

# CATALOG

**Colby Community  
College** [www.colbycc.edu](http://www.colbycc.edu)

**2019  
2020**



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## **Statement from President**

Often we have heard, life is a journey. This journey will take you in many different places and have some unexpected twists and turns. Colby Community College is proud and honored to be a part of your life's journey. With a large variety of in-demand and high-quality programs, consistently among the top graduation and persistence rates in the state, Colby Community College provides an excellent education at a very affordable value. This catalog details what the college has available and we expect from you as a student. It does not matter if you aspire to be in business or a doctor, our team of faculty and staff are dedicated to helping you get there.

Colby Community College is an excellent place to start your journey. At our college, we are as excited about your future as you are. We could not be more pleased to begin the journey with you, best of luck.

*- Dr. Seth Macon Carter, President*

# **\*\*Mission\*\***

## **Notice of Non-Discrimination**

Colby Community College adheres to the Title VI Civil Rights Act of 1964, and all federal and state civil rights laws banning discrimination in public institutions of higher education. Colby Community College will not discriminate against race, color, ethnicity, religion, sex (including pregnancy, gender identity, sexual orientation), national origin, ancestry, marital status, age, veteran status, disability or genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures as noted below within the process for resolving grievances of harassment, sexual misconduct and other forms of discrimination.

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

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

U.S. Equal Employment Opportunity Commission  
Gateway Tower II  
4th & State Avenue, 9th Floor Kansas City, KS 66101  
913-551-5655

## **College Legal Assurances**

Colby Community College is committed to a policy of nondiscrimination on the basis of race, gender, national origin, religion, age, and disability in admissions, all as required by applicable law and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and Americans with Disabilities Act (ADA) of 1990. Colby Community College supports the terms of the Americans with Disabilities Act of 1990 which ensures accessible facilities and fair employment practices. Colby Community College policies provide classrooms, the college environment and a workplace free of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature. Federal and state law, as well as Board of Trustees' policy, prohibits sexual harassment. If you have questions or believe that you have been subjected to sexual harassment, you should report it to the Dean of Student Affairs. If unavailable, contact the Executive Vice President.

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

College practices concerning the confidentiality of student records are available on request from the Admissions Office.

College policy and the **Drug-Free Schools and Communities Act of 1989** states that the unlawful possession,



use, or distribution of illegal drugs, alcohol, and cereal malt beverages by students or employees on the property of Colby Community College or during activities involving the college is strictly prohibited.

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

## **Catalog Information Disclaimer**

This catalog is informational only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind. The college reserves the right to add or delete without notice any course offering or information contained in this catalog.

## **Institutional Mission**

**Challenge** students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

## **Vision**

Colby Community College will be a national leader in academic and student success to transform the lives in the communities we serve.

## **Philosophy**

Colby Community College is dedicated to the belief that each individual in northwest Kansas should have the opportunity to develop and extend skills and knowledge for the attainment of personal objectives. Implicit in this belief is the idea that education is a lifelong process. The college encourages the people who live in this area to participate fully in its program of educational services. The college strives to meet the needs of its students regardless of age, sex, creed, race, aspiration or educational level.

Students attending Colby Community College are the most important people associated with the institution. All students deserve the opportunity to succeed regardless of their specific goals or aspirations. It is the intention of the college to encourage individual success. The individuality of students is respected and their potential is fostered through programs that include excellent classroom instruction, multiple opportunities for leadership, and an organized plan for counseling and advisement. Attending Colby Community College is designed to be a very personal experience for students.

## **Purposes**

In order to adequately address its institutional mission, Colby Community College has adopted seven Purposes. The Purposes are intended to be dynamic and flexible to meet both student and community needs. The Purposes are as follows:

1. Offer two-year college transfer programs leading to an associate degree for students who wish to obtain a baccalaureate degree after transferring to a four-year college or university.
2. Offer both Associate in Applied Science degrees and certificate programs in vocational and technical education for students who wish to gain competence in specific skill areas or to upgrade skills.
3. Offer a developmental education program to serve all students who need improved academic skills, including adult basic education and preparation for the tests of General Educational Development.
4. Offer continuing education courses and community service activities and assist economic development by providing customized on-site training.
5. Offer students a full range of support services.
6. Offer facilities and human resources in support of educational, civic and cultural endeavors.
7. Offer state-of-the-art technology systems to enhance the quality of life.

## **Student Outcomes**

For each degree offered there is a specifically defined core curriculum. The courses may vary among degrees but are all designed to prepare students for success in their chosen fields, both in additional academic endeavors as well as in the workplace. The college has identified the following expectations for all students who complete a degree at Colby Community College:

1. Demonstrate effective oral communication.
2. Communicate effectively in writing.
3. Apply critical thinking skills.
4. Integrate a variety of techniques for problem solving.
5. Utilize technology relevant to field of study.
6. Evaluate cultural awareness in student's life.

# **\*\*College Information\*\***

## **Accreditation**

Colby Community College is coordinated by the Kansas Board of Regents and accredited by the Higher Learning Commission. In addition, many of the special programs are accredited by their respective professional associations. The Physical Therapist Association program is accredited by the Commission of Accreditation on Physical Therapy Education. Nursing is accredited by the Accreditation Commission for Education in Nursing and the Kansas State Board of Nursing. The on-campus and online Veterinary Nursing program is accredited by the American Veterinary Medical Association. The Dental Hygiene program is accredited by the Commission on Dental Accreditation. Other accreditation courses include Emergency Medical Technician (EMT), Certified Nurse Aide (CNA), and Certified Medication Aide (CMA). The Institutional Actions Council of the Higher Learning Commission voted to extend the accreditation of the college to include distance education.

Higher Learning Commission  
230 S. LaSalle St., Suite 7-500  
Chicago, IL 60604-1411  
(800) 621-7440  
FAX (312) 263-7462  
[www.hlcommission.org](http://www.hlcommission.org)

American Dental Association American Dental Association Commission on Dental Accreditation 211 East Chicago Avenue  
19th Floor Chicago, IL 60611  
(312) 440-4653

Accreditation Commission for Education in Nursing, Inc. 3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

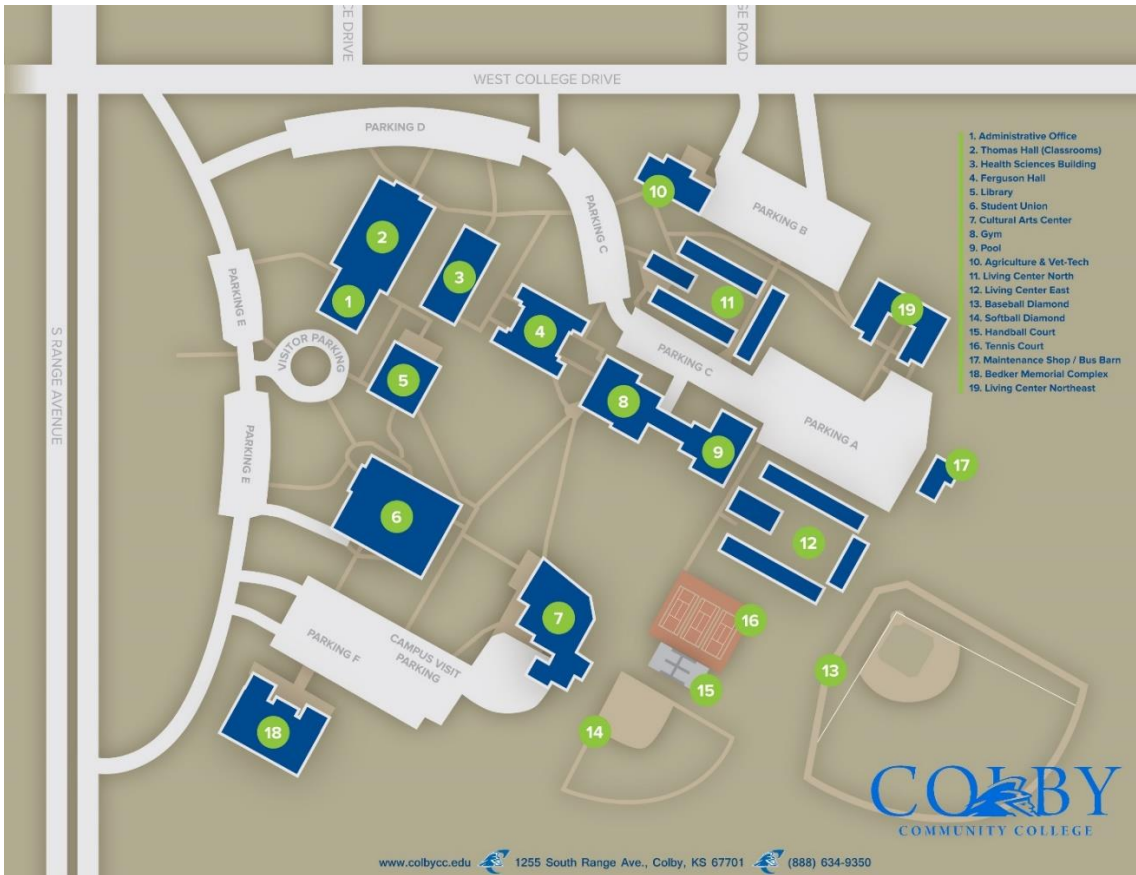
American Physical Therapy Association 1111 North Fairfax Street  
Alexandria, VA 22314  
(703) 706-3245

American Veterinary Medical Association 1931 North Meacham Road, Suite 100  
Schaumburg, IL 60173  
(847) 925-8070

Kansas Board of Emergency Medical Services Landon State Office Building  
900 Jackson Street  
Room 1031  
Topeka, KS 66612  
(785) 296-7296

Kansas Department of Health and Environment 1000 SW Jackson  
Suite 200  
Topeka KS 66612  
(785) 296-3075

Kansas State Board of Nursing Landon State Office Building 900 SW Jackson  
Suite 1051  
Topeka, KS 66612



# **\*\*Admissions Information\*\***

## **Standards**

Colby Community College is dedicated to the educational development, social and economic progress and cultural enhancement of the northwest Kansas area and students served. The college serves over 2,000 students each semester with approximately 700 of those on campus. Admission to the college is the first step in pursuing your educational goals.

## **Admissions Categories**

Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally-admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Outreach and Recruitment.

Students retain their admission status in the category in which they were originally admitted unless students seek to change their status. Students seeking to change their admission status should contact the CCC admissions office in order to be re-admitted. The college seeks to regularly update student information on the admissions application. This does not constitute reapplication for admission. Students who do not fall into any of the categories below and wish to be considered for admission at Colby Community College should contact the Executive Director of Admissions and Outreach.

## **Full-Time Students (U.S. Citizens)**

To be admitted as a full-time student the applicant must:

- Complete an application for admission;
- Graduate from an accredited high school, home school, or be a holder of a GED Diploma;
- Submit official transcripts including high school/ GED and any college/technical schools attended;
- Seek a degree or certificate from CCC or take courses for transfer to another accredited institution in order to complete a degree.

## **International Students**

International applicants must:

Submit completed forms directly to the Designated School Official:

- ✓ Medical History Form
- ✓ Immunization Record
  - \*If the student cannot get a copy of his/her immunization record, the student will have to get a series of shots upon arrival to campus, which comes at an added cost.
- ✓ Meningococcal Form
  - The opportunity to receive the shot upon arrival to campus is available at an additional cost.
- ✓ TB Questionnaire
  - \*TB Screening—If you answer yes to any of the questions on the TB Questionnaire, you are required to have a TB skin test done *in the United States*. **This test can be done at the local health department or at the student health office on campus (approximately \$5). If you answer yes to the BCG Vaccine question, you must have the Quantiferon Gold blood test done (approximately \$60) or the TB skin test could result in a false positive. If the Quantiferon Gold blood test comes back positive, student must get a chest x-ray at the student's expense. Failure to comply with this policy will result in termination of I-20 and loss of F-1 status.**
- ✓ Provide proof of English proficiency.
  - \*Students from countries with English as their primary language are not required to provide proof of English proficiency.

- ✓ TOEFL (school code: 6129)  
Minimum Scores - Internet Based: 61, Computer Based: 173
- ✓ ILETS  
Minimum score 5  
**PLEASE NOTE:** CCC does not have an intensive English language program. All students must take a placement exam to determine which class level they will be placed in, unless ACT or SAT scores have been sent to the Designated School Official.
- ✓ Submit a copy of official secondary school records.  
*This must show a graduation date and grade point average. English translation is **required**.*
- ✓ If the student is transferring in college credits from a US Institution, an official transcript from the respective college should be sent to the registrar's office.
- ✓ Sponsor's Agreement and ID  
*A sponsor is someone financially ready to support the student with payments over the stay of two years at CCC.*
- ✓ The sponsor must provide proof of funds (\$14,000) to pay for college costs and living expenses. Students should be prepared to finance their stay in the US without help from the college.
  - Financial Documentation
    - Financial Documentation is a bank statement that is from the previous 3 months before the issuing an I-20 showing support of \$14,000 US Dollars
- ✓ Copy of Student's Passport
- ✓ Copy of Placement Test Scores (SAT, ACT, ACCUPLACER), if a test was taken by the student.
- ✓ Housing Plans
- ✓ Insurance Card
- ✓ Pay the \$150 processing fee payable in US dollars.

## Transfer Student

To be admitted as a transfer student the applicant must:

1. Complete an application for admission;
2. File an official copy of all previous college credits with the Registrar within the first four weeks at CCC. If transcripts are not on file within the first four weeks, a hold will be placed on the student's record.
3. Submit official high school/GED transcripts.

## Part-Time Student

To be admitted as a part-time student the applicant must:

1. File an official copy of all previous college credits with the Registrar within the first four weeks at CCC. If transcripts are not on file within the first four weeks, a hold will be placed on the student's record and he/she will be dropped from all classes;
2. Have placement tests taken with proper scores on file at CCC prior to enrollment in classes;

## Home Schooled Students

An individual who is a graduate of a private, parochial or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission if the student has participated in the American College Testing (ACT) or Scholastic Aptitude Testing (SAT) program administered on a national test date. Colby Community College placement testing may also be accepted. Each applicant shall provide the following: 1) completed Application for Admission, 2) official copy of high school transcript, and 3) national test scores (ACT or SAT) taken on a national test date. Exceptions can be made with previous college credits at the discretion of the Executive Director of Admissions and Outreach.

