applications.....	3
CRIM-250	Forensic Wounds.....	1
PHSC-120	Introduction to Forensic Science.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Criminal Justice program prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Flexibility in the Associate of Science degree also allows customizing study options for other classes including business and computers. Specializing in hands-on and scenario based training, the Criminal Justice program strives to insure that graduates leave the program with knowledge and with the ability to analyze, problem solve, work with a team and, as possible, to demonstrate skill proficiency in the program curriculum. There are also opportunities to train with and learn from local agencies to bring the real world to the classroom.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 67**

<b>Semester 1</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***CRIM-101	Introduction to Criminal Justice .....	3
*	Student Success Requirement.....	1
***CRIM-121	Police Firearms I.....	1
***CRIM-108	Juvenile Delinquency & Justice .....	3
*	Social Science Requirement .....	3
*	Communications Requirement .....	3

<b>Semester 2</b>		<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***CRIM-111	Criminal Investigation .....	3
***CRIM-120	Criminal Justice Interview & Report Writing.....	3
***	Program Course (select from list below).....	3
*	Math Requirement .....	3

<b>Semester 3</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***CRIM-103	Criminal Law .....	3
***CRIM-116	Agency Administration.....	3
*	Communications Requirement .....	3
*	Natural/Computer Science Requirement.....	3
***CRIM-223	Police Firearms III .....	1
***CRIM-142	EVOC .....	1

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***CRIM-102	Law Enforcement Operations & Procedures.....	3
***CRIM-106	Law Enforcement Capstone.....	4
***CRIM-110	Criminal Procedures .....	3
***CRIM-115	Professional Responsibilities in Criminal Justice.....	3
*	Personal Wellness Requirement.....	2

<b>Degree Requirement</b>		<b>12</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**CRIM-180	Law Enforcement Academy Training.....	12

**\*\*\* PROGRAM COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-105	Introduction to Public Safety .....	3
CRIM-114	Introduction to Corrections.....	3
CRIM-149	Defensive Tactics.....	2
CRIM-150	Beginning Rappelling .....	1
CRIM-151	Intermediate Rappelling .....	1
CRIM-152	Advanced Rappelling .....	1
CRIM-158	SWAT .....	1
CRIM-165	Strategic Team Building .....	1
CRIM-167	Leadership in Criminal Justice I.....	1
CRIM-168	Leadership in Criminal Justice II.....	1
CRIM-169	Leadership in Criminal Justice III .....	1
CRIM-205	Criminology.....	3
CRIM-206	Terrorism & Homeland Security .....	3
CRIM-210	Gangs .....	3
CRIM-212	Criminal Investigations II.....	3
CRIM213	Problems in Criminal Justice.....	4
CRIM-219	Sex Crimes.....	3
CRIM-222	Police Firearms III .....	1
CRIM-226	Criminal Justice Computer Applications.....	3
CRIM-250	Forensic Wounds I .....	1
PHSC-120	Introduction to Forensic Science .....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Criminal Justice program prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Flexibility in the Associate of Science degree also allows customizing study options for other classes including business and computers. Specializing in hands-on and scenario based training, the Criminal Justice program strives to insure that graduates leave the program with knowledge and with the ability to analyze, problem solve, work with a team and, as possible, to demonstrate skill proficiency in the program curriculum. There are also opportunities to train with and learn from local agencies to bring the real world to the classroom.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 47**

**Certificate C**

<b>Semester 1</b>	<b>10 hours</b>
<b>Course No.</b>	<b>Course Title</b>
**CRIM-101	Introduction to Criminal Justice .....3
***	Program Course (select from list below).....3
**CRIM-108	Juvenile Justice and Delinquency.....3
**CRIM-121	Police Firearms I.....1

<b>Semester 2</b>	<b>11 hours</b>
<b>Course No.</b>	<b>Course Title</b>
**CRIM-111	Criminal Investigations.....3
**CRIM-226	Criminal Justice Computer Applications.....3
**CRIM-114	Introduction to Corrections.....3
**CRIM-149	Defensive Tactics.....2

<b>Semester 3</b>	<b>13 hours</b>
<b>Course No.</b>	<b>Course Title</b>
**CRIM-103	Criminal Law.....3
**CRIM-116	Agency Administration.....3
**CRIM-223	Police Firearms III.....1
**CRIM-142	EVOC .....1
***	Program Course (select from list below).....2
***	Program Course (select from list below).....3

<b>Semester 4</b>	<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>
**CRIM-102	Law Enforcement Operations & Procedures.....3
**CRIM-116	Law Enforcement Capstone.....4
**CRIM-110	Criminal Procedures .....3
**CRIM-115	Professional Responsibilities in Criminal Justice.....3

**\*\*\* PROGRAM COURSES**

**BLOCK 1 - CHOOSE 4 HOURS**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-100A/B	Defensive Tactics/Karate.....2	
CRIM-150	Beginning Rappelling .....1	
CRIM-151	Intermediate Rappelling .....1	
CRIM-152	Advanced Rappelling .....1	
CRIM-158	SWAT .....1	
CRIM-167	Leadership in Criminal Justice I.....1	
CRIM-168	Leadership in Criminal Justice II.....1	
CRIM-169	Leadership in Criminal Justice III .....1	
CRIM-206	Terrorism & Homeland Security .....3	
CRIM-210	Gangs .....3	
CRIM-212	Criminal Investigations II.....3	
CRIM-222	Police Firearms II .....1	
CRIM-250	Forensic Wounds.....1	

**BLOCK 2 - CHOOSE 4 HOURS**

CRIM-101	Introduction to Criminal Justice .....3
CRIM-226	Criminal Justice Computer Applications.....3
CRIM-165	Strategic Team Building .....1
CRIM-205	Criminology.....3
CRIM-206	Terrorism & Homeland Security .....3
CRIM-210	Gangs .....3
CRIM-115	Prof. Responsibilities in CJ .....3
PSYC-101	General Psychology .....3
ENGL-101	English I.....3
CRIM-213	Problems in Criminal Justice.....4
CRIM-219	Sex Crimes.....3
PHSC-120	Introduction to Forensic Science .....3
PCDE-109	Career Success.....1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# LAW ENFORCEMENT & CRIMINAL JUSTICE

## **Defensive Tactics/Karate (Beginning) CRIM-100B 2 hours**

This course studies a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person will be studied.