## **High School Student**

To be admitted as a high school student the applicant must:

- Complete an application for admission;
- Be enrolled in high school grades 10, 11 or 12, or be a gifted student in grade 9 with an Individualized Educational Plan (IEP) recommending college experience;
- Have placement tests taken with proper scores on file at CCC prior to enrollment in classes;
- No hours taken can be below 100 level.
- Students who are gifted and in the ninth grade wishing to enroll in courses offered by Colby Community College either on-campus or at an outreach site must obtain approval from their high school principals prior to enrolling. Students must also submit a current (IEP) stating they are part of the gifted program. The Accuplacer test and/or ACT/SAT scores are required;
- Private or parochial high school students within the service area of Colby Community College are eligible for concurrent enrollment if a Concurrent Enrollment Partnership (CEP) has been approved. Eligibility and procedures will follow the established standards of both CCC and the Kansas Board of Regents.

## **Students Who Have Not Completed a High School Degree**

To be admitted without a high school diploma /GED the applicant must:

- Complete an application for admission;
- Contact the Adult Basic Education office, (785) 460-4663, for information on earning the Kansas High School Diploma/General Educational Development (GED) diploma;
- Enroll in six credit hours or less until the GED is completed. Students may not take developmental courses while enrolled in adult education classes.

## **Reentering Students**

Students wishing to reenter college after a period of time are encouraged to contact the Admissions Office. Admissions personnel or faculty advisors will assist in planning programs of study which will make reentry into college as smooth as possible.

Before students are allowed to enroll in courses at Colby Community College, the students must demonstrate readiness for coursework through their ACT or SAT scores and/or Accuplacer test. All official high school transcripts must be on file with the Admissions Office within the first four weeks at CCC.

Students who do not fall into any of the above categories and wish to be considered for admission at Colby Community College should contact the Executive Director of Admissions and Outreach.

## **Senior Citizen Grant**

Residents of Thomas County age 65 and older are eligible to take classes utilizing the Senior Citizen Grant. The Senior Citizen Grant will waive tuition, technology fees, and the wellness fee each semester. Students will be responsible for activity fees and any associated course fees each semester. This tuition grant program does not apply to classes that are offered for zero college credit.

## **Veterans**

Veterans applying for admission to Colby Community College planning to use their Educational Benefits should provide all DD214 and Certificate of Eligibility in addition to the admission requirements. The School Certifying Official or Veterans Benefit Coordinator at CCC interprets veteran's assistance programs as a financial benefit to aid students with educational expenses. Satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. Credit for military schools and experience, as recognized by the American Council on Education "Guide to the Evaluation of Educational

Experiences in the Armed Services,” will be evaluated and approved by the college upon completion of 12 credit hours at Colby Community College. All documentation of previous education and experience should be given to the Registrar and/or Veterans Coordinator. Students may contact the Veterans Coordinator at (785) 460-4679 for the proper enrollment procedures.

### **Undocumented Immigrant Policy**

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 classes 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;
3. 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;
4. in the case of a person with 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 of for U.S. citizenship or will file such application as soon as such person is eligible to do so.

### **Outreach Students**

Those wishing to enroll in outreach courses (classes offered in off campus centers or at participating high schools) should first apply to the college using the Outreach Application located online at [www.colbycc.edu](http://www.colbycc.edu). After receiving a welcome email, contact the local coordinators for enrollment information or call the Executive Director of Admissions and Outreach at (785) 460-4611.

Students wishing to take math and/or English classes will also be required to submit qualifying ACT, ACCUPLACER, or equivalent test scores. In order to be valid all scores must be no more than two years old.

Students with a remaining balance from the previous will be unable to enroll. All previous balances must be paid in full.

### **Non-Credit Courses**

Any citizen may take non-credit courses. Information on these classes may be obtained from the Admissions office (785) 460-4690.

### **Selective Admissions Programs**

Special admissions procedures apply to all students wishing to enter the following programs at Colby Community College:

- a) Dental Hygienist
- b) Physical Therapist Assistant (2nd yr.)
- c) Practical Nursing Education
- d) Associate Degree Nursing
- e) Veterinary Nursing
- f) Massage Therapy

In addition to the application for admission, students desiring entry to these programs must request and complete an application for admission to the specific program desired. Each program has its own selection process.



## **Campus Visits for Prospective Students**

All prospective students are encouraged to visit the campus to meet with students and staff. Tours for prospective students are offered Monday through Thursday at 10:30 am and 1:30 pm and on Friday from 8:30 am-12:00 pm. Campus visits typically last approximately two hours. For more information, contact the Admissions Office by letter, email or by telephone: 1255 South Range, Colby, KS 67701, (785) 460-4690 or toll free 888-634-9350. The email address is [admissions@colbycc.edu](mailto:admissions@colbycc.edu). You can also go online to [www.colbycc.edu](http://www.colbycc.edu) to request a campus visit.

## **Determination of Residency**

A student wishing to be determined as a Kansas resident for state entitlements when enrolling in Colby Community College required to submit proper documentation as set forth by the CCC Board of Trustees which includes residing within the State of Kansas for at least six (6) months prior to the beginning of the academic term and intends to live in Kansas permanently or indefinitely. Additionally, three (3) pieces of documented verification must be presented and may include: receipt for payment of Kansas property tax, receipt for purchase of Kansas license tags, employment verification in Kansas commencing six (6) months prior to the date of school attendance/school attendance for six (6) months, copy of voter registration in the State of Kansas, or copy of Kansas driver's license. Certain persons are also considered residents of the State of Kansas as determined by KSA 71-116 and can be found at [www.kslegislature.org](http://www.kslegislature.org). Residency applications are available through the Registrar's Office.

## **Early Enrollment**

Students are encouraged to attend an early enrollment program conducted during the spring and summer prior to the fall semester. This early enrollment program assists all incoming freshmen in making a successful transition to college.

In addition to becoming familiar with the role of a college student, enrollees are counseled in planning a program of study and in completing early enrollment for the first semester at Colby Community College.

## **Changing Major**

To change majors, students should notify the Registrar's Office and complete the Declaration of Major form.

## **Final Examination**

The final schedule is available online and in the class schedule. Students must petition the Executive Vice President to make the changes to their finals schedule.

## **Class Attendance**

Colby Community College views class attendance as a mandatory activity. However, if students must be absent, the students should make arrangements in advance with the instructors. Students absent as official college representatives (athletics, activities, or scholarship fulfillment) are not counted absent but MUST make advance arrangements with instructors to complete all course work. Punitive grades cannot and will not be assigned if the absence is excused by the college. It is always the student's responsibility to notify instructors of any absence due to illness or any other reason.

## **Withdrawal for Non-Attendance**

Excessive absences may result in a student being withdrawn from class by the instructor. An instructor may withdraw a student for non-attendance if: 1) the student has attended the class during the certification period and 2) the student has missed the following number of classes without any attempt by the student to make arrangements with the instructor.

	16 Week Classes	8 Week Classes
Certification Day (20th Day of Class)	6 absences	3 absences
Midterm	11 absences	No withdrawal, "F" is issued on transcript

The withdrawal will be recorded as a "W." The instructor must provide the dates of attendance and complete the withdrawal form. A student withdrawn for non-attendance may file an appeal with the Executive Vice President. This appeal must be filed within two weeks of the date the student is notified of the withdrawal.

Withdrawal from classes should be taken seriously as it may impact a student's eligibility to live in the residence halls, receive scholarships, financial aid, participate in athletic events, or satisfy graduation requirements.

### **Add/Drop/Last Day to Withdraw Policy**

It is the responsibility of the student to check his/her schedule and make any adjustments through the add/drop procedure. Students must attend class within the certification period in order to be enrolled. State law requires the withdrawal of any student who does not attend class at least one time during this period.

#### **Students will have:**

1. Eight instructional days to add or drop with a full refund for 9 to 16 week classes;
2. Five instructional days to add or drop with a full refund for 5 to 8 week classes;
3. Three instructional days to add or drop with a full refund for 2 to 4 week classes.
4. Three instructional days to add or drop with a full refund for late fall classes.
5. Classes less than two weeks (including weekend classes and seminars)-100% of tuition and fees will be refunded for withdrawal prior to the start of the classes.

All requests to add, drop, or withdraw from a class, submitted on the last day of the add/drop/withdrawal period, must be submitted by 4 p.m. Central Time. Requests submitted after 4 p.m. will not be processed without approval of the Executive Vice Present.

To add a class after enrollment is closed the student must receive written approval from the instructor and the Executive Vice President. After 15 days students will not be allowed to add a 9 to 16-week, 5 to 8-week, or 2 to 4-week class.

Students may withdraw any time after enrollment is closed and until the date published by the Registrar's Office which is 65% of the class. A "W" will be recorded on the student's transcript at that time. After the date published a grade of "W" cannot be given.

**A one-time fee of \$25.00 will be automatically applied to the accounts of students who fail to attend class by the end of the five-day add/drop/last day to withdraw period.**

## **Official Withdrawal**

An official withdrawal is the written notification to the Registrar of complete withdrawal from all classes by the student. The Official Withdrawal Form must be completed and signed by the student and signatures must be obtained from those designated on the form. Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day to withdraw.

## **When Records May Be Put on Hold or Stop**

Disciplinary action will be taken against students who have delinquent accounts at the college. A college official may request that a student's records not be released. This means a student's transcript will not be released and the student will not be allowed to enroll at CCC until the stop/hold is rescinded. In order to rescind the stop/hold, the Registrar's Office must receive written authorization from the official who originally requested the stop/hold indicating that the student has met the obligation.

## **Students Living on Campus Online Credit Hours**

Students living on campus must be full-time and of these credit hours at least 9 credit hours must be face to face or hybrid courses. Students wishing to take more online courses must have approval from the Executive Vice President.

## **Refund Policy**

The college may refund a portion of tuition, fees and institutional room and board to students who withdraw from school during the term in which they are enrolled. Students must complete the Official Withdrawal Form within the designated refund period in order to receive a refund of money paid to the college from personal sources. If all or any of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the Return of Title IV Policy, whether the withdrawal is official or not. The Official Withdrawal form must be returned to the Registrar within two weeks of the date the form is initiated.

**All student refunds will be processed through ACH or refund check. Enrollment for ACH is available through CASHNET. Refund checks will be processed and mailed to the address on file or available for pick up in the Student Account office located in the Student Union.**

## **Tuition and Fees Refunds**

Students may be eligible for refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online change of schedule or a paper form **MUST** be submitted to the Registrar's Office for refund. Non-attendance of class does not warrant an official drop, and the student will be financially responsible for the classes.

- If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the date. If a student withdraws from a class after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class. Exceptions are made for change of section and/or level changes, at the discretion of the Registrar and Student Accounts Offices.
- **100% Refunds**-No refund of tuition and/or fees are given after stated date and the student is responsible for the total tuition and fees incurred.
- **9-16 Week Classes**-100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 8th instructional day of the semester.
- **5-8 Week Classes**-100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5th instructional day of the semester.
- **2-4 Week Classes**-100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 3rd instructional day of the semester.

- **Classes less than two weeks (including weekend classes and seminars)**-100% of tuition and fees will be refunded for withdrawal prior to the start of the class.
- **Late Fall Classes**-100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the third instructional day.

Institutional room and board charges will be calculated according to the terms of the dorm contract.

**The college refund policy and the federal return of Title IV funds policy are independent of each other. The return of Title IV funds may result in college costs not paid and due from the student. Transcripts and/or grade reports will not be issued to students from whom college costs are not paid.**

### **Federal Return of Title IV Funds Policy**

The Higher Education Amendments of 2005 established a Return of Title IV Funds policy to replace pro-rata and refund/re- payment policies established by earlier amendments. This policy requires both schools and students to return the federal funds amounts which are not earned. Students who receive federal student aid and withdraw before 60% of a term has been completed will be required to return a portion of any type of federal aid they have received, excluding Federal Work Study wages. Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid awards(s) will be required to return funds in the amount necessary to eliminate the overpayment. Students who have received federal student aid and who withdraw without completing classes **can lose eligibility** for future aid because of failure to make satisfactory academic progress, **regardless of the point at which they withdraw**. The portion of Title IV funds to be returned will be calculated by the Financial Aid Office at the time of official withdrawal or at the time the Registrar and Financial Aid Office become aware a student has withdrawn without written notification. A student who withdraws officially will receive a written notification of funds to be returned by the college and by the student.

# **\*\*Academic Information\*\***

## **Academic Load**

The typical academic load ranges from 14 to 18 semester credit hours. Students carrying 12 hours or more are considered full-time students. Students enrolling in more than 20 hours of credit in the fall or spring semesters must receive approval from the Executive Vice President prior to enrollment. Students enrolled in more than seven credit hours in a four-week summer or late fall session or 15 credit hours in the summer session must obtain permission from the Executive Vice President. Enrollment includes hours taken on-and off- campus, as well as online.

## **Course Numbering**

Courses numbered 001 to 099 are designed for basic skill development and do not count toward graduation requirements. Courses numbered 100 to 199 are primarily for freshmen, but sophomores and special students may enroll for credit. Courses numbered 200-299 are primarily for sophomores, but freshmen and special students may be admitted for credit unless they are not qualified.

## **Credit Definition**

“Credit hour” is the basic unit of collegiate-level instruction as determined by the Kansas Board of Regents in a subject or course offered at a level not higher than those subjects of courses normally offered to freshmen and sophomores in four-year institutions of post-secondary education. One credit hour is constituted by a minimum of one hour of classroom or direct instruction plus a minimum of two hours of out-of-class student work each week for a semester (or its equivalent). Utilizing the Carnegie Unit, “one hour” of instruction or class work equals 50 minutes; a semester is defined as not less than 15 weeks. Credit hour does not include within its meaning instruction in a subject or course taken by a student enrolled for audit or any subject of course not approved by the Kansas Board of Regents. The Kansas Board of Regents shall determine whether the subject and courses offered in the community colleges are at the level of freshmen courses and sophomore courses offered in the state educational institutions and shall not approve a subject or course offered at a higher level. An equivalent amount of student work (minimum three hours per week for a semester of combined direct instruction and out-of-class student work) must be represented for a credit hour in other academic activities such as laboratories, internships, practical, studio work and other academic work.

## **Auditing Classes**

Students who choose to audit a course attend regular class sessions but do not receive college credit for the course. Students are subject to all of the admissions’ policies set forth by Colby Community College. Students may elect to audit a course only during the normal registration period. No change may be made thereafter. Students who choose to audit will be subject to tuition and fees for the course. Examinations are at the request of the student and the consent of the instructor. Audited courses are marked “AU” on the college transcript.

## **Repeating a Course**

Students may repeat courses previously taken at Colby Community College. Prior to spring 1990, both grades were used in computing the grade point average and were recorded on permanent records and transcripts. Effective spring 1990, only the highest grade received is counted in the grade point average. However, both grades are recorded on permanent records and transcripts. The credit hours for a single course number are only counted once toward the 62 hours needed for graduation.

## **Life Experience Credit**

Life Experience Credit is learning that has not been transcribed by a regularly accredited higher education institution. To encourage and to assist students to complete a degree, Colby Community College may award college credit for life experience. To be awarded life credit you must meet the following requirements:

- All students seeking life credit must be enrolled at CCC and have declared a degree objective that is either an Associate of Applied Science or Certificate of Completion.
- Life Experience Credit will not be awarded for general education classes due to non-transferability.
- Students seeking Life Experience Credit must provide validated documentation stating the knowledge, skills, and/or dates of employment when experience was gained. Failure to supply such will result in non-approval. If requested, students must be able to demonstrate proficiency to the designated party/parties.
- The Executive Vice President with the responsible program director will review and approve or disapprove the application for Life Experience Credit.
- Students must complete at least 15 credit hours at CCC with a cumulative 2.0 GPA before Life Experience Credit will be awarded. To qualify for any degree, students must earn at least 15 hours of credit and have a cumulative 2.0 GPA from Colby Community College.
- No student will be awarded more than 12 hours of Life Experience Credit through Colby Community College.
- All Life Experience Credit must be paid for (tuition only) before the credits will be added to their transcript.
- Any questions regarding Life Experience Credit should be directed to the Executive Vice President.

## **Academic Renewal**

Academic Renewal policy recognizes that a student's ability to succeed academically changes over time as life situations and maturity levels change. If approved, an Academic Renewal is recorded. A student eligible for consideration may apply for Academic Renewal by petitioning the Executive Vice President.

- a. Academic Renewal will be granted only once at CCC.
- b. A minimum of two years must have elapsed since a student last attended CCC.
- c. Only one semester can be applied to Academic Renewal.
- d. The student must be currently enrolled and have completed at least 12 hours with a minimum of a 3.0 GPA at the time of petition.
- e. None of the credits completed in the semester for which renewal is petitioned will count toward a degree.
- f. All "forgiven" coursework will continue to appear on the transcript but will not be included in the student's CCC cumulative GPA, nor shall any courses in the term be counted toward a degree granted by CCC.
- g. All paperwork must be on file with the Registrar and Financial Aid offices before any grades can be changed.
- h. A petition for Academic Renewal will not be considered if the student has completed a degree from CCC.
- i. Students granted academic renewal may not receive the Mosier Award or Ary Award at graduation.
- j. Granting Academic Renewal does not affect or alter a student's record for athletic eligibility.
- k. This policy refers to CCC only.

**Students applying for Academic Renewal are responsible for investigating the potential impact on Financial Aid, transfer admission, Veteran's Affairs and other agencies and organizations.**

Other institutions receiving a CCC transcript for transfer of academic courses are not bound by policy and may choose to calculate student's transfer GPA to include all grades, even those excluded under this policy.

## **Credit by Examination**

A student who is enrolled in regular semester classes or a prospective student who subsequently enrolls in 12 credit hours at Colby Community College may be permitted to earn college credits through institutional credit by examination. The student must have the necessary qualifications, and the course must be approved by faculty in the discipline and the division chair to qualify for credit by examination. The Executive Vice President grants final approval.

A maximum of 24 hours of credit by examination courses will qualify for credit toward graduation from CCC. Academic credit will be awarded for credit by examination courses after the student has successfully completed 12 credit hours at CCC.

A student indicating background knowledge in a college course offered by Colby Community College may contact the appropriate division chairperson to obtain information on credit by examination. The student must petition the Executive Vice President for credit by examination. Credit by examination will not be given if the student has previously received credit for a more advanced course in the same discipline.

A non-refundable \$15 examination fee will be charged for each examination. The student will be required to be enrolled in the class for which he/she desires credit and pay the current standard rate for tuition and fees. The test fee and tuition and fees must be paid to the Student Accounts office before the examination. Following successful completion of 12 credit hours at CCC and successful completion of the examination, a grade of "CR" (credit) will be recorded on the transcript for the course which the student petitioned to receive credit by examination. It is the responsibility of the student to contact the transfer institution to determine its policy on institutional credit by exam coursework.

## **College Level Examination Program (CLEP)**

Colby Community College will accept credit for CLEP subject exams provided the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. A list of approved CLEP subject exams is available in the Registrar's office.

The student has the right to ask that the results of the CLEP exam not be included on the transcript, and the exam will not be used to satisfy graduation requirements. Credits received for CLEP exams may not be used for financial assistance eligibility.

If the student does choose to include a CLEP Exam, the transcript will indicate the exam used to earn the credit. Credit hours will be placed on the transcript with a "P" for "Pass" grade and will be counted toward graduation requirements.

Colby Community College does not guarantee transferability of any credits received via CLEP examination.

A student will receive credit comparable to the courses offered by CCC as indicated by this policy.

The student must complete 15 credit hours at CCC before any CLEP credits can be placed on the transcript. A maximum of 12 credit hours earned from CLEP exams may be included on the transcript for credit.

The college will not require additional testing to verify the results of a CLEP exam.

Colby Community College is not a test site. The student will pay all costs related to administering CLEP exams.

The following CLEP exams have been approved by the Kansas Board of Regents:

CLEP Subject Examination	Minimum Score for Transfer Cr	Credit Hrs. Awarded
American Government	50	3
American Literature	50	3
Biology	50	5
Calculus	50	5
Chemistry	50	5
College Algebra	50	3
College Composition	50	3
Financial Accounting	50	3
Information Systems	50	3
History of United States I	50	3
History of United States II	50	3
Human & Growth Development	50	3
Introductory Business Law	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Principles of Macroeconomics	50	3
Principles of Management	50	3
Principles of Marketing	50	3
Principles of Microeconomics	50	3
Spanish Language I	50	5
Western Civilization I	50	3
Western Civilization II	50	3

### **Military Service Credit**

Colby Community College awards credit for military training and experience. Evaluation is based on recommendations given in “A Guide to the Evaluation of Educational Experiences in the Armed Services” published by the American Council on Education as these recommendations apply to students degree programs. Credit hours will be placed on the transcript with a "P" for "Pass" and will be counted toward graduation requirements.

Students must provide documentation of completion of training and of assignment to military duties. Please ensure all prior educational transcripts: DD-295, DD-214, Army/American Council on Education Registry Transcript System (AARTS), Coast Guard Institute Transcripts, and Sailor/Marine/American Council on Education Registry (SMART) are submitted for evaluation in a timely manner. It is the student’s responsibility to ensure that all transcripts are submitted to the Registrar.

Academic credit earned for courses appearing on an official transcript from a regionally-accredited college will be evaluated according to college policies and accepted subject to the approval of the Executive Vice President. Transfer credits that are based on a different unit of credit than the one utilized by CCC are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the Executive Vice President are final. Any preliminary reviews by campus personnel are unofficial, not binding, and subject to change.

- All students must be enrolled in at least six hours at CCC and have declared a degree objective.
- The Executive Vice President will review, and if applicable, seek advice from the responsible division chair and/or from full-time faculty to approve or disapprove the military credit.
- Students must complete at least 15 credit hours at CCC with at least a “C” before military credit will be



awarded.

## **Placement Testing Policy**

To determine reading, writing, and math skills, Colby Community College uses multiple measures to place the student in appropriate classes. Previous college credit, ACT/SAT scores, Accuplacer scores, high school GPA, and high school transcripts can all be used to determine a course sequence that provides the best path for a student to be successful.

Students who are exempt from placement testing include:

1. A student determining course placement is not accurate may request admission into a higher level course by contacting the Trojan Advising Center. Students requesting admission into a higher level course must demonstrate adequate knowledge and provide reasonable proof to receive approval from the Executive Vice President.
2. Students who have earned a Bachelor's or Associate degree;
3. Students successful completion ("C" or higher) at another institution and the course is deemed equivalent through Registrar review and students who have followed the developmental sequence in math, writing, or reading are exempt from their requirement for assessment in that subject only;
4. Students successful completion ("C" or higher) English Composition I or its equivalent are exempt from the requirement for assessment in English and reading;
5. Students successful completion ("C" or higher) a 100-level or above algebra course are exempt from the requirement for assessment in mathematics;
6. Students who have taken the ACT/SAT and/or Accuplacer test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

Students must follow the sequence of developmental courses and pass with at least a "C" to move to the next level unless retesting results indicate a higher placement.

Students may retake the Accuplacer test at a cost of \$5 per section for the following reasons:

1. Students feel placement results do not accurately reflect their abilities;
2. Students feel they have improved their skills through refresher work or previous developmental course work;
3. Students feel the grade received does not reflect their abilities and/or their desire to advance in the course sequence.

<b>English Courses</b>	<b>High School GPA*</b> _____	<b>Previous College Courses</b>	<b>ACT Reading &amp; Writing Score</b> _____	<b>ACCUPLACER Reading &amp; Writing Score</b> _____	<b>SAT Reading &amp; Writing Score</b> _____
<b>EN076 Fundamental of Reading &amp; Writing</b>	NA	NA	0-11	200-230	0-229
<b>EN079 English Comp I Workshop **</b>	NA	Per Transfer Policy	12-17	231-254	230-489
<b>EN176 English Comp I</b>	Cumulative 3.5 or higher on a 4.0 scale Can use six (6) semester GPA if not yet graduated	Thirty (30) or more credit hours earned Cumulative 3.5 on 4.0 scale	English Score AND Reading Score 18 or above	English Score AND Reading Score 255 or above <b>OR</b> 231-254 AND WritePlace 5-8	Evidence Based Reading and Writing 490 and above
<b>Math Courses</b>	<b>High School GPA*</b> _____	<b>Previous College Courses</b>	<b>ACT Reading Math Score</b> _____	<b>ACCUPLACER Math Score</b> _____	<b>SAT Math Score</b> _____
<b>MA050 Math Essentials</b>	NA	NA	0-13	200-219	200-339
<b>MA076 Beginning Algebra</b>	NA	Per Transfer Policy	14-18	220-249	340-419
<b>MA169 Survey of Math (Not part of Algebra Sequence)</b>	NA	Per Transfer Policy	18-20	242-258	420-519
<b>MA177 Intermediate Algebra</b>	NA	Per Transfer Policy	19-21	250-262	420-519
<b>MA178 College Algebra</b>	Appropriate sequence of math courses completed with a "B" or higher will be considered for placement	Per Transfer Policy	22 or above	263-275	520 or above
<b>MA220 Calculus I</b>	NA	Per Transfer Policy	24 or above	276-300	600 or above

\*Courses must have been completed within the past four years.

\*\*Students withdrawing from workshop must also withdraw from English Composition.

A student who determines course placement is not accurate may request admission into a higher level course by contacting the Trojan Advising Center. Students requesting admission to a higher level course must demonstrate adequate knowledge and provide reasonable proof to receive approval from the Executive Vice President.

\*Courses must have been completed within the past four years.

\*\*Students withdrawing from workshop must also withdraw from English Composition.

## **Advanced Placement Program**

Colby Community College accepts credit for Advanced Placement exams, providing that the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. The student is responsible for requesting all examination results be sent to the Registrar. The Registrar will contact the appropriate division and/or program chair to determine credit eligibility. The student has the right to ask that the results of the Advanced Placement exam not be included on the transcript, in which case the exam cannot be used to satisfy graduation requirements. Natural Science exams will not satisfy laboratory science requirements.

Credits received for Advanced Placement exams may not be used for financial assistance eligibility. If a student does choose to include an Advanced Placement exam, the transcript will indicate the exam used to earn the credit. The student may also select either a letter grade based on the equivalency sheets on file in the Registrar's Office or a grade of "P" for "Pass." A student will receive credit comparable to the courses offered by Colby Community College as indicated by a current catalog.

The student must complete 15 credit hours at Colby Community College before any Advanced Placement credits will be placed on the transcript. A student may place no more than 12 credit hours on their transcript for credit earned by taking Advanced Placement exams. The college will not require additional testing to verify the results of an Advanced Placement exam. The student pays all costs related to administering of the Advanced Placement exams. Colby Community College does not guarantee transferability of any credits received via AP examination.

Credit for all AP exam scores of three (3) or above for the equivalent course or courses at their institution, except for the following courses:

Art History, score of 4, Physics I, score of 4, Physics II, score of 4.

## **Transcripts**

To request a transcript to be sent to other colleges, universities, or employers, students must first register at [www.parchment.com](http://www.parchment.com). Colby Community College transcripts are exchanged electronically where applicable. Students can sign in anytime to select the destinations to send transcripts and are able to track the status of requests. A fee is required for official transcripts as well as transcripts which are faxed. Transcripts issued to students personally will be stamped "Issued to Student." Many institutions and employers do not accept these as official. Thus, the student should request direct exchange of a transcript.

## **Transfer Students**

A student transferring to Colby Community College from any accredited college or university must have official transcripts mailed to the Registrar's Office (Colby Community College, 1255 South Range Colby, KS 67701). A student may be eligible for an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, Associate of Applied Science Degree, or a certificate utilizing the credit hours transferred from another accredited institution. A minimum of 15 semester hours must be completed through Colby Community College.

## **Student Classification**

Freshman	Freshmen are students who have earned fewer than 32 semester hours of credit.
Sophomore	Sophomores are students who have earned 32 to 64 hours of credit.
Special	Special students are students who have earned over 64 hours of credit.
Part-time	Part-time students are students who are enrolled in less than 12 semester hours of credit.
Full-time	Full-time students are students who are enrolled in 12 or more hours of credit.