## **Defensive Tactics/Karate (Advanced) CRIM-100A 2 hours**

This course covers many of the same topics as the Defensive Tactics/Karate-Beginning (CRIM-100B) course in an advanced format. This course studies a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person will also be studied.

## **Introduction to Criminal Justice CRIM-101 3 hours**

This course includes an introduction to the philosophy and history of law enforcement constitutional limitations, function and jurisdiction of agencies, survey of procedures from arrest to release and an attempt to evaluate the system's effectiveness and orientation on careers in the field. The course examines the role of law enforcement and criminal justice in contemporary American society.

## **Law Enforcement Operations and Procedures CRIM-102 3 hours**

**Prerequisite:** Successful completion of Criminal Law with a C or better. This introductory course surveys the organizational structure of criminal justice enforcement agencies and gives limited attention to the purposes, functions, departmental relationships and community effectiveness of the various specialized areas of enforcement operations. This course deals primarily with basic functions and tactics such as patrol procedures, crime scene techniques, etc.

## **Criminal Law CRIM-103 3 hours**

**Prerequisite:** Introduction to Criminal Justice. This course studies the history, scope and nature of law; parties to crime; classification of offenses; act and intent; capacity to commit crime and defenses; arrest, search and seizure. This course includes the study of elements of major criminal statutes. Criminal Law is an integrated study of Kansas Criminal Code.

## **Introduction to Public Safety CRIM-105 3 hours**

The purpose of this class is for students entering or preparing to enter college through one of the Department of Public Safety (DPS) pathways to make an educated choice about which field they want to enter. The course includes topics and certifications such as defensive driving, CPR/First Aid, ALICE, Hazmat, Leadership, Communications, NIMS, Rescue Task Force, situational awareness, scene management and stress management. Students may earn certifications in CPR/First Aid, NIMS and Defensive Driving.

## **Law Enforcement Capstone CRIM-106 4 hours**

**Prerequisite:** Second semester Law Enforcement major status with

department consent. This course will be conducted under the direct supervision of the instructors in the Criminal Justice Department. Utilizing knowledge and skills acquired, students are placed in a variety of simulated reality-based scenarios report writing, record keeping, traffic patrol, criminal investigation, accident investigation, obtaining arrest and search warrants, testifying in court and handling juvenile offenders.

## **Juvenile Delinquency and Justice CRIM-108 3 hours**

This course includes a survey of delinquency related factors and modern measures for treatment and prevention, law pertaining to juveniles, juvenile court procedures, court-ordered detention, organization, function and jurisdiction of juvenile agencies. Detention and processing by law enforcement agencies will be studied. The Kansas Juvenile Code is incorporated into the curriculum.

## **Criminal Procedure CRIM-110 3 hours**

**Prerequisite:** Successful completion of Criminal Law with a C or better. This course studies statutory and judicial provisions governing the processing of persons and evidence in criminal matters. The course deals with jurisdiction, use of force, search and seizure, evidence, warrants, arrest, rights and privileges, inquests, and indictments, preliminary examination, arraignment, pleas and motions, bail, trial, appeal interrogations and confessions. This course includes an integrated study of Kansas Criminal Procedure.

## **Criminal Investigation CRIM-111 3 hours**

**Prerequisite:** Introduction to Criminal Justice (CRIM-101 or concurrent enrollment in Interviewing and Report Writing (CRIM-120)). This course is designed to exam the methods, techniques, tools and precepts employed by the criminal investigator including the identity and nature of evidence, its preservation and effective use. Police report writing and crime scene investigation including a variety of documentation techniques, investigative follow up and documentation is emphasized.

## **Introduction to Corrections CRIM-114 3 hours**

This course includes an overview of correctional theory, institutions, systems, programs and agencies, including adult prisons, juvenile facilities, jails, probation, parole and community involvement.

## **Professional Responsibility in Criminal Justice CRIM-115 3 hours**

Explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

## **Agency Administration CRIM-116 3 hours**

**Prerequisite:** Introduction to Criminal Justice. This course studies police organization and management from the perspective of the chief administrator. Principles of organization and leadership will be studied along with the function and interaction of organizational components. Administration of line, staff and auxiliary divisions and subordinate functions, policy formulation and executive responsibilities will be included.

**Interviewing and Report Writing      CRIM-120      3 hours**

This course is designed for Criminal Justice majors and in-service officers. Course will be placed on effective interviewing, note taking, factual writing of police reports. Kansas Criminal Code and common law enforcement reporting forms will be used. This course will utilize word processing and reporting software.

**Police Firearms I      CRIM-121      1 hour**

**Prerequisite:** Criminal Justice major and consent of department. Legal and physical restrictions apply. This course is a basic combat firearms course for Criminal Justice majors and in-service law enforcement officers. Course is placed on the .38 and/or .357 caliber revolver, weapon safety, maintenance, selection and maintenance of leather gear and shooting basics.

**EVOC      CRIM-142      1 hour**

**Prerequisite:** Must have a valid Kansas driver's license or departmental permission. This course provides the student with the knowledge and understanding of the statutory authority to operate an emergency vehicle, the knowledge of legal (criminal and civil) ramifications of operating an emergency vehicle, the knowledge and understanding of the human body's physiological responses to stress while operating an emergency vehicle, basic understanding of critical incident response, the ability to understand the various environmental and roadway conditions that impact emergency vehicles responses, and the understanding of vehicle dynamics as they related to emergency vehicle responses. This course includes defensive driving and the opportunity to experience simulated emergency responses in training simulators.

**Defensive Tactics      CRIM-149      2 hours**

This course was designed and is taught within the Criminal Justice Department to provide criminal justice majors with basic introductory techniques in defensive tactics. This course will focus on the concepts of use of force, handcuffing, tactical baton and defensive counterstrikes and pressure points. This course focuses on standard techniques for handcuffing designed to decrease the vulnerability of the student during handcuffing situations and increase the level of ultimate physical control and speed of cuffing. It maximizes effectiveness during the handcuffing procedure by limiting the subject's movement and opportunity to resist or defeat the cuffing procedure. The various types of cuffs will be incorporated including rigid and chain. The tactical baton course focuses on control and restraint, defense against grips and grabs, ground fighting and the integration of other constraint options into the training environment. Techniques taught will follow the Pressure Points Control Tactics (PPCT) methods and taught by a certified PPCT instructor.

**Basic Rappelling      CRIM-150      1 hour**

This seminar course provides students with rappelling knowledge and the application of rappelling skills used by police, fire and rescue. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification.

**Intermediate Rappelling      CRIM-151      1 hour**

**Prerequisite:** Successful completion of Basic Rappelling within six months. This seminar course provides the student with knowledge and safety to perform skills used by police, fire and rescue,

mountain rescue, cave rescue and outdoorsmen. A review of Basic Rappelling techniques advancing to the application of the following techniques: Rigging on buildings and trees; pick-off's, Australian rappelling, Spider rappelling, and rope ascending. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification.

**Advanced Rappelling      CRIM-152      1 hour**

**Prerequisite:** Successful completion of Intermediate Rappelling within 6 months. This seminar course provides the student with skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. The setting up of tryolene between two fixed objects and from building rooftop to ground as well as low angle rescue, high angle rope rescue utilizing the litter and tender, 3 to 1 and 9 to 1 hauling systems will be covered. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification.

**SWAT I      CRIM-158      1 hour**

This comprehensive multi-day Basic SWAT I course will focus on the basic operations and understandings of SWAT, i.e. SWAT history, liability issues, physical fitness/team building, intelligence gathering, decision making, operational planning considerations, use of diversionary devices and chemical agents, low-light/no-light environment exercises and many more topics. Students/LEO's of all experience levels and physical fitness levels will be able to navigate this course as long as that student/LEO puts forth an effort. Student/LEO's will leave with the basic knowledge and skills necessary to operate in a tactical environment and be a contributing member of a tactical team.

**DPS Conditioning I      CRIM-160      1 hour**

These courses provide the students with the knowledge and skills to apply personal conditioning and overall wellness to physical fitness standards of the public safety field. Students will be required to participate in a number of physical fitness activities designed to develop their physical conditioning and endurance. Students can expect to participate in such activities as running a tactical obstacle course; carrying weight equivalent to a human body; climb walls, ladders and other obstacles; and perform physically exerting exercises under all types of weather conditions and other elements in preparation for the physical demands of a public service career.

**DPS Conditioning II      CRIM-161      1 hour**

This course provides the students with the knowledge and skills to apply personal conditioning and overall wellness to physical fitness standards of the public safety field. Students will be required to participate in a number of physical fitness activities designed to develop their physical conditioning and endurance. Students can expect to participate in such activities as running a tactical obstacle course; carrying weight equivalent to a human body, climb walls, ladders and other obstacles, and perform physically exerting exercises under all types of weather conditions and other elements in preparation for the physical demands of a public service career. Students in this course will have the opportunity to lead and mentor other students.

**Strategic Team Building I      CRIM-165      1 hour**

This course provides group challenge, self-confidence, trust and

interaction for participants of all ages. Strategic Team Building is an approach to education and recreation and places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (level one: readiness; level two: low elements/group initiatives; level three: high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision making, and problem-solving skills. This is a required class for DPS majors.

**Leadership in Criminal Justice I      CRIM-167      1 hour**

A comprehensive study of teamwork and the coordination of law enforcement problem solving. Extensive preparation in crime scene investigation, criminal law, juvenile justice, corrections and police administration for mental preparation for other studies and for competition. This class is required for participation in the Criminal Justice Competition Team.

**Leadership in Criminal Justice II      CRIM-168      1 hour**

A comprehensive study of teamwork and the coordination of law enforcement problem solving. Extensive preparation in crime scene investigation, criminal law, juvenile justice, corrections and police administration for mental preparation for other studies and for competition. This class is required for participation in the Criminal Justice Competition Team. This class is for second semester Leadership in Criminal Justice students. Students will have an opportunity to assist with training and preparing crime scenes for the class.

**Leadership in Criminal Justice III      CRIM-169      1 hour**

A comprehensive study of teamwork and the coordination of law enforcement problem solving. Extensive preparation in crime scene investigation, criminal law, juvenile justice, corrections and police administration for mental preparation for other studies and for competition. This class is required for participation in the Criminal Justice Competition Team. This class is for third semester Leadership in Criminal Justice students. Students will have an opportunity to lead class discussions and prepare mock crime scenes and other testing opportunities for classes.

**Criminology      CRIM-205/SOCI-215      3 hours**

Crime as a form of deviant behavior, nature and extent of crime, past and present theories, evaluation of prevention, control and treatment programs will be studied.

**Terrorism and Homeland Security      CRIM-206      3 hours**

**Prerequisite:** Introduction to Criminal Justice (CRIM-101) and Instructor Permission. This course will introduce students to the fundamental components of terrorism and homeland security as well as their importance and interrelated duties and relationships. Historic events that have had an impact on homeland security will be examined as well as providing students with a fundamental understanding of responsibilities, techniques, and methodology in the detection and prevention of terrorism.

**Gangs      CRIM-210      3 hours**

**Prerequisite:** Successful completion or concurrent enrollment in Introduction to Criminal Justice. Criminal Justice majors only. Non-Criminal Justice Majors must obtain instructor's permission. This course will take an in-depth look at modern day criminal street gangs and the events in history that have led to the current criminal street gang activity. Through lecture, discussion, research and projects students will assess the reasons people join criminal

street gangs and the group dynamics the criminal street gang. A variety of different types of gangs will be discussed including white gangs, black gangs, Asian gangs, motorcycle gangs, white supremacists, prison gangs, California based gangs, and Chicago based street gangs.