## Grading System

### Grades

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Unsatisfactory
I	Incomplete
W	Withdrawn
PS	Pass

### Grade Points

	4 grade points per semester hour
	3 grade points per semester hour
	2 grade points per semester hour
	1 grade point per semester hour
	0 grade points per semester hour
	Conditional grade given only with a signed contract
	Student withdrawn from course
	Used in some instances in lieu of a traditional grade
	Pass grades are not calculated in a student's GPA
NG	If no grade has been received when grades are printed, NG (no grade) is recorded.
TRD	Transferred in D
TRM	Transfer Requirement Met but no credit hours towards AA and AS
AU	Audit

## Pass/Fail Courses

A student may enroll under the Pass/Fail option for any elective course offered under this option. The course cannot be a specified requirement in his or her program of study. Courses that are specified by name or number for general education or courses required for degree completion cannot be taken as Pass/Fail. Students who choose to take a course Pass/Fail must request permission to do so from the Executive Vice President and the proper paperwork must be filed with the Registrar before certification day each session. A grade of D or above will be considered "Pass" and will not count in their GPA. However, the hours WILL count toward their graduation. A "Fail" grade will affect the student's GPA and the hours still count in their hours attempted at Colby Community College.

## Honor Roll

President's Honor Roll--A student must be enrolled in 12 or more hours receiving letter grades only with no F's or Incompletes and a GPA of 4.0. Students who have holds on their records are not recognized.

Vice President's Honor Roll--A student must be enrolled in 12 or more hours receiving letter grades only with no F's or Incompletes and a GPA of 3.75-3.99. Students who have holds on their records are not recognized.

## Assessment

The CCC assessment program enhances the quality and effectiveness of the curriculum, programs, and services of the institution. Assessment activities are completed each semester and focus on analytical, quantitative, communicative, and aesthetic skills.

## **Academic Progress**

### **1. Academic Standing**

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Colby Community College. Attempted course work is defined as any course that received a grade of A, B, C, D, or F. Courses that received a grade of W are not included in attempted course work.

### **2. Academic Progress Warning**

Students with a semester grade point average (GPA) below 2.0 will be placed on hold by the Trojan Advising Center. Students are allowed one semester on Academic Progress Warning.

### **3. Academic Probation**

Students not meeting the semester 2.0 grade point average (GPA) while on Academic Progress Warning will be placed on Academic Probation.

- a) A hold will be placed by the Trojan Advising Center for one semester (fall or spring). At the end of the probationary term, students will be allowed to enroll in up to 15 credit hours. To enroll in additional credit hours, the student must receive permission from the Executive Vice President.
- b) Students will be required to complete an Academic Improvement Plan.

### **4. Academic Improvement Plan**

Once placed on probation, the student must adhere to each of the following guidelines to continue enrollment in subsequent semesters.

- a) Schedule an appointment with the Trojan Advising Center.
  1. Complete education plan
  2. Set grade check schedule
  3. Complete exit interview

### **5. Academic Suspension**

The student has one semester to make progress toward the minimum standards outlined above or the student will be suspended from Colby Community College for one year. The student will be notified by letter of the suspension by the Trojan Advising Center. Upon return to Colby Community College, the student must make academic progress and maintain a semester GPA of 2.00 or higher until the student is in good academic standing. Failure to maintain the semester GPA requirement will result in subsequent academic suspension of one academic year (fall, spring, and summer).

Academically suspended students may appeal in writing to the Executive Vice President. All appeals must provide written documentation substantiating the student's reinstatement request.

6. Academic progress standards for recipients of financial aid are outlined in a separate policy.

# Academic Calendar

## COLBY COMMUNITY COLLEGE ACADEMIC CALENDAR Fall 2019-Spring 2020

[ ] Classes not in session, instructors on duty      ( ) Administrative Offices Closed      \_ Classes not in session, instructors not on duty

August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	(2)	3	4	5	6	7	1	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	[12	13	14	15	16]	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November							December							January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7	1	(2)	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	[13]	14	5	[6	7]	8	9	10	11
10	11	12	13	14	15	16	15	[16	17]	18	(19	20)	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	(23	24	25	26	27)	28	19	20	21	22	23	24	25
24	(25	26	27	28	29)	30	29	(30	31)					26	27	28	29	30	31	

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

May							June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	(3)	4
3	4	5	6	7	[8]	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	[11	12	13]	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24/31	(25)	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

August	Fall 2019
12-16	Faculty Report/Workdays
12	New Employee In-Service
14	CCC Employee In-Service
16-17	Registration / Residence Halls Open
19	Fall First 8 and 16 Week Classes Begin
26	Last Day to Add or Drop with a Full Refund First 8-Week Classes
29	Last Day to Add or Drop with a Full Refund 16-Week Classes
September	
2	Labor Day—No Classes/Offices Closed
11	Certification Day (First 8 and 16 Week Classes)
16	Fall 12-Week Classes Begin
23	Last Day to Withdraw from First 8-Week Classes
26	Last Day to Add or Drop with a Full Refund 12-Week Classes
October	
10	Last Day of Term (final exam) First 8-Wk Classes
14	Fall Second 8-Week Classes Begin
14	Certification Day (12-Week Classes)
15	First 8-Week Final Grades and 16 Week Mid-Term Grades Due 3 p.m.
21	Last Day to Add or Drop with a Full Refund Second 8-Week Classes
22	Spring 2020 Enrollment Begins Make an appointment with the Advising Center to register for Spring 2020 classes.
28	Last Day to Withdraw from 16-Week Classes
31	December 2019 Graduation Application Due
November	
11	Certification Day (8-Week 2 Classes)
11	Fall 4 Week and 8 Week 3-Classes Begin
13	Last Day to Add or Drop with a Full Refund 4-Week Classes
15	Last Day to Withdraw from 12-Week Classes
18	Last Day to Add or Drop with a Full Refund Third 8-Week Classes
22	Last Day to Withdraw from Second 8-Week Classes
22	Certification Day (4-Week Classes)
25-29	Thanksgiving Break—No Classes/Offices Closed
December	
2	Last Day to Withdraw from 4-Week Classes
6	May 2020 Graduation Applications Due
6	Certification Day (8-Week 3 Classes)
6	Last Day of Term (final exam) for 4-Week Classes
9-10	Monday/Tuesday - Classes in Session
10	Grades due for 4 Week Classes by 3 p.m.
11-12	Final Exam for Second 8, 12, and 16 Week Classes
13, 16, 17	Faculty Workdays (16-Grades Due at Noon for Second 8, 12, and 16 Week Classes)
16	Late Fall Classes Begin
16	Last Day to Withdraw from Third 8-Week Classes
18	Late Fall Last Day to Add or Drop with a Full Refund Adds will be excepted until 12:00 p.m. (noon - CST)
16-17-18	Staff Workdays – Offices Open
23	Certification Day (Late Fall Classes)
27	Last Day to Withdraw from Late Fall Classes
19-31	College Closed for Winter Break

January	Spring 2020
1	College Closed for Winter Break
2	CCC Administrative Offices Open/Staff Report
3	Last Term Date (final exam) for 8 Week 3 and Late Fall Classes (January 6 <sup>th</sup> grades due- 3 p.m.)
6	Residence Halls Open
6	End of Fall 2018 Term (Grades Due for 8-Week 3 and Late Fall Courses by 3 p.m.)
6, 7	Faculty Report/Workdays
8	Spring First 8 and 16 Week Classes Begin
15	Last Day to Add or Drop with a Full Refund First 8-Week
21	Last Day to Add or Drop with a Full Refund 16-Week Classes
February	
4	Certification Day (First 8 and 16 Week Classes)
10	Spring 12-Week Classes Begin
14	Last Day to Withdraw from First 8-Week Classes
17	Presidents Day – No Classes/Offices Closed
20	Last Day to Add or Drop with a Full Refund 12-Week Classes
March	
5	Last Term Date (final exam) for First 8-Week Classes
9	Spring Second 8-Week Classes Begin
10	First 8-Week Final and 16-Week Mid-Term Grades Due 3 p.m.
19	Certification Day (12 Week Classes)
19	Last Day to Add or Drop with a Full Refund Second 8-Week Classes
16-20	Spring Break—No Classes Offices Open 16-19 Offices Closed 20
30	Fall 2020 Enrollment Begins Make an appointment with the Advising Center to register for Fall 2020 classes.
April	
3	Last Day to Withdraw from 16-Week Classes
6	Certification Day (Second 8-Week Classes)
10	Spring Holiday – No Classes/Offices Closed
13	Last Day to Withdraw from 12-Week
22	Last Day to Withdraw from Second 8-Week Classes
May	
4-5	Monday/Tuesday – Classes in Session
6-7	Last Term Date (final exam) for Second 8, 12 and 16 Week Classes
7	5:30 p.m. Commencement Practice Community Building
8	Faculty Workday 6 p.m. CCC Commencement—Community Building
11-13	Faculty Workdays (12-Grades due at 3 p.m.)
25	Memorial Day—Offices Closed
June 1	First Session – Summer Classes Begin
3	Last Day to Add or Drop with a Full Refund First Session
19	Last Day to Withdraw from first session classes
July 3	College Closed
July 6	Second Session – Summer Classes Begin
8	Last Day to Add or Drop with a Full Refund Second Session
24	Last Day to Withdraw from second session classes

# **\*\*Degree Requirements\*\***

## **Application for Graduation**

The application for graduation is filed with the Registrar's Office. It is the student's responsibility to file the completed form. Students contact the Office of the Registrar for applications. Dates for filing the applications for May, August, or December graduations are published by the Registrar's Office in the semester schedule.

## **Certificate & Degree Fee**

Full-time students are charged a \$10 Registration Fee per semester which covers unlimited degrees and certificates. Only students participating in the graduation ceremony receive the diploma folder. A separate fee is paid to the bookstore when ordering the cap and gown.

## **Degrees and Certificates Granted**

Colby Community College grants four degrees: Associate of Arts, Associate of Science, Associate of General Studies and Associate of Applied Science, in addition to Technical Certificates.

The intent of the Associate of Arts Degree and Associate of Science Degree is to enable students to satisfy freshman- and sophomore-level program requirements for the Bachelor of Arts and the Bachelor of Science degrees offered by four-year universities. The Associate of Applied Science Degree is intended to prepare students for employment upon satisfactory completion of the degree. The Associate of Applied Science Degree and the Associate of General Studies Degree do not meet the state transfer and articulation agreement requirements.

Developmental courses with numbers below 100 do not count toward degree requirements. Courses that are repeated only count one time to meet degree requirements. A maximum of three credit hours from workshops will count toward graduation. Colby Community College has designated certain courses that fulfill degree requirements as General Education courses. Students must complete at least 15 credit hours with CCC.

**In compliance with minimum requirements of the Kansas Board of Regents, Colby Community College has established the following requirements:**

**Standard Degree Requirements:** AA, AS, AGS and AAS.

- Student Success Seminar or specific program orientation class;
- Successful completion (passing grade) of 62 semester credit hours (repeated courses count only once);
- A grade point average of 2.00 (both CCC and cumulative).

Some courses taken under the current curriculum restrictions may not be acceptable to all institutions. Other courses may transfer as electives only and not fulfill requirements directly specified in the degree program.

## **Certificates**

The certificate programs are designed to provide students with the necessary skills needed to be successfully employed. A grade point average of 2.0 is required. Developmental courses do not count toward fulfilling certificate requirements. Repeated courses only count once toward requirements and specific program requirements must be completed.

## **ASSOCIATE OF ARTS DEGREE**

### Standard Degree Requirements

1. General Education Requirements
  - a. 6 credit hours in written communication (English Comp I and English Comp II)
  - b. 3 credit hours in oral communication
  - c. 6 credit hours in natural science and mathematics
  - d. 6 credit hours in social and behavioral sciences
  - e. 6 credit hours in arts and humanities
  - f. 1 credit hour in health/physical education (lifestyle or skill course).
2. An additional 9 credit hours of general education courses in the areas of written and oral communication, social and behavioral sciences, and arts and humanities. The program of study is transferable and equivalent to the freshman- and sophomore-level requirements for a Bachelor of Arts Degree.
3. Minimum of 62 credit hours is required for graduation.

## **ASSOCIATE OF SCIENCE DEGREE**

### Standard Degree Requirements

1. General Education Requirements
  - a. 6 credit hours in written communication (English Comp I and English Comp II)
  - b. 3 credit hours in oral communication
  - c. 8 credit hours in mathematics and a laboratory science class
  - d. 6 credit hours in social and behavioral sciences
  - e. 6 credit hours in arts and humanities
  - f. 1 credit hour in health/physical education (lifestyle or skill course).
2. An additional 22 credit hours of transferable courses in science, mathematics, business, computer, agriculture, or related technologies as designated by the program of study. The program of study is transferable and equivalent to the freshman- and sophomore-level requirements for a Bachelor of Science degree.
3. A minimum of 62 credit hours is required for graduation.

## **ASSOCIATE OF GENERAL STUDIES DEGREE**

### Standard Degree Requirements

1. General Education Requirements
  - a. 6 credit hours in written/oral communication (3 hours must be written communication.)
  - b. 6 credit hours in natural science and mathematics
  - c. 6 credit hours in social and behavioral sciences
  - d. 6 credit hours in arts and humanities
  - e. 6 additional credit hours in general education
2. Granted to those who successfully complete programs with an emphasis on a broad range of knowledge; and not less than 32 semester credit hours in a program of college-level work are required.
3. A minimum of 62 credit hours is required for graduation.

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

Associate of Applied Science Degree means a degree as defined by Kansas Board of Regents. This degree is granted to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. This is a degree in which not less than 15 semester credit hours in general education and not less than 30 semester credit hours in the area of specialized preparation are required. Selected courses may transfer to a college or university upon validation of applicable coursework.



## **Kansas Board of Regents Transfer and Articulation Policy**

Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness in the public postsecondary education system in Kansas. A seamless educational system offers the best resources to provide a high-quality education for every student, and empowers and encourages each student to reach maximum potential by engaging in life-long learning.

[Kansas Board of Regents Transfer and Articulation Page](#)

[Kansas Board of Regents – Systemwide Transfer Courses](#)

### **General Transfer Provisions**

- i. Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.
  1. Admission to an institution shall not equate with admission to a professional school or a specific program.
  2. Except as provided in paragraph f. iii., students must complete all graduation requirements of the receiving institution.
  3. Students with a completed associate degree who transfer into a professional school or specialty program may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- ii. Requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:
  1. Transfer coursework must be transcribed in credit hours.
  2. Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.
- iii. Transfer of general education credit to and among Kansas public universities, including state universities and Washburn University, shall follow the requirements below.