**Criminal Investigation II      CRIM-212      3 hours**

**Prerequisite:** Successful completion of Criminal Investigation with a C or better, or consent of the department. Scientific aids available to law enforcement officers, including forensic chemistry, physics and microanalysis will be studied. Investigative procedures from crime scene through laboratory analysis to court presentations.

**Problems in Criminal Justice      CRIM-213      4 hours**

**Prerequisite:** Successful completion of Criminal Investigation with a C or better, and consent of the department. This is a supervised internship with a criminal justice agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student will be required to complete duty tours in the various functions of the agency to provide exposure to administrative and line functions. Additional assignments may be made by the instructor and / or agency supervisor if they will contribute to the overall education of the student. **A minimum of 145 hours of internship experience is needed.**

**Sex Crimes      CRIM-219      3 hours**

**Prerequisite:** Successful completion of Introduction to Criminal Justice with a C or better, and/or consent of department. This course includes an analysis of sexually motivated crimes and their application to the Criminal Justice process. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution will be explored. Major Course will be placed on sexual assault, incest, and sexually motivated homicides, as well as other areas of sexual deviancy which result in criminal actions.

**Police Firearms II      CRIM-222      1 hour**

**Prerequisite:** Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This course is an advanced combat firearms course for Criminal Justice majors and in-service law enforcement officers. Course is placed on safety, and skill development with service handgun utilizing the various combat stances and positions.

**Police Firearms III (Semi-Automatics)      CRIM-223      1 hour**

**Prerequisite:** Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This is an advanced combat firearms course for Criminal Justice majors and in-service officers. Course will be placed on the semi-automatic pistol including weapon familiarization, safety, maintenance, and shooting basics utilizing a variety of combat courses. A review of legal responsibility to weapon use in law enforcement will be given. The use of cover, multiple targets and shoot/don't shoot decision making will be included.

**Criminal Justice Computer Applications      CRIM-226      3 hours**

**Prerequisite:** Introduction to the Criminal Justice. Course must be taken concurrently with CRIM-111 Criminal Investigation. This course studies the utilization and implications of the computer and software to the criminal justice professional with Course placed on



the use and integration of word processing, database, spreadsheets, fingerprint software, crime scene / traffic accident diagramming, multimedia for court presentations and training, law enforcement reporting programs, evidence and photo documentation, digital photographs, identification software and other types of software and technical equipment used in the law enforcement/criminal justice field. Direct applications to specific problems including report writing, criminal investigations, traffic accident investigation, police administration, institutional administration, recordkeeping and communications will be emphasized.

**Forensic Wounds I****CRIM-250****1 hour**

This course provides the pre-service and in-service student with basic skills used by emergency responders to prepare simulated lifelike wounds for patients to provide realism in disaster drills and/or scenarios.

# EMERGENCY MEDICAL SERVICES TECHNOLOGY/PARAMEDIC

The mission of the Paramedic Program at GCCC is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program is designed around a flipped classroom model where the core content is delivered and completed on the students own time outside the classroom. Delivery of the core content includes a variety of methods involving video, podcast, and exercises. The classroom is in a “work-place” atmosphere where they will be perfecting their skills, working on treatment modalities and going on calls in our own response area.

Graduates are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic.

Graduates of the Paramedic Program at GCCC will be eligible for an Associate of Applied Science (AAS) or an Associate of Science (AS) degree upon successful completion of the course and all necessary prerequisites. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of  
Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
www.caahep.org

To contact CoAEMSP:  
4101 W Green Oaks Blvd, Suite 305-599  
Arlington, TX 76016  
817-330-0080  
817-330-0089 (fax)  
www.coaemsp.org

**Admission Requirements:**

To be considered for acceptance into an EMST course or program, the student must have the following completed:

1. Application to the GCCC
2. Application to EMST
3. Copy of high school transcript, GED and all college transcripts on file
4. Completion of Placement assessment
5. Interview with Program Director and Instructor

**Prerequisites:**

**EMR/EMT**

1. Must be eighteen (18) years of age at the time of registry examination.

**Paramedic**

1. Must be certified as an EMT or higher by the State of Kansas or National Registry
2. Successful completion of all pre-requisites
3. Must pass a criminal background check
4. Complete interview with Program Director and Instructor.

**Additional Information:**

For further information, please contact the EMST Department at 620-276-7611.



# EMERGENCY MEDICAL TECHNICIAN TECHNOLOGY

Program Code: EMTT

**PROGRAM DESCRIPTION:** The mission of the Paramedic Program at GCCC is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program is designed around a flipped classroom model where the core content is delivered and completed on the students own time outside the classroom. Delivery of the core content includes a variety of methods involving video, podcast, and exercises. The classroom is in a “work-place” atmosphere where they will be perfecting their skills, working on treatment modalities and going on calls in our own response area. Graduates are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic. Graduates of the Paramedic Program at GCCC will be eligible for an Associate of Applied Science (AAS)

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 68**

<b>Semester 1</b>		<b>13 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Science Requirement.....	4
*	Math Requirement.....	3
*	Communication Requirement.....	3
*	Physical Wellness Requirement.....	2
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>10 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Communications Requirement.....	3
*	Anatomy & Physiology II.....	4
*	Social Science Requirement.....	3

<b>Semester 3</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EMIC-220	Paramedic I (1st 8 Weeks).....	6
**EMIC-230	Paramedic II (2nd 8 Weeks).....	9

<b>Semester 4</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EMIC-240	Paramedic III.....	14

<b>Semester 5</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EMIC-250	Paramedic IV (Capstone).....	16

**\*\*\*PROGRAM COURSE (SELECT FROM LIST BELOW)**

BIOL-210	Anatomy & Physiology.....	3
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
EMIC-104	Medical Terminology.....	3

**NOTE - We do not offer any advanced placement.**

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# EMERGENCY MEDICAL TECHNICIAN

Program Code: EMT

**PROGRAM DESCRIPTION:** At Garden City Community College, our Emergency Medical Technician program is designed around a flipped classroom model. That means core content is delivered and completed on you own time at home, and the classroom is used to master your skills for basic patient care. The classes are taught on campus or as an outreach program in local communities. Completers are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 12**

<b>REQUIRED COURSE</b>		<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EMIC-108	Emergency Medical Technician (EMT).....	12

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>CERTIFICATE</b> </div>	<h1 style="margin: 0;">PARAMEDIC</h1>	Program Code: EMTT
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**PROGRAM DESCRIPTION:** The mission of the Paramedic Program at GCCC is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program is designed around a flipped classroom model where the core content is delivered and completed on the students own time outside the classroom. Delivery of the core content includes a variety of methods involving video, podcast, and exercises. The classroom is in a “work-place” atmosphere where they will be perfecting their skills, working on treatment modalities and going on calls in our own response area. Graduates are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic. Graduates of the Paramedic Program at GCCC who have an Associates degree or higher, with 8 hours of Anatomy/Physiology, will be eligible for a Certificate C.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 53**

<b>Certificate C</b>		
<b>PREREQUISITE COURSES</b>		
		<b>8 hours Credit</b>
<b>Course No.</b>	<b>Course Title</b>	
**BIOL-211	Anatomy and Physiology I.....	4
**BIOL-212	Anatomy and Physiology II.....	4
		<b>15 hours Credit</b>
<b>First Semester</b>		
<b>Course No.</b>	<b>Course Title</b>	
**EMIC-220	Paramedic I.....	6
**EMIC-230	Paramedic II.....	9

<b>Second Semester (Summer)</b>		
		<b>14 hours Credit</b>
<b>Course No.</b>	<b>Course Title</b>	
**EMIC-240	Paramedic III .....	14
		<b>16 hours Credit</b>
<b>Second Semester</b>		
<b>Course No.</b>	<b>Course Title</b>	
**EMIC-250	Paramedic IV .....	16

**\*\* Required Program Course**

**NOTE - We do not offer any advanced placement.**

- \* **GENERAL EDUCATION REQUIREMENT**  
 Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success
- \*\* **REQUIRED PROGRAM COURSE**
- \*\*\* **PROGRAM COURSE**  
 Other courses are subject for approval with submission of Graduation Substitution form.

# EMERGENCY MEDICAL TECHNICIAN TECHNOLOGY

**Medical Terminology                      EMIC-104                      3 Hours**

This course includes the study of prefixes, suffixes, root words and vocabulary including pronunciation, meaning and spelling related to areas of nursing and medical sciences. It is designed to enhance the knowledge and comprehension of nursing and medical terms for the paraprofessional health worker and others employed in nursing homes, hospitals, doctors' offices, medical records, etc.

**Emergency Medical Responder                      EMIC-107                      6 Hour**

This course is designed to provide instruction in initial emergency care. Students are taught methods of primary stabilization of the sick and injured. This course is taught according to the National Educational Standards and allows the student to acquire the information, skills, and attitudes necessary for National and State certification as an Emergency Medical Responder.

**Emergency Medical Technician (EMT)                      EMIC-108                      12 Hours**

This basic course in emergency medical care includes lectures, videos and practical application. Students who complete this course will have the ability to offer emergency care to victims of medical crisis or traumatic injury. Successful completion of this course makes students eligible to become Nationally and State certified after successfully challenging the certification exam.

**Advanced Emergency Medical Technician (AEMT)                      EMIC-180                      12 Hours**

This course is designed for students interested in advancing their skills of providing care to patients in the pre-hospital setting. It will provide the student with opportunities to gain information, skills, and attitudes necessary for certification and practice as an AEMT in the state of Kansas. Classroom instruction will include lecture format, skills demonstration, and skills labs. In addition, the student will be required to have a minimum of 24 hours with any affiliated EMS services who provide advanced life support. Additional clinical experience may be added at the discretion of the instructor/coordinator or medical director.

**Paramedic I    EMIC-220                      6 Hours**

Preparatory emergency medical science information and skills to include airway management, respiration, artificial ventilation, scene size-up, primary assessment, history taking, secondary assessment, monitoring devices, reassessment, principles of pharmacology, medication administration, emergency medications, ems systems, ems research, workforce safety and wellness, documentation, ems systems communication, therapeutic communication, medical/legal ethics, anatomy and physiology, pathophysiology, life span development, and public health; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice. (Spring First 8 Weeks)

**Paramedic II    EMIC-230                      9 Hours**

Preparatory emergency medical science information and skills to include medical overview, cardiovascular, neurology, abdominal and gastrointestinal, immunology, infectious disease, endocrine, psychiatric, toxicology, respiratory, hematology, genitourinary/re-

nal, gynecology, non-traumatic musculoskeletal disorders, diseases of the eyes, ears, nose and throat, obstetrics and neonatal care; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice. (Spring Second 8 Weeks)

**Paramedic III    EMIC-240                      14 Hours**

Preparatory emergency medical science information and skills to include shock and resuscitation, trauma overview, bleeding, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, soft tissue trauma, head, facial, neck, and spinal trauma, nervous system trauma, special considerations in trauma, environmental emergencies, multi-systems trauma, pediatrics, geriatrics, and patients with special challenges; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice. (Summer)

**Paramedic IV    EMIC-250                      16 Hours**

Preparatory emergency medical science information and skills to include principles of safely operating a ground ambulance, incident management, multiple casualty incidents, air medical, vehicle extrication, hazardous materials awareness, mass casualty due to terrorism and disaster, and advanced cardiac life support; demonstration and practice of psychomotor skills at component through scenario levels; this section is the capstone field internship. This is to allow application for theory and practice to gain team lead experience. (Fall)

**PROGRAM DESCRIPTION:** The Fire Science Technology program offers an A.A.S. degree and is designed to prepare students for employment in fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters. Students may also choose to test for IFSAC or Pro Board. Which are nationally recognized certifications. The testing process is through Kansas Fire and Rescue Training Institute.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes national, state and locally identified training needs such as Hazmat, Driver Operator and EMT training. Instruction emphasizes hands-on training to assure that graduates will not only know the theory, but be able to use it.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 68