Although the following distribution of courses does not necessarily correspond to the general education requirements for the bachelor degree at any Kansas public university, it shall be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public universities.

A minimum of 45 credit hours of general education with distribution in the following fields shall be required. General education hours totaling less than 45 shall 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).

1. 12 hours of Basic Skills courses, including: 6 hours of English Composition  
3 hours of Public Speaking or Speech Communication  
3 hours of college level Mathematics; college Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it
2. 12 hours of Humanities courses from at least three of the following disciplines:  
Art\*  
Theater\*  
Philosophy Music\*  
History\*\*  
Literature  
Modern Languages
3. 12 hours of Social and Behavioral Science courses from at least three of the following disciplines:  
Sociology

Psychology  
Political Science  
Economics  
Geography  
Anthropology  
History\*\*

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

\*Performance courses are excluded.

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

- iv. Many of the Board approved system wide transfer courses meet general education requirements at the public postsecondary educational institutions in Kansas.
- v. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in paragraph f. iii., above.
- vi. Public universities may develop program-to-program articulation agreements for the AAS degree.
- vii. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:
  - 1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program to program articulation agreements.
  - 2) On a course-by-course basis
    - a. General education courses may be transferred according to paragraphs d.vi, f. iii, and f. v, above.
    - b. Substantially equivalent courses may be transferred on a course-by-course basis according to paragraph d.v. above.
    - c. Other courses may be transferred as electives according to paragraph d. vii, above.
    - d. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

## **Transfer of Credit**

Advisors, the Transfer & Articulation Specialist, and Student Services personnel communicate with other colleges and universities to ensure that students do not lose credits when transferring. Under typical circumstances, students experience little or no difficulty in transferring all earned credit, particularly when transferring to a Kansas college or university.

Check the website [www.colbycc.edu](http://www.colbycc.edu) for "Transfer Equivalencies."

## **Reverse Transfer Agreements**

Reverse transfer is an important element of a seamless educational system. The state universities, community colleges, and technical colleges work together, through the System Council of Presidents and System Council of Chief Academic Officers, to develop processes to assist students to complete coursework for and attain all certificates and degrees for which they are eligible. Within your first year, if you transfer coursework from a community college or technical college to a public university, you will be notified if you are eligible to be considered for Reverse Transfer. You are eligible if you have completed 45 credit hours at one or more colleges and if you consent to the release of your academic records. If you consent (also known as "opting in") your academic records will be evaluated for degree completion and your degree will be conferred based upon a satisfactory evaluation. Opting in is the first step.

## GENERAL EDUCATION REQUIREMENTS

### Courses that fulfill WRITTEN & ORAL COMMUNICATION REQUIREMENTS

<u>WRITTEN</u>		<u>ORAL</u>	
<i>Number</i>	<i>Name</i>	<i>Number</i>	<i>Name</i>
	<i>Hr</i>		<i>Hr</i>
EN176 ---	English Composition I.....	3	SP101 --- Fundamentals of Oral Communication.....
EN177 ---	English Composition II .....	3	SP106 --- Interpersonal Communications .....
			SP176 --- Public Speaking .....

### Courses that fulfill SOCIAL AND BEHAVIORAL SCIENCE REQUIREMENTS Must be taken from more than one area unless program guidelines state differently.

<u>ANTHROPOLOGY</u>		<u>PSYCHOLOGY</u>	
<i>Number</i>	<i>Name</i>	<i>Number</i>	<i>Name</i>
	<i>Hr</i>		<i>Hr</i>
AN177 ---	Cultural Anthropology .....	3	PS176 --- General Psychology .....
			PS214 --- Abnormal Psychology.....
			PS230 --- Adolescent Psychology.....
			PS276 --- Developmental Psychology .....
			PS280 --- Child Development.....
<u>ECONOMICS</u>		<u>SOCIOLOGY</u>	
<i>Number</i>	<i>Name</i>	<i>Number</i>	<i>Name</i>
	<i>Hr</i>		<i>Hr</i>
EC276 ---	Principles of Macroeconomics .....	3	*SO176 --- Introduction to Sociology.....
EC277 ---	Principles of Microeconomics .....	3	*SO182 --- Sociology of Families .....
			*SO186 --- Social Problems.....
<u>GEOGRAPHY</u>			
<i>Number</i>	<i>Name</i>		
	<i>Hr</i>		
GE176 ---	World Regional Geography.....	3	
<u>POLITICAL SCIENCE</u>			
<i>Number</i>	<i>Name</i>		
	<i>Hr</i>		
PO105 ---	State and Local Government .....	3	
PO176 ---	American Government .....	3	

### Courses that fulfill HUMANITIES REQUIREMENTS Must be taken from more than one area unless program guidelines state differently.

<u>FINE ARTS – ART</u>		<u>LITERATURE</u>	
<i>Number</i>	<i>Name</i>	<i>Number</i>	<i>Name</i>
	<i>Hr</i>		<i>Hr</i>
AR175 ---	Art Appreciation .....	3	EN202 --- American Literature I.....
AR176 ---	Art History I.....	3	EN203 --- American Literature II .....
AR177 ---	Art History II.....	3	EN219 --- Introduction to Literature.....
			*LI176 --- World Literature .....
<u>FINE ARTS – MUSIC/THEATRE</u>		<u>MODERN LANGUAGES</u>	
<i>Number</i>	<i>Name</i>	<i>Number</i>	<i>Name</i>
	<i>Hr</i>		<i>Hr</i>
DR120 ---	Theatre Appreciation.....	3	FL176 --- Elementary Spanish I.....
DR271 ---	Introduction to Acting Experience .....	3	FL177 --- Elementary Spanish II .....
MU176 ---	Introduction to Music .....	3	ML237 --- Spanish Composition & Conversation .....
			<b>ML237 Does not fulfill transfer and articulation agreement</b>
<u>HISTORY</u>		<u>PHILOSOPHY/RELIGION</u>	
<i>Number</i>	<i>Name</i>	<i>Number</i>	<i>Name</i>
	<i>Hr</i>		<i>Hr</i>
HI104 ---	World Civilization to 1660.....	3	PI101 --- Introduction to Philosophy .....
HI176 ---	American History to 1865 .....	3	PI200 --- Philosophy of Thought & Logic .....
HI177 ---	American History 1865 to Present .....	3	*PI276 --- Introduction to Ethics .....
HI204 ---	World Civilization 1600 to Present .....	3	*RE104 --- World Religions .....

\*These courses are identified as meeting diversity or multiculturalism outcomes.

## GENERAL EDUCATION REQUIREMENTS

### Courses that fulfill NATURAL SCIENCE & MATHEMATICS REQUIREMENTS

#### Math and Science Required

#### BIOLOGICAL SCIENCES

<i>Number Name</i>	<i>Hr</i>
BI100 --- General Biology with lab.....	4
BI177 --- Biology I with lab.....	5
BI179 --- Biology II with lab.....	5
BI256 --- Botany with lab.....	5
BI276 --- Anatomy & Physiology I with lab.....	4
BI277 --- Anatomy & Physiology II with lab.....	4
BI278 --- Anatomy & Physiology with lab.....	5
BI280 --- Principles of Microbiology with lab.....	5
BI285 --- Zoology.....	5

#### CHEMICAL SCIENCES

<i>Number Name</i>	<i>Hr</i>
CH150 --- Chemistry in Society.....	5
CH176 --- Fund of Chemistry with lab.....	5
CH177 --- Chemistry I with lab.....	5
CH178 --- Chemistry II with lab.....	5
CH225 --- Organic Chemistry I with lab.....	5
CH235 --- Organic Chemistry II with lab.....	5

#### EARTH SCIENCE

<i>Number Name</i>	<i>Hr</i>
PH103 --- Earth Science with lab.....	5
PH177 --- Introduction to Geology with lab.....	5
PH178 --- Introduction Astronomy.....	3
PH180 --- Descriptive Astronomy with lab.....	4

#### MATHEMATICS

<i>Number Name</i>	<i>Hr</i>
MA169* --Survey of Mathematics.....	3
MA177* -- Intermediate Algebra.....	3
MA178 --- College Algebra.....	3
MA185 --- Plane Trigonometry.....	3
MA190 --- Pre-Calculus.....	3
MA205 --- Elements of Statistics.....	3
MA210 --- Calculus: For Business & Liberal Arts..	3
MA220 --- Analytical Geometry & Calculus I.....	5
MA230 --- Analytical Geometry & Calculus II.....	5
MA240 --- Analytical Geometry & Calculus III.....	5
MA245 --- Differential Equations.....	3

#### PHYSICAL SCIENCE

<i>Number Name</i>	<i>Hr</i>
PH101 --- Our Physical World with lab.....	5
PH176 --- Physical Science.....	5
PH207 --- General Physics I with lab.....	5
PH208 --- Engineering Physics I with lab.....	5
PH227 --- General Physics II with lab.....	5
PH228 --- Engineering Physics II with lab.....	5

#### OTHER

<i>Number Name</i>	<i>Hr</i>
AL101 --- Basic Nutrition.....	3
AL102 --- Medical Terminology.....	3
CO176 --- Computer Concepts & Applications.....	3

*\*Does not fulfill transfer and articulation agreement requirements*

### Courses that fulfill PHYSICAL EDUCATION REQUIREMENTS

#### LIFESTYLE COURSES

<i>Number Name</i>	<i>Hr</i>
PE107 --- Concepts of Wellness.....	1
PE112 --- Lifestyle Dance.....	1
PE176 --- Lifestyle Management.....	1
PE177 --- Personal & Community Health.....	3

#### SKILL COURSES

<i>Number Name</i>	<i>Hr</i>
AG162, 163, 165, 167--- Horsemanship for Horse Training .	1
PE200-PE298.....	1

## Transfer and Articulation 45 Credit Hour Checklist

<b>BASIC</b> (12 hours in 3 areas)		
6 Hours English Composition EN176, EN177	3 Hours Speech Communication SP101, SP106, SP176	3 Hours College Level Math MA178, MA185, MA190, MA210, MA220

<b>SOCIAL &amp; BEHAVIORAL SCIENCE</b> (12 hours in 3 areas)		
Anthropology AN177	Geography GE176	Psychology PS176, PS214, PS230, PS276, PS280
Economics EC276, EC277	Political Science PO105, PO176	Sociology SO176, SO182, SO186

<b>HUMANITIES</b> (12 hours in 3 areas)		
Art AR175, AR176, AR177	Literature EN200-219, LI 176	Philosophy/Religion PI101, PI200, PI276, RE104
History HI104, HI140, HI142, HI176, HI177, HI204, HI124, HI125	Modern Languages FL176, FL177	Theatre DR120, DR208, DR271
	Music MU176	

<b>NATURAL SCIENCE</b> (9 hours in 2 areas)		
Biological Sciences BI100, BI177, BI256, BI276, BI277, BI278, BI280, BI282, BI283, BI285	Chemical Sciences CH176, CH177, CH178, CH225, CH235	Earth Sciences PH103, PH177, PH178
		Physical Sciences PH101, PH176, PH180, PH207, PH208, PH227, PH228

Not all universities use the Transfer and Articulation Agreement. Before deciding to work toward the agreement, contact an advisor and check with the transferring institution.

## Transfer Checklist

- ✓ Make sure your Academic Advisor and the Registrar are aware of any college level course work you have already completed. Have the previous college send the Registrar an official transcript.
- ✓ If you haven't already met and visited with an Academic Advisor, do so.
- ✓ Research the different types of degrees Colby offers and how they will transfer.
- ✓ Know the requirements to graduate from Colby with an Associate degree.
- ✓ Research the specific degree requirements for the career field you have chosen.
- ✓ Begin researching transfer schools. Consider which degrees they offer and how much tuition is. Will you be considered an out of state student and have higher tuition?
- ✓ Does the potential transfer school have a Transfer and Articulation agreement with Colby Community College?
- ✓ Request information from several different potential transfer schools.
- ✓ Schedule a visit to your potential transfer schools.
- ✓ It is not too early to do research and ask questions.
- ✓ Choose your transfer school.
- ✓ Apply for admission. There will be an application fee. Most schools have online applications. Remember to apply for scholarships as well.
- ✓ Send official transcripts directly from each college level school you have attended.
- ✓ Schedule a campus visit.
- ✓ Apply for Federal Financial Aid. <https://fafsa.ed.gov/>
- ✓ Education majors must take the P.P.S.T exam. You must pass this exam to be admitted to a Kansas Teacher Education Program. You must register to take the test well in advance.
- ✓ After Colby's spring enrollment, be sure you meet the graduation requirements and apply to graduate before the end of the semester.
- ✓ Pre-enroll at your transfer school. Most schools have scheduled transfer enrollment dates. DO NOT MISS THIS DATE! Classes close quickly.
- ✓ Finalize housing plans, etc. If you plan to live in the dorms, there may be a deadline to apply for housing.
- ✓ Send a final transcript to your transfer school once final grades are posted in May.

### Dual Advisement

An important issue for students continuing their education beyond Colby Community College is the transfer of credit from one school to another. Dual advisement is recommended for students who intend to transfer. Dual advisement includes having an advisor at CCC, and one semester before graduating applying to the transfer school and obtaining an advisor there. This will ensure graduation, appropriate course selection for both schools, orderly transfer of credits and provide a contact person at the transfer school.

As a transfer student at CCC, you have a responsibility to make the necessary contacts. We encourage you to visit with your advisor often. Students seeking training for the purpose of getting a job or for career advancement need to work closely with their program advisor.

# **\*\*Financial Information\*\***

## **Financial Aid**

Colby Community College uses the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for Federal Financial Aid programs. Upon completion of the FAFSA the data is transmitted to Colby Community College in the form of an Institutional Student Information Record (ISIR). If the ISIR is selected for verification, a Federal Income Tax Return Transcript for the parent and/or student may be required, in addition to verification forms that will be provided by the Financial Aid office. All required documents must be returned to the Financial Aid office before the student can be packaged for Federal Aid.

The Financial Aid office process scholarships but DOES NOT AWARD scholarships. We will try to answer questions about scholarships to the best of our knowledge and will refer students to the appropriate entity for scholarship concerns.

The Financial Aid office does not handle billing. Billing inquiries other than those directly related to issuance of Federal Financial Aid or Disbursable Scholarships must be handled through the Student Accounts office.