<b>Semester 1</b>		<b>20 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**FIRE-101	Firefighter I.....	6
**FIRE-100 or	Introduction to Fire Protection & Public Services	
**CRIM-105	or Introduction to Public Safety.....	3
**FIRE-110	Hazardous Materials Awareness .....	2
**FIRE-111	Hazardous Materials Operations .....	3
**FIRE-103	Technical Rescue I.....	2
**CRIM-150	Beginning Rappelling.....	1
**CRIM-151	Intermediate Rappelling .....	1
**CRIM-152	Advanced Rappelling .....	1
*	Student Success Requirement.....	1

<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**FIRE-102	Firefighter II.....	3
**FIRE-203	Technical Rescue II.....	2
***	Program Course (select from list below)s .....	6
*	Mathematics Requirement.....	2
*	Communications Requirement .....	3

#### \*\*\* PROGRAM COURSES

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-105	Introduction to Public Safety.....	3
CRIM-142	EVOC .....	3
CRIM-142	Strategic Team Building .....	1
EMIC-104	Medical Terminology.....	3
EMIC-107	Emergency Medical Responder.....	6
FIRE-100	Introduction to Fire Protection & Public Services.....	3
FIRE-112	Building Construction.....	3
FIRE-201	Hazardous Materials Technician.....	8
FIRE-202	Fire Apparatus Driver/Operator.....	4
FIRE-204	Fire Instructor I.....	3
FIRE-205	Fire Investigations I.....	1
FIRE-207	Structural Fire Strategy & Tactics .....	3
FIRE-213	Fire Science Internship .....	4
FIRE-220	Fire Officer I .....	3
HPER-115	Basic Nutrition.....	3

<b>Summer Semester</b>		<b>4 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below).....	4

<b>Semester 3</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Course (select from list below)s .....	3
*	Communications Requirement .....	3
*	Science Requirement .....	3
*	Personal Wellness Requirement.....	2
***	Program Course (select from list below)s .....	3

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**EMIC-108	Emergency Medical Technician.....	12
*	Social Science Requirement .....	3

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



## FIRE SCIENCE - FIREFIGHTER I

Program Code: FRE1

**PROGRAM DESCRIPTION:** The Stand Alone Parent Program (SAPP) in Fire Science Technology program is designed to prepare students for employment in the fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters. Students may also choose to test for IFSAC or Pro Board. Which are nationally recognized certifications. The testing process is through Kansas Fire and Rescue Training Institute.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes national, state and locally identified training needs such as Hazmat, Driver Operator and EMT training. Instruction emphasizes hands-on training to assure that graduates will not only know the theory, but be able to use it.

**Minimum Credit Hours Required for Completion = 11**

**REQUIRED COURSES**

Course No.	Course Title	11 hours Credit
**FIRE-101	Firefighter I.....	6
**FIRE-110	Hazardous Materials Awareness.....	3
**FIRE-111	Hazardous Materials Operations.....	2

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

## FIRE SCIENCE - FIREFIGHTER II

Program Code: FRE2

**PROGRAM DESCRIPTION:** The Stand Alone Parent Program (SAPP) in Fire Science Technology program is designed to prepare students for employment in fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters. Students may also choose to test for IFSAC or Pro Board. Which are nationally recognized certifications. The testing process is through Kansas Fire and Rescue Training Institute.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes national, state and locally identified training needs such as Hazmat, Driver Operator and EMT training. Instruction emphasizes hands-on training to assure that graduates will not only know the theory, but be able to use it.

**Minimum Credit Hours Required for completion = 15**

**REQUIRED COURSES**

Course No.	Course Title	15 hours Credit
**FIRE-101	Firefighter I.....	6
**FIRE-110	Hazardous Materials Awareness.....	3
**FIRE-111	Hazardous Materials Operations.....	2
**FIRE-102	Firefighter II.....	4

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# FIRE SCIENCE

## Introduction to Fire Protection and Emergency Services

**FIRE-100**                      **3 hours**

This course is designed to introduce future firefighters and Emergency Medical Services (EMS) to the emergency services career.

## Firefighter I

**FIRE-101**                      **6 hours**

**Prerequisite:** Admission Requirements exist. Contact a Fire Science Advisor. The course covers technical/special operations relating to fire ground operations and prevention activities. The prime objective of this course is to train fire fighters on safety and how to avoid problems on and off the fire ground. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises including: hazardous materials awareness, safety, fire behavior, building construction, protective clothing and SCBA, team skill performances and how to operate as a part of a team. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. Effective 1 January 2009 Hazardous Materials Operations Level will be required for FF-I certification.

## Firefighter II

**FIRE-102**                      **4 hours**

**Prerequisite:** Successful completion of Firefighter I. The course covers technical/special operations relating to fire ground operations and prevention activities. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various fire ground operations including: hazardous materials operations; incident management systems, building construction and collapse; rescue and extrication and special rescue situations; hose, tools and appliances; ignitable liquid and flammable gas control; and foam fire streams. They will also understand fire pump theory; hydrant flow and operability; fire detection, alarm and suppression systems; fire cause and origin; radio communication and incident reports; and pre-incident survey. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

## Technical Rescue I

**FIRE-103**                      **2 hours**

**Prerequisite:** Successful completion of Firefighter I. Technical Rescue I is a more in-depth look at various techniques of auto, bus and commercial vehicle extrication. Students will be instructed in how to identify and establish levels of functional capability for safely and effectively conduct operations at vehicle extrication incidents. Students will learn how to assess hazards, provide patient care and identify the level of operational capability, and to establish operational criteria.

## Hazardous Materials Awareness

**FIRE-110**                      **2 hours**

This course is designed for those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials and who are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the area.

## Hazardous Materials Operations

**FIRE-111**                      **3 hours**

This course is designed for those persons who respond to releases or potential releases of hazardous materials as part of the initial response to the incident for the purpose of protecting nearby

persons, the environment, or property from the effects of the release and who are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

## Building Construction

**FIRE-112**                      **3 hours**

**Prerequisite:** Successful completion of FF-I. This course is designed to provide firefighters with the basic knowledge of building construction as related to the fire service. The class will cover; how buildings are designed and constructed as well as structural collapse probabilities, firefighter safety and officer decision making during the initial attack phase. Fire behavior and it's effects on various types of buildings is also covered.