## **General Eligibility Requirements**

To be eligible for Federal financial aid, a student must: possess a high school diploma or equivalent, be degree or eligible certificate seeking, be a citizen or eligible non-citizen of the United States, have no current or unresolved drug convictions, be enrolled in courses that qualify for financial aid (audited classes and repeats beyond a second attempt do not qualify), no enrollment holds, be enrolled in at least 6 credit hours to maintain Federal loan eligibility, complete a Free Application for Federal Student Aid for each school year, maintain Satisfactory Academic Progress, not be receiving Federal aid from more than one school at a time, and be in compliance with the Selective Service Requirements.

## **Grants**

Federal Pell Grants (PELL) are funded by the Federal Government and do not have to be repaid. The PELL program is designed for undergraduates who do not have a Bachelor's degree. Eligibility is based on need. The amount of the PELL grant is determined by a federal funding formula, the student's cost of attendance, and the number of credit hours in which the student enrolls in each term. PELL grants are available to students who meet all eligibility requirements and are enrolled in an eligible program.

## **Campus Based Aid**

Federal Work Study (FWS) provides employment opportunities that enable students to earn money to help fund their education. FWS offers are based on documented need and availability of funds. This program encourages community service employment and work related to the students' course of study. Students have to opportunity to seek out employment that compliments and reinforces their educational and vocational career goals. FWS salaries will be at least the Federal minimum wage, will be paid twice a month, and will not exceed the amount listed in the Financial Aid Offer in total.

Federal Supplemental Educational Opportunity Grants (FSEOG) are grants funded by the Federal Government and Colby Community College. Eligibility is based on need and availability of funds.

FWS and FSEOG are campus based, and therefore limited funds are available.

## **Loans**

Colby Community College offers Federal Stafford Loans. Loan eligibility is allocated based on the student's level of need. Loans must be repaid upon completion of the student's program, when the student ceases to attend at least half-time (6) credit hours, or if the student withdraws from school.

The Federal Direct Subsidized Stafford Loan is offered according to need. First-year students may qualify for up to \$3500, and second-year students may qualify for up to \$4500. Because these loans are subsidized, the U.S. Department of Education pays interest on the loan while the student is in school and during grace periods. Students must be attending at least half-time (6 credits) and have a demonstrated financial need to qualify. The interest rate is a fixed rate (set annually) for new borrowers, and begins accruing after the six-month grace period immediately following graduation, completion, withdraw, or less-than-half-time status.

The Federal Direct Unsubsidized Stafford Loan is not need-based and the borrower is responsible for all interest. A dependent first-year student may be eligible to borrow up to \$5500 less any subsidized amounts received in the same period. A first-year independent student may be eligible to receive up to \$9500 less any subsidized amounts received for the same period. Students must be attending at least half-time (6 credits). The interest rate is fixed and set annually for new borrowers. Interest charges begin immediately upon disbursement.

The Direct Plus loan is not need-based and is designed for parents of dependent undergraduate students who must be enrolled at least half-time (6 credits). The maximum amount a parent may borrow is the cost of attendance minus any other financial aid the student receives. The interest rate is fixed and set annually for new borrowers. Interest charges begin immediately upon disbursement. Additionally, Plus loans require the parent to apply and undergo a credit check facilitated by the Department of Education. Colby Community College Financial Aid does not make the final eligibility determination.

## **Satisfactory Academic Progress and Financial Aid (SAP)**

The standards of Satisfactory Academic Progress measure a student's performance in three areas: cumulative completion rate, cumulative grade point average, and maximum time frame. Satisfactory Academic Progress will be evaluated at the end of each payment period and upon transfer from another institution. Notification of failure to maintain satisfactory academic progress will be sent via email to the students Trojan email account and/or mailed to the student's permanent address.

## **Veterans**

Veterans applying to Colby Community College who plan to use their VA Education Benefits should apply for benefits at [www.ebenefits.va.gov](http://www.ebenefits.va.gov). Veterans should meet with the School Certifying Officer located in the Financial Aid department where they will be given the required campus based documents to begin the certification process. Per VA and CCC standards satisfactory academic progress will be monitored using the same criteria approved for all financial assistance programs at CCC. Determination of eligibility is made by VA not the school.

## **Cumulative Completion Rate**

Cumulative completion rate is calculated by dividing the number of cumulative credit hours earned by the number of cumulative credit hours attempted. Students must earn 67% of the cumulative credit hours attempted. A student failing to complete 67% of his/her attempted hours will be placed on warning for the following payment period for which the student is enrolled. A subsequent payment period of unsatisfactory progress will result in suspension.



<b>Hours for which Title IV Aid Received</b>	<b>Minimum Hours to be completed</b>	<b>Minimum Cumulative GPA</b>
Full-time (12 hrs. or more)	9	2.00
Three-quarter time (9-11)	7	2.00
Half-time (6-8 hrs.)	5	2.00
Less than half-time (3-5 hrs.)	3	2.00

Attempted hours include any course the student remained enrolled in past the refund period. Earned hours include any hours for which the student earned an A, B, C, D, P, WF, WP, or I. Failures, withdrawals, audits, and incompletes are considered as attempted hours, but not earned hours. Failing grades in pass/ fail courses are considered attempted, but not earned. Repeated and remedial courses are included in the calculation of attempted and earned hours.

Any grades that are not posted at the time of SAP review will be considered as hours attempted, but not earned. You must contact the Financial Aid Office to resolve any discrepancies related to classes with grades posting after the review.

Some cases may be handled on an individual basis with consideration given by the Director of Financial Aid and the Dean of Student Affairs.

### **Cumulative GPA**

A student must also maintain a 2.0 cumulative grade point average. A student failing to meet the cumulative GPA standard will be placed on warning for the following payment period for which the student is enrolled. A subsequent payment period of unsatisfactory progress will result in suspension.

### **Financial Aid Academic Progress**

Refer to the Colby Community College Academic Progress Complete policy for standing, warning, probation, and suspension.

#### *Academic Standing*

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Colby Community College. Attempted course work is defined as any course that has received a grade of A, B, C, D, or Courses that have received a grade of W are not included in attempted course work.

#### *Academic Probation*

A student placed on academic probation shall not enroll in more than twelve (12) credit hours without permission from the Executive Vice President.

#### *Academic Suspension*

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made.

When progress is not satisfactory, the student is given time to reconsider goals and career plans outside the educational setting. A student who is placed on academic suspension at Colby Community College may appeal

to the Executive Vice President.

### **Scholarships**

Colby Community College and the Colby Community College Foundation Association and friends of the college sponsor a strong scholarship program on campus. The primary purposes for the scholarship program are to promote academic excellence, develop student leadership, and improve talents in both the arts and athletics.

To apply, visit the scholarship page found on the website. Students should note that some scholarships including the Presidential Scholarship require additional information and forms to complete. Please contact (785) 460-4696 for more information.

### **Senior Citizens Grant**

Residents of Thomas County 65 and older are eligible to take classes at a reduced rate. This tuition grant program does not apply to classes that are offered for no college credit.

### **Veterans**

Veterans applying for admission to Colby Community College who plan to use their Educational Benefits should provide all service records in addition to the admission requirements. The Department of Veterans Affairs at CCC interprets veterans assistance programs as a financial benefit to aid students with educational expenses. Satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. Credit for military schools and experience, as recognized by the American Council on Education "Guide to the Evaluation of Educational Experiences in the Armed Services," will be evaluated and approved by the college upon completion of 12 credit hours at Colby Community College. All documentation of previous education and experience should be given to the Registrar and/or Veterans Coordinator. Students may contact the Veterans Coordinator at (785) 460-5497 for the proper enrollment procedures.

### **Veterans Assistance**

Veterans Assistance is located in Student Services in the Robert Burnett Memorial Student Union. In order to receive veterans assistance, it is necessary for the veteran to personally contact the veterans representative on campus to complete the proper forms.

### **Veterans Satisfactory Academic Progress Policy**

At Colby Community College veterans assistance is interpreted as a financial benefit to aid students with educational expenses. Therefore, satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs.

### **Tuition Assistance & Active Duty tuition assistance**

Tuition Assistance & Active Duty Military tuition assistance (TA) is located in Student Account office in the Robert Burnett Memorial Student Union. In order to process your TA please turn in all paperwork to the Student Account office. Student may contact the Student Accounts Manager at (785) 460-4664 for the proper process.

### **Tuition and Fees**

Please review tuition and fees on the college website at [www.colbycc.edu](http://www.colbycc.edu). Rates are subject to change by the Colby Community College Board of Trustees.

Payment of fees provides students with a student ID which may be used at most campus athletic events and the college swimming pool. Additionally, full-time students have access to student health services. A full-time student is enrolled in 12 or more credit hours.

### **Charges for Room & Board**

Please review room and board cost on the college website at [www.colbycc.edu](http://www.colbycc.edu). Rates are subject to change by the Colby Community College Board of Trustees.

Meal punch cards are available through the cafeteria for students who live off campus and wish to eat on campus.

### **Incidental Expenses**

Students should allow approximately \$1050 per semester for books and supplies. Individual costs such as transportation, clothing care, personal care, and entertainment should be taken into account as the costs of attendance are calculated.

### **Returned Check Policy**

The return of a check issued to Colby Community College will result in a \$30.00 returned check fee for each returned check being placed on the account of the student on whose behalf the check was presented. Persons who submit checks to the college for payment that are subsequently returned for insufficient funds, stopped payment, or the inability to locate could have their semester classes voided. A student whose check is returned for tuition will be dropped from their class.

All returned checks are processed by the bank twice before deemed insufficient. When a check is returned by the bank, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual first by telephone. If there is not reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in 7 business days, the check will be turned over to collections. If the returned check was written by a student or on behalf of a student, that student's account will be placed on hold until payment is made for the check as well as the returned check fee.

A person will be allowed two returned checks but after that, payment by check will not be accepted. Return checks must be paid by cash, money order, cashier's check or credit or debit card. The Controller will notify the appropriate campus personnel in writing to not accept checks from students who have violated this policy.

### **CashNet**

Parents or authorized payors can make secure payments or enroll into payment plans electronically at CashNet (<https://commerce.cashnet.com/colbyccpay>). Students can make secure payments or enroll into payment plans electronically through TrojanWeb ([www.colbycc.edu](http://www.colbycc.edu)).

Accounts with no payment arrangements will be placed on HOLD. Outstanding balances must be paid in full to be eligible for future enrollment.

# **\*\*Students Rights and Responsibilities\*\***

## **Handbook**

The [Student Handbook](#) serves as an agreement between the College and students to honor the standards, policies and procedures within the Handbook. By accepting to attend CCC, a student is committed to understanding and abiding by the guidelines, as well as accepting responsibility for the student's actions. The policies have been established to provide a safe and comfortable environment for all who are part of Colby Community College.

## **Civil Rights Comprehensive Notification for Colby Community College**

In compliance with the Executive Order 11246; Title II Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; and all other federal, state, school rules, laws, regulations and policies, Colby Community College, Colby, Kansas, shall not discriminate on the basis of age, gender, race, color, national origin or disability in the educational programs or activities which it operates.

It is the intent of Colby Community College, Colby, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX, ADA and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX should be referred to TITLE IX COORDINATORS, the Dean of Student Affairs, (785) 460-5490 or the Director of Human Resources, (785) 460-5406. Colby Community College, 1255 S. Range, Colby, KS 67701. Specific complaints of alleged discrimination under Section 504 of the Rehabilitation Act of 1973 should be referred to ADA COORDINATOR, the Dean of Student Affairs, Colby Community College, 1255 S. Range, Colby, KS 67701, (785) 460-5490. Specific complaints of alleged discrimination under the Americans with Disabilities Act of 1990 should be referred to the Dean of Student Affairs, Colby Community College, 1255 S. Range, Colby, KS 67701, (785) 460-5490.

Title VI, Title IX, ADA, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to Regional Office for Civil Rights, 400 State Ave., Kansas City, KS 66101.

## **Student Educational Records Rights of Privacy**

Colby Community College complies with the Family Educational Rights and Privacy Act of 1974 in the collection, maintenance and dissemination of official student records. These records are subject to inspection and review by the student. The college has 45 days to respond to individual requests. Students wishing to challenge the accuracy of academic records should contact the Registrar.

Colby Community College students are hereby notified that the college publishes bulletins, lists, brochures, catalogs, directories, guidebooks, news releases, sports information, and honor rolls that include information specifically identifying students and containing information about the students.

The college is authorized under Section 43 (Buckley Amendment) to publish, and will publish, such directory information listed below, collectively or individually, unless a student notifies the Student Privacy Officer (Registrar) in writing that any or all of the categories which are denominated directory information should not

be disclosed.

## **Directory Information**

This includes the students

1. Name
2. Address
3. Telephone listing
4. Date of birth
5. Major field of study
6. Participation in officially recognized activities
7. Weight and height of athletic team members
8. Dates of attendance
9. Degrees
10. Awards received
11. Previous educational institutions attended

## **Private Information**

This includes the students

1. Grades in all classes
2. Grade point for each semester
3. Grade point average for each semester
4. Cumulative grade point
5. Overall grade point average
6. Credit hours earned in each class
7. Total credit hours

## **Guide for the Release of Information about Students**

The college will endeavor to keep a student's record confidential. All members of the faculty, administration and clerical staff will respect confidential student information. At the same time, the institution will be appropriately flexible in its policies not to hinder the student, the institution or the community in legitimate pursuits.

Colby Community College will adhere to the following guidelines to reflect a reasonable balance between the obligation of the institution for the growth and welfare of the student and its responsibilities to society.

## **Disclosure to Students**

1. Students will be entitled to a transcript of their academic record after completing the appropriate procedure.
2. Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. When the original is shown, examination will be permitted only under conditions which will prevent its alteration or mutilation.
3. Documents submitted by or for the students in support of their applications for admission or for transfer credits will not be returned to the students nor sent elsewhere at their request. For example, transcripts from other colleges or high school records will not be sent to a third institution. The student should request another transcript from the original institution.

## **Disclosure to Parents, Educational Institutions and Agencies**

1. Transcripts or grade reports are not released to parents or guardians without prior approval from the students.
2. A request for a transcript or other academic information from another institution of learning indicating the reason for the request may be honored as a matter of inter-institutional courtesy.
3. Requests from a philanthropic organization supporting a student will be honored without prior approval from the student.
4. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The Registrar will determine the validity of the study as it applies to education and the privacy rights of students.