## Hazardous Materials Technician

**FIRE-201**                      **8 hours**

**Prerequisite:** Successful completion of Firefighter II. This course covers the study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e., flammable solids, oxidizing and corrosive materials, and radioactive compounds. Course is on emergency situations, fire fighting and control. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

## Fire Apparatus Driver/Operator

**FIRE-202**                      **4 hours**

**Prerequisite:** Successful completion of Firefighter II. This course is designed to educate driver/operators who are responsible for operating apparatus equipped with fire pumps in their local fire departments. It includes an overview of the qualities and skills needed by a driver/operator; safe driving techniques; types of pumping apparatus as well as providing information for troubleshooting during pumping operations; and procedure and inspection forms. Upon successful completion of this course, student will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

## Technical Rescue II

**FIRE-203**                      **2 hours**

**Prerequisite:** Successful completion of Firefighter I. This course covers technical rescue operations and instructs students in how to identify and establish levels of functional capability for safely and effectively conduct operations at rescue incidents. Students will learn how to assess a technical rescue hazard within the response area, to identify the level of operational capability, and to establish operational criteria. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various rescue disciplines including structural collapse, rope rescue and confined space.

## Fire Instructor I

**FIRE-204**                      **3 hours**

**Prerequisite:** Successful completion of Firefighter II. This course prepares students for the student practical exam that is based on the NFPA 1041 Standard for Fire Service Instruction Professional Qualifications. Students who achieve a minimum of 70% on the exam will receive national certification to become Fire Service Instructors. This course will provide a student with the basic knowledge and skills to deliver instruction effectively from a prepared lesson plan, including operating instructional aids, using evaluation instruments, reviewing and adopting lesson plans to maximize student learning, organizing the learning environment and maintaining records.

**Fire Investigations I                      FIRE-205                      3 hours**

**Prerequisite:** Firefighter I (FIRE-101). This course covers the investigation process of all fires, accidental, natural, and suspicious. The course will also cover the collection of evidence, legal aspects, cause and determination, interviewing witnesses, detonations, and explosions.

**Structural Firefighting Strategy & Tactics    FIRE-207                      3 hours**

This class will explain proven tactics and strategies used in structural firefighting the class will provide fire fighters who are currently or previously receives Fire Fighter I with a more detailed explanation of the methods used to effectively operate at both routine and complex incidents.

**Fire Science Internship                      FIRE-213                      4 hours**

**Prerequisite:** Prior and related course work with departmental consent is required. This is a supervised internship with a fire science agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student will be required to complete duty tours in the various functions of the agency to provide exposure to administrative and line functions. Additional assignments may be made by the instructor and / or agency supervisor if they will contribute to the overall education of the student. **In order to obtain 4 credit hours a minimum of 145 hours of internship experience is needed.**

**Fire Instructor II                              FIRE-214                      3 hours**

**Prerequisite:** Successful completion of Fire Instructor (FIRE-204). After completion of this course, the student will be prepared to complete the requirements for Instructor II certification. Requirements include developing a lesson plan for a class, along with learning objectives, as well as the use of various evaluation tools. The Instructor II will also manage resources, schedule, supervise, guide, and evaluate subordinate instructors. Upon completion, the Instructor II will have the tools to be able to analyze student outcomes for validation.

**NFPA 1403 Live Fire Evolutions              FIRE-215                      3 hours**

This course is designed to introduce Fire Instructors to the NFPA 1403 Standard on Live Fire Training Evolutions. This course focuses on safe operations in the live fire training environment and helps to ensure that Fire Instructors are informed of the requirements of NFPA 1403.

**Fire Officer I                                      FIRE-220                      3 hours**

This course is designed for firefighters who wish to advance their career goals to another level and officers desiring to improve their management, leadership, and human relation skills. Upon successful completion, students will be able to take the certification exam.



**PROGRAM DESCRIPTION:** The Associate in Applied Science in Welding is based on National Center for Construction Education and Research (NCCER) training meeting all the requirements for the American Welding Society (AWS) S.E.N.S.E. certified program in which students can earn AWS entry-level welding certification after completion of all course competencies. Courses include Introductory, Intermediate and Advanced AWS skill development or concentration in a particular set of competencies in Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Metal Arc Welding and Flux Cores Arc Welding (GMAW/FCAW), as well as Gas Tungsten Arc Welding (GTAW/TIG), and Pipefitting.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 64

<b>Semester 1</b>		<b>24 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-101	Welding Safety.....	2
**WELD-103	Blueprint Reading for Welders .....	3
**WELD-106	Mathematics for Welders .....	3
**WELD-111	Shielded Metal Arc Welding.....	3
**WELD-122	Gas Metal Arc Welding.....	3
**WELD-201	Gas Tungsten Arc Welding .....	3
**WELD-213	Layout and Fabrication .....	4
**WELD-214	Pipefitting.....	3

<b>Semester 2</b>		<b>22 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-212A	Industrial Welding I .....	11
**WELD-212B	Industrial Welding II.....	11

<b>Semester 3</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*	Communications Requirement .....	6
*	Mathematics Requirement.....	3
*	Natural & Computer Science Requirement.....	3
*	Social Science Requirement .....	3
*	Personal Wellness Requirement.....	2
*	Student Success Requirement.....	1

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

CERTIFICATE

WELDING TECHNOLOGY

Program Code: WELD

**PROGRAM DESCRIPTION:** This program has been developed in accordance with the guidelines established by the Kansas Board of Regents (KBOR), and certifies to American Welding Society Codebooks, American Society of Mechanical Engineers, as well as American Petroleum Institute. The program provides training in beginner, intermediate and advanced welding. The program also provides training in fabrication, blueprint reading, inspection, and cutting and gouging processes. This program is designed to provide the necessary training for students to gain entry level jobs in all aspects of the welding field. The course plan below leads to completion for a certificate (Cert A) in Welding Technology.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 17**

**Certificate A**

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-101	Welding Safety.....	2
**WELD-103	Blueprint Reading for Welders.....	3
**WELD-106	Mathematics for Welders.....	3
**	Block 1 or Block 2.....	9