## **Release of Information to Non-Educational Agencies**

When information is requested by non-educational agencies or individuals, it typically will be released only with written authorization from the student. If such authorization is not given, the information will be released only with a court order or subpoena. When a subpoena is served, the student whose record is being subpoenaed will be notified if possible prior to compliance.

## **Disclosure in Response to Telephone Inquiries**

In all but unusual circumstances, telephone inquiries for student information will not be accommodated.

Urgent requests for student information, such as address, telephone number or location, based upon an apparent emergency will be handled by the Dean of Student Affairs or the appropriate Administrator.

## **Disclosure by Other Offices of the Institution**

1. The foregoing guidelines are applicable to handling any request for academic information about students or former students received by any member of the faculty, administration or staff. The guidelines are intended to protect the individual's right to privacy and the confidentiality of academic records.
2. All institutional personnel will be instructed to refer promptly to the Office of the Registrar or other appropriate officers' requests for transcripts, certifications or other information which that office typically provides. Faculty members and the various institutional offices will restrict their responses to acknowledging, when appropriate, the receipt of requests for student information or limit their response to that information germane to their sphere of responsibility in relation to the student, such as faculty advisor.
3. The student who needs an official transcript in connection with employment should contact the office of the Registrar. The request procedure is available on the website.

## **Student Citizenship General Statement**

Colby Community College students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. Students are subject to the same federal, state and local laws as non-students, and are the beneficiaries of the same safeguards of individual rights as non-students.

As members of the college community, students are also subject to the rules and regulations of the college. Students are responsible to conduct themselves with academic integrity in a manner compatible with the college's function as an educational institution. The college expects its students, as well as its faculty and staff, to obey national, state and local laws and to respect the rights and privileges of other people. The college expects them to refrain from disruptive conduct at college functions, from injury to persons or damage to

property on the campus and from impeding freedom of movement of students, college officials, employees and invited guests to all facilities of the college. Interference in any manner with the public or private rights of citizens or conduct which threatens or endangers the health and safety of any such person will not be tolerated.

## **Academic Integrity**

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for the college's institutional values of quality, service and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity.

**Cheating** is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

**Plagiarism** is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at Colby Community College:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Executive Vice President.
- Second Offense – The student will receive a failing grade in the class and be reported to the Executive Vice President and removed from the class in which the second offense occurred.
- Third Offense – The student will be reported to the Executive Vice President and dismissed from the college.

Questions about this policy may be referred to the Executive Vice President.

## **Sexual Harassment Policy**

Harassment of any student or staff member on the basis of sex shall be considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment.

Any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty is prohibited. In determining whether alleged behavior constitutes sexual harassment, the College will examine the record as a whole and all aspects or circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred.

Students or employees who feel they have been a victim of sexual harassment should contact the Dean of Student Affairs, Executive Vice President, the President or his designee. The alleged victim will be advised of his/her rights and policies and procedures of the grievance process. He/she will also be advised of external resources and the option for notifying campus security and local law enforcement authorities.

## **Security Act of 1990**

In compliance with Title II of Public Law 101-542 (the Crime Awareness and Campus Security Act of 1990), the following policies have been put in place at Colby Community College.

- A. Students are encouraged to inform appropriate college officials, e.g., the Campus Security Officer, Living Center Coordinators, Dean of Student Affairs of any illegal activities. Students will be informed that these are the appropriate officials through the use of their Student Handbook, College Catalog, and during orientation activities.
- B. Twenty-four hour supervision of the Residence Halls is maintained. The Residence Halls Coordinators or their substitutes are present during all calendar days in which students are on campus. There is limited supervision during all school breaks. Residence Halls are closed from the conclusion of the fall semester until the day before spring registration.
- C. All buildings, with the exception of the residence halls, Bedker Memorial Complex, and the student union, are secured at 10:00 p.m., Monday through Friday. The student union hours are 7:00 a.m. to 11:00 p.m., Monday through Friday, and 7:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
- D. The Campus Security Officer and the Dean of Student Affairs work in conjunction with the local police department. Resident students are encouraged to report unlawful acts to the Campus Security Officer. The Campus Security Officer is charged with the responsibility of informing the Dean of Student Affairs or the police department of such acts. Students are encouraged to report crimes to the appropriate official.
- E. Regular contact will be made by the Dean of Student Affairs with the Chief of Police to obtain an accurate recording of off-campus student activities.

Copies of the most recent Crime Awareness reports may be obtained at the Dean of Student Affairs Office, Campus Security Office, or at the OPE Campus Security Statistics Website at <http://ope.ed.gov/security> or the college website [www.colbycc.edu](http://www.colbycc.edu).

## **Sexual Misconduct Policy**

Colby Community College values the health and safety of each individual on campus and expects its students to treat other persons with respect and dignity. Students, administrators, faculty, staff, guests and visitors have the right to be free from all violence, including sexual violence. Everyone within the campus community is expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in a zero tolerance policy for all misconduct, including gender-based misconduct, which typically includes the crimes of rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated and to provide recourse for those individuals whose rights have been infringed upon. This policy has been developed herein to reaffirm these principles procedurally and programmatically.

The term sexual assault as used by the College is synonymous with sexual battery (also referred to as rape). Sexual battery is a violation of state law as defined in Kansas Statute, 21-3517.

## **The Drug-Free Workplace Policy and Drug-Free Awareness Program**

The policy and program of the college in this regard are designed to enhance the physical health of employees and students, and to provide a safe workplace. All employees and students are expected to be in suitable mental



and physical condition while at work or in the learning environment and to perform their jobs in a satisfactory fashion.

In accordance with this policy, when the use of controlled substances interferes with an employee's or student's responsibilities, appropriate disciplinary action, up to and including termination or expulsion, will be taken.

Colby Community College values the dignity of every individual and is committed to maintaining an educational setting which will provide students and employees with optimum opportunities for reaching their potential. This commitment is incorporated in the institutional philosophy and outcomes which specify the paramount importance of student welfare.

Colby Community College does not permit or condone the consumption of alcoholic beverages by an individual under the age of 21. All laws, local, state, and federal concerning the possession or use of illegal drugs by any student, faculty or staff member will be strictly enforced on the campus and at any event sponsored by the College.

### **Procedures for Requesting a Medical Withdrawal**

Students who seek to withdraw for medical purposes will need to contact the Executive Vice President or the Dean of Student Affairs.

Students requesting a medical withdrawal will need to provide pertinent medical information from his/her medical provider(s) that document why a medical withdrawal is necessary. Students will be responsible for tuition, fees, room, and/or board. The Dean of Student Affairs and Executive Vice President will work with the student to determine if any of the charges can be reduced in accordance with drop dates for the semester.

International Students seeking a medical withdrawal must still comply with SEVIS rules and regulations.

### **Campus Parking**

All students, faculty members, or employees of the college who drive or park a vehicle on campus must properly register their vehicles, display a current registration decal on their vehicles, and park only in the lot designated by their registration. Parking permits for students living on-campus are issued by the Director of Residence Halls.

Inability to locate a vacant space in an assigned parking lot is not justification for illegal parking.

Each student is required to have the proper lot registration. Lot assignments are based on campus living status (residence hall or off-campus). Students who change their living status during the year are required to change their parking registration simultaneously.

Traffic on campus is supervised by the Campus Security Officer working in conjunction with the Colby City Police and other law enforcement agencies.

The Campus Security Office is located in the southeast corner of the Student Union. Officers can be contacted by calling the Campus Security office at 460-5508, the Colby City Police at 460-4460 or Emergency at 911. A complete Campus Parking and Traffic Guide is available from the Campus Security Office.

## Weather Policies

Because of state requirements mandating the number of instructional hours, Colby Community College rarely cancels regularly-scheduled classes due to inclement weather. On occasion, however, weather conditions may force the delay or cancellation of day, evening or outreach classes.

A dedicated telephone number for weather and other postponements/cancellation notices at the college has been established. The number is (785) 460-4646. Any changes will also be posted on the website [www.colbycc.edu](http://www.colbycc.edu), and announced by broadcast media as conditions warrant.

Because of the large volume of calls from commuters, on-campus students should not attempt to call the college switchboard.

The decision to attend class during hazardous weather conditions rests with each individual student. Commuters should check with civil authorities for weather and road conditions.

## Late Start

2 Hour Delay – Starting at 10:00 a.m.

45 minute classes

Regular Class Time	2 Hour Delay Start Time
8:00-9:15	10:00-10:45
9:25-10:40	10:55-11:40
10:50-12:05	11:50-12:35
Lunch	12:35-1:00
12:30-1:45	1:00-1:45
1:55-3:10	1:55-2:40
3:20-4:35	2:50-3:35

Classes after 4:35 will start at the regular scheduled time.

## Student Complaints of Faculty

The college respects the academic freedom of the faculty and will not interfere with it regarding the content or style or teaching activities. The following procedure is for a student with a complaint regarding an instructor such as classroom presentation, instructors handling of a class, professional demeanor, or course policies. This does not apply to a student dissatisfied with the outcome of a grade appeal per the Grade Appeal Policy or for being dismissed from a program or class.

1. The student should make every effort to resolve conflicts with the instructor before filing a complaint. If the issue cannot be resolved, a student may file a written complaint with the appropriate Division Chair. The complaint shall be as specific as possible in describing the conduct complained of and filed within 30 calendar days of the alleged conduct.
2. After the Division Chair has attempted to resolve the concern and the issue has not been resolved, the written statement will be referred to the Executive Vice President for resolution.
3. The Executive Vice President will, after receiving and reviewing the complaint, inform the student and the instructor in writing of its receipt and request to meet with the student. After discussion of the complaint with the student, the Executive Vice President will meet with the Division Chair and the instructor to discuss the complaint.

4. A written response will be sent to the student regarding the Executive Vice President' discussion with the Division Chair and the instructor and any recommendations made within 10 calendar days.

## **Grade Appeal Policy**

The assigning of grades is an academic responsibility of the instructor of the class. If the need arises, the burden of proof for appealing rests with the student. The student shall be given the opportunity to discuss with instructors and supervisors to resolve the issues concerning assigned grades. However, the student shall be offered due process when the issue cannot be resolved. Therefore, an appeal policy has been established to review the unsolved grade disagreement. Student grade appeals are not intended to interfere with the instructor's right to determine his or her evaluation process or to perform that evaluation. The Grade Appeal Policy Committee was established by the College to review and recommend action on an individual situation in which the student and instructor cannot resolve a disagreement over an assigned final course grade. The policy and procedures are to be strictly followed in the resolving of such issues. Those procedures are outlined as follows:

1. The student should make every effort to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal within 5 business days after the start of the next term or 7 business days after the final grade is posted with the registrar.
2. The faculty member named in the appeal and the student presenting the appeal will submit written statements on the case to the Division Chair. The Division Chair will submit the case to the Academic Council for further review. Academic Council will review the case on the following criteria. After review the Council will determine the validity of the case. If the appeal is warranted the case will move to the Grade Appeal Committee.
  - a. For an appeal to have validity the student must have documented proof that assignments and exams were submitted.
  - b. The result of the appeal would need to raise the students' grade to a passing percentage.
  - c. The student must provide proof suggesting an unfair grade.
3. After review if the Academic Council determines the appeal is warranted the Executive Vice President will organize The Academic Appeal Committee. Four members will serve on this committee: one member appointed by the Student Government Association, one appointed by the Faculty Alliance Executive Board, one by the student and one by the faculty member involved in the case. All members of the committee must be involved with Colby Community College.

## **Section 504/ADA Grievance Procedure**

Colby Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and by the Office of Civil Rights, U.S. Department of Justice regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Complaints should be addressed to the Dean of Student Affairs, 1255 South Range, Colby, KS 67701; who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow a filing of a complaint. The investigation will be conducted by the Dean of Student Affairs. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Dean of Student Affairs and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504/ADA coordinator will maintain the files and records relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the President of the college.
7. The right of a person to a prompt and equitable resolution of the filed complaint will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that Colby Community College complies with the ADA, Section 504 and their implementing regulations.

## **Colby Community College Missing Student Notification Residence Hall Facilities Policy & Procedure**

The following persons will be available to receive reports of student residents missing for 24 hours.

1. Resident Assistants & Campus Security
2. Residence Student Life Staff
3. Dean of Student Affairs
4. Executive Vice President

Each resident, 18 years of age or older, may register a confidential contact person to be notified in the case that the student is determined to be missing. A parent or guardian will not automatically be notified unless the missing student is under the age of 18 and not emancipated.

An official missing student report will be referred immediately to campus security and to local law enforcement when a person is reported missing for 24 hours and the institution is unable to learn any information to the contrary. It is extremely important that students communicate with their roommates or confidential contact person if they plan to be gone for an extended period of time.

These procedures are a Federal mandate.

Contact the office of the Dean of Student Affairs or Executive Vice President for additional information. The office is located in the Student Union. The telephone number is 460-5490.

## **Involuntary College Withdrawal Policy for Threats Related To Mental or Psychological Disorders**

### **Authority**

This policy is intended to establish standards and procedures for addressing specific student conduct in extraordinary instances when, in the judgment of appropriate administrative officials, the Student Code of Conduct is not applicable or cannot be timely applied effectively.

Authority to issue an involuntary college withdrawal for direct threat reasons rests with the Dean of Student Affairs and the Executive Vice President.

### **Issuance**

A student will be subject to involuntary College withdrawal for direct threat reasons if the student engages or threatens to engage in behavior that poses a direct threat of harm to self or others. "Direct threat" means behavior that: (1) presents a significant risk of substantial harm to the health or safety of the individual or others, or (2) substantially impedes the lawful activities of other members of the campus community. (U.S. Department of Education Office for Civil Rights policy holds that nothing in Section 504 of the Rehabilitation Act of 1973 prevents educational institutions from addressing the dangers posed by an individual who represents a "direct threat" to the health and safety of self or others, even if such an individual is a person with a disability, as that individual may no longer be qualified for a particular educational program or activity.)

A student whose behavior appears to meet the above criterion is subject to mandatory administrative referral by an administrator to either the Counselor or designee for an immediate, mandatory psychological evaluation including a direct threat assessment.

No other person may accompany the student during this evaluation. The examining mental health provider will immediately communicate in writing the results of this evaluation to the referring administrator with an opinion regarding the presence or absence of a direct threat of harm to the student or others.