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**\*\*REQUIRED PROGRAM COURSES**

<b>BLOCK 1</b>		<b>9 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-110	Introduction to AWS Welding.....	3
**WELD-120	Intermediate AWS Welding.....	3
**WELD-200	Advanced AWS Welding.....	3

**\*\*REQUIRED PROGRAM COURSES**

<b>BLOCK 2</b>		<b>9 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-111	Shielded Metal Arc Welding.....	3
**WELD-122	Gas Metal Arc Welding.....	3
**WELD-201	Gas Tungsten Arc Welding.....	3

CERTIFICATE

WELDING TECHNOLOGY

Program Code: WELD

**PROGRAM DESCRIPTION:** This program has been developed in accordance with the guidelines established by the Kansas Board of Regents (KBOR), and certifies to American Welding Society Codebooks, American Society of Mechanical Engineers, as well as American Petroleum Institute. The program provides training in beginner, intermediate and advanced welding. The program also provides training in fabrication, blueprint reading, inspection, and cutting and gouging processes. This program is designed to provide the necessary training for students to gain entry level jobs in all aspects of the welding field. The course plan below leads to completion for a certificate (Cert CA) in Welding Technology.

**Minimum Credit Hours Required for Certificate = 46**

**Certificate C**

<b>First Semester</b>		<b>24 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-101	Welding Safety.....	2
**WELD-103	Blueprint Reading for Welders.....	3
**WELD-106	Math for Welders.....	3
**WELD-111	Shielded Metal Arc Welding.....	3
**WELD-122	Gas Metal Arc Welding.....	3
**WELD-201	Gas Tungsten Arc Welding.....	3
**WELD-213	Layout and Fabrication.....	4
**WELD-214	Pipefitting.....	3

**\* GENERAL EDUCATION REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**Second Semester**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**WELD-212A	Industrial Welding I.....	11
**WELD-212B	Industrial Welding II.....	11

# WELDING TECHNOLOGY

**Welding Safety**                      **WELD-101**                      **2 hours**  
 This course introduces the student to Basic Field Safety based on AWS and NCCER recommended competencies, as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work in an industrial setting. And will be required for all Welding Technology Degree classes involving Lab work..

**Blueprint Reading for Welders**                      **WELD-103**                      **3 hours**  
**Prerequisite:** None. This course introduces the study of Interpreting and Understanding Welding Detailed Drawings based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**Mathematics for Weld**                      **WELD-106**                      **3 hours**  
 This course is designed to teach the math processes that a welder/fabricator needs to be successful in the industrial or manufacturing fields of welding, fabrication, and pipefitting. This course covers whole numbers, common fractions, decimal numbers, percentages and averages, geometric figures, angular development and measurement, bends, take-outs, and economical layout.

**Introduction to AWS Welding**                      **WELD-110**                      **3 hours**  
 This course introduces the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**Shielded Metal Arc Welding (SMAW)**                      **WELD-111**                      **3 hours**  
**Prerequisite:** None. The course covers the study of Shielded Metal Arc Welding (SMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students of all skill levels from beginning and intermediate to advanced students who wish to work toward SMAW certification.

**Intermediate AWS Welding**                      **WELD-120**                      **3 hours**  
**Prerequisite:** WELD-110, Intro to AWS Welding. This course allows students to advance their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**Gas Metal Arc Welding (GMAW)**                      **WELD-122**                      **3 hours**  
**Prerequisite:** None. The course covers the study of Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students of all skill levels

from beginning and intermediate to advanced students who wish to work toward GMAW certification.

**Special Topics in Welding**                      **WELD-132**                      **3 hours**  
 This course continues the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification in SMAW, GTAW, and GMAW.

**Advanced AWS Welding**                      **WELD-200**                      **3 hours**  
**Prerequisites:** Intro to AWS Welding (WELD-110), Intermediate AWS Welding (WELD-120) or instructor approval. This course allows students to demonstrate mastery of their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**Gas Tungsten Arc Welding (GTAW)**                      **WELD-201**                      **3 hours**  
**Prerequisite:** None. The course covers the study of Gas Tungsten Arc Welding (GTAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed for advanced students who wish to work toward GTAW certification.

**Industrial Welding I**                      **WELD 212A**                      **11 hours**  
 This course covers the study of pipe welding in the Shielded Metal Arc Welding disciplines. This course will include technical information based on NCCER and ASME recommended competencies as well as instructor demonstration and hands on application. This course is designed to benefit students wishing to work toward attaining 6G and 6GR certification in SMAW.

**Industrial Welding II**                      **WELD 212B**                      **11 hours**  
 This course covers the study of pipe welding in the Gas Tungsten Arc Welding disciplines. This course will include technical information based on NCCER and ASME recommended competencies as well as instructor demonstration and hands on application. This course is designed to benefit students wishing to work toward attaining 6G and 6GR certification in GTAW.

**Layout and Fabrication**                      **WELD-213**                      **4 hours**  
**Prerequisites:** Field Safety (WELD-101), Blueprint Reading for Welders (WELD-103), Cutting and Gouging Processes (WELD-105), Weld Theory I (WELD-107), and Math Processes for Technicians (JDAT-110) or Technical Mathematics (MATH-107T). This course introduces the student to layout and fabrication of sheet based on NCCER recommended competencies as well as teacher demonstration and hands-on application by the student. This course includes the design, layout, fit-up and fabrication of a project mutually agreed upon and approved by the instructor. It is designed to be beneficial to beginning students who wish to work toward employment in a welding fabrication shop and towards certification or a degree in Welding Technology.



**Pipefitting****WELD-214****3 hours**

This course is designed to teach the pipefitting skills that a welder/fabricator needs to be successful in the industrial or manufacturing fields of welding, fabrication, and pipefitting. This course covers: Piping Systems, Details and Construction Drawings, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, and Underground Pipe Installation.

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Coordinator-Payroll .....	Pamela Harms
Coordinator-Transportation.....	Craig Lurtz
Coordinator-Tutor .....	Janice Urie

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A.D.N., Garden City Community College  
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