If the administrator determines on the basis of evidence (a) from the examining mental health provider that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent; (b) that as a result of the mental disorder, a direct threat of harm to self or others is present; and (c) that it is in the best interest of the student, apparent potential third party victims and/or the College that the student receive an involuntary College withdrawal for direct threat reasons, the student will be informed of the decision, the reason(s) for the decision, and of his/her right to an informal administrative hearing with the administrator or designee.

If it is determined that a direct threat of harm to self or others is not present, procedures under this policy will have been concluded. The student will be referred to the administrator for review and adjudication of any violations of the Student Code of Conduct that may be outstanding.

The student must provide written authorization to permit verbal and written communication about his or her condition between College officials and all the examining licensed mental health providers specified in the policy. Failure by the student to complete any required mental health assessment(s) under this policy and procedure or failure to provide written authorization for communication among pertinent college and designated non-college individuals under this policy, or failure to abide by deadlines and other requirements of this policy

will result in initiation of an involuntary college withdrawal for apparent direct threat reasons.

## **Hearing**

A student who receives an involuntary college withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders may request an informal administrative hearing with the administrator or designee to review only (1) the accuracy/reliability of the information regarding the student's behavior, and (2) whether or not the criterion for involuntary college withdrawal for direct threat or apparent direct threat reasons has been met.

The request for an informal administrative hearing must be submitted to the administrator in writing within three college class days of the issuance of the involuntary college withdrawal and must include the student's authorization for release of relevant information for the purpose of conducting the hearing. If the student refuses to provide such authorization, the informal hearing will proceed without the requested information. The student will remain involuntarily withdrawn from the college pending the conclusion of the informal hearing.

If the student is hospitalized during the time interval for requesting an informal administrative hearing, the request deadline will normally be deferred to the third college class day after the date of the student's discharge from the medical facility.

The informal administrative hearing will be convened by the administrator normally within three college class days of receipt of the student's written request. The student may be assisted during the proceeding by a licensed mental health provider of his/her choice, a member of the college faculty or staff, or a family member. The student may request that the administrator and the director or psychiatrist be present.

As part of the informal hearing process the administrator may require the student to undergo, at college expense, an additional psychological evaluation and direct threat assessment by a licensed mental health provider designated by the college and results of such evaluation shall be communicated to the administrator for consideration. No other person may accompany the student during this evaluation.

Normally within two college class days of concluding the informal hearing, the administrator will determine if the involuntary withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders is appropriate or if the student will be reinstated. The administrator may consult with pertinent college officials prior to making this determination. The administrator's decision will be final. Written communication of the decision will be given to the student in person or sent by certified mail within one college class day of the decision.

Throughout the term of the involuntary college withdrawal for direct threat or apparent direct threat, the student may not attend class or use college facilities, must vacate college housing and may not return to campus unless approved by the Dean of Student Affairs or designee. The student will be responsible for his/her own food and shelter during the period of the involuntary college withdrawal.

The student will be entitled to any applicable refunds of tuition, fees and room and board charges during the involuntary college withdrawal. A registration hold will be placed on the student's record so that any request for subsequent registration will come to the attention of the administrator.

## **Reinstatement**

The involuntary college withdrawal will remain in effect until the student adequately demonstrates that his/her behavior no longer constitutes a direct threat of harm to self or others. For reinstatement at the college, the student must submit a written request to the administrator and arrange for the submission of documentation from his/her licensed mental health provider confirming the absence of a direct threat of harm to self or others as defined in this policy. The student must authorize verbal and written communications about his/ her condition between all licensed mental health providers involved in this process and relevant college staff.

The director or staff psychiatrist will review this information and provide a written recommendation to the administrator regarding the student's eligibility for reinstatement.

The Dean of Student Affairs or Executive Vice President may require the student to undergo, at college expense, additional psychological evaluation by a licensed mental health provider designated by the college and the results of such evaluation shall be communicated to the administrator for consideration. No other person may accompany the student during this evaluation. Written communication of the decision to grant or deny reinstatement will normally be given to the student in person or sent by certified mail within one class day of the decision.

Upon reinstatement at the College, the student will be referred to the Executive Vice President for review and adjudication of any violations of *The Student Code of Conduct* that may be outstanding. When all judicial proceedings have been completed and any applicable academic requirements satisfied, the student may be permitted to re-enroll at the College.

# **\*\*Service Information\*\***

## **Robert Burnett Memorial Student Union**

Students, student organizations, and the community are encouraged to use the Student Union facilities for meetings and special occasions. Scheduling of the various meeting rooms can be done at the Trojan Trading Post. The Student Union houses the following:

Admissions Office	Outreach
Advising Center	Registrar's Office
Cafeteria	Student Accounts Office
Trojan Trading Post	Student Health Center
Campus Security	Student Life
Financial Aid Office	Student Senate Office
Fireside Lounge	Student Support Services
Meeting Rooms	Dean of Student Affairs

## **Financial Aid**

The Financial Aid office provides assistance to students in obtaining Federal Financial Aid for attending Colby Community College.

Federal State Aid is awarded to students according to eligibility established by the Free Application for Federal Student Aid (FAFSA).

Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG's), Federal Work Study, Federal Stafford Loans, (both subsidized and unsubsidized), and Parent Loans for Undergraduate Students (PLUS) are available to eligible students.

All CCC applicants are eligible to apply for academic, activity, and/or Foundation scholarships by applying to Academic Works. For questions please contact the Admissions Office at (785) 460-4690.

## **Registrar's Office**

The Registrar maintains records of enrollment and student grades. Students who need a copy of their Colby Community College transcripts, or enrollment verifications may contact the Registrar's office in the Student Union. The current fee is \$8.00 for an official transcript or an unofficial transcript to be mailed or faxed or for a verification letter.

All add/drop slips should be returned to the Registrar's office for processing. Enrollment for a class(es) is not official until payment is made.

No grades or transcripts will be released if a student has any unpaid obligations due to Colby Community College at the end of each semester.



## **Student Accounts Office**

The Student Accounts office maintains student billing, issues refund checks, and works with outside student financial sources. If a student is unable to make payment for tuition, fees, campus housing, or meal plans, arrangements can be made through the Student Accounts office. The Student Accounts office distributes parking permits to students living off campus. Parking fines are paid in the Student Accounts office.

## **Student Support Services**

Student Support Services (SSS) is a federally funded TRIO grant program designed to assist qualifying Colby Community College students succeed in their academic endeavors. The TRIO-SSS staff works in collaboration with CCC faculty, staff, and administrators to provide a solid foundation of support to SSS participants.

Resources and services include: tutoring, academic advising, and assistance with academic course selection, exposure to cultural and diverse events, transfer information, career services, financial literacy, educational workshops, and personal counseling to assist with academic and personal success.

Qualifying students must meet the following federal eligibility requirements:

- Be a US citizen or permanent resident
- Demonstrate a need for academic support
- Be a first-generation college student, or show evidence of economic need (as defined by federal guidelines), or have a documented disability

All services provided through SSS are free to qualifying participants. The Student Support Services office is located in the southeast area of the Student Union.

## **Student Health**

The Student Health Center provides services under the direction of a registered nurse and the campus physician. The Health Center is located in the Student Union, in the southeast hall by the multi-purpose room. The Center is open from 9:00 a.m. to 3:00 p.m. Monday through Thursday and every other Friday from 8:30 am to 12:30 pm. Students are seen on a walk-in basis, or by making prior arrangements with the nurse. Appointments are required for consultation with the physician or mid-level provider. Appointments need to be scheduled by 2 p.m. on Mondays. The physician or health provider will be in the office from 9:00 a.m. to 10:00 a.m. on Tuesday mornings. Physician or midlevel provider visits off campus can also be scheduled through the Student Health Center. Services that are available in the Student Health Service Center include, but are not limited to; health counseling, student health insurance information, athletic injuries, athletic insurance claim reports, community agency referrals, health records, health education, ability to screen and treatment for sexually transmitted diseases, family planning, limited immunizations, allergy shots, flu vaccinations, laboratory testing, basic first-aid, and blood pressure monitoring.

All health records are maintained in the Student Health Service Center and follow the FERPA guidelines. If records are requested to be sent to another facility, a medical release form must be signed prior to the records being released. If a situation occurs that is mandated to be reported to law enforcement, Kansas Health Department, or other institutions/persons, the laws for the mandated reports will be followed. Any fees for services are to be paid at time of service. If a student is unable to pay at the time of service, the fees will be charged to the student's account.

## **Counseling Services**

Counseling services provides assistance to students with academic concerns or personal issues that could affect their overall academic achievement. For counseling services, call (785) 460-5439. Referrals will be accepted from faculty, staff, coaches, students, and from other agencies in the community. Students may also refer themselves. Services are available by walk-in or appointment basis. Students may be seen for a wide variety of concerns such as stress, transition, anxiety, depression, relationship difficulties, academic struggles, roommate issues, and/or just needing someone to talk to. Counseling services is located on the north side of Thomas hall. Counseling is offered free of charge for Colby Community College students. Some in-depth issues such as addiction, psychosis, or acute suicidal issues have also been referred on for emergency medical treatment or outpatient services.

## **Campus Security**

The Campus Security Office is located in the southeast corner of the Student Union. The Campus Security Officer regulates parking and vehicle traffic and patrols the campus to provide a secure and safe place for students. Vehicle issues may be addressed through Campus Security, the Dean of Student Affairs or the Director of Residence Life. All crimes committed on campus should be reported to the Campus Security Office, Dorm Coordinators, Dean of Student Affairs, or Executive Vice President.

Campus Security prepares a handout each year, "Your Safety and Security at Colby Community College." Located on the college website [www.colbycc.edu](http://www.colbycc.edu), are the current campus crime statistics, information on the sex offender registry, safety suggestions on how to protect yourself and your valuable items, identity theft, and other campus policies. Printed copies are available upon request from the Dean of Student Affairs. Students applying for employment may be subject to a background check by the employer through Human Resources.

## **Trojan Trading Post**

**Trojan Trading Post Hours:** 8:30 a.m. to 4:30 p.m. Monday-Friday. Closures will be set in accordance with the CCC Academic Calendar.

**General Information:** The Colby Community College Trojan Trading Post, located in the Robert Burnett Memorial Student Union, offers imprinted clothing and gifts, school supplies and art supplies. The Colby Community College Online Bookstore offers the required course materials for classes, including textbooks, access codes, and workbooks.

**Payment Method:** The CCC Trojan Trading Post accepts MasterCard, Visa, Discover, American Express, cash and checks for purchases. Students with approved financial aid may request vouchers to make purchases in the CCC Trojan Trading Post. The CCC Online Bookstore accepts MasterCard, Visa, Discover, American Express, bookstore gift cards, and financial aid for purchases.

**Textbook Information:** Instructors provide textbook requirements through the online adoption platform Faculty Portal when semester schedules are finalized. Textbook information will be available to students through the CCC Online Bookstore accordance with HEOA regulations and will make purchasing options available in a timely manner.

**Textbook Refund Policy:** The refund period is two weeks after the start date of your class. Books must be in original condition and unopened if sealed or wrapped and access codes but be unopened/unscratched. All returns are at the discretion of management. Course material refunds may be requested at the CCC Trojan

Trading Post or through the CCC Online Bookstore.

**Textbook Rental Return and Buyback:** Textbook rental returns will be accepted at the CCC Trojan Trading Post at any point during the semester. Textbook buyback will be conducted every semester during finals week at the CCC Trojan Trading Post.

**OR** Visit the CCC Online Bookstore for instructions on how to receive your FREE shipping label for your rental returns or buybacks.

**CCC Employee Parking Permits:** Parking permits are available from the Trojan Trading Post at no charge.

## **Food Service**

The cafeteria offers a 15 or 19 meal plan. This consists of three meals a day, Monday through Friday, two meals on Saturday-Sunday.

The meal plan is nontransferable. Students are not permitted to share food with other students. Those students not living on campus may purchase meals through an off-campus meal plan.

A percentage of the living center contract pays for food. The remainder pays for labor, breakage, and theft. Students are not permitted to take any dinnerware from the cafeteria.

Box lunches are prepared for those on road trips or those who must work through meal times. Food service must have advance notice to prepare sack lunches.

Students are expected to keep the eating area clean. The following behaviors may result in food privileges being suspended:

1. Providing food to other students who are not on a meal plan.
2. Food fights.
3. Providing your student ID number to others.
4. Being vulgar and/or disrespectful to cafeteria staff.

Meal times are:

### **Monday through Friday**

Breakfast - 7:00 a.m. to 8:30 a.m.

Continental Breakfast - 8:30 a.m. to 9:30 a.m.

Lunch - 11:30 a.m. to 1:30 p.m.

### **Monday through Thursday**

Dinner - 5:00 p.m. to 6:45 p.m.

### **Friday-Dinner 5:00 to 6:00 p.m.**

### **Saturday and Sunday**

Brunch - 10:30 a.m. to 1:00 p.m.

Dinner - 5:00 p.m. to 6:00 p.m.

## **Student Advisement**

Each educational program offered at Colby Community College is tailored to meet the needs of the individual student. An advisor and the student will plan together the most appropriate courses to be taken in order to fulfill the student's goals. The programs of study which appear in the catalog are suggested guidelines for students to follow.

Each student is assigned an advisor based on his/her stated educational goals. Advisors are assigned by the Registrar's Office.

## **Student Orientation**

The Student Orientation Program is designed to facilitate transition into college life.

All first-time, full-time students (regardless of hours earned while high school students) and students who have not earned more than 12 hours of previous college credit will be enrolled in the orientation process. Participation in this program allows the student to become more familiar with peers, college faculty, career objectives, and advisors.

## **On-Campus Residence Halls**

Living on campus at Colby Community College is fun and convenient. Being a part of campus housing puts students only steps away from any place on campus. More than a place to live, Residence Halls are social centers, a place to study and a focus for student life.

Additional conveniences offered by the Residence Halls include laundry facilities, pool, vending machines, computers, a lounge with television and Internet service. Residence Halls are under the supervision of a coordinator and resident assistants.

Students living on campus are served with meals in the cafeteria which is located in the Student Union.

## **Off-Campus Living**

Students who choose to live off campus can obtain a list of housing options through the Colby/Thomas County Chamber of Commerce website [colbychamber.com](http://colbychamber.com) or at (785) 460-3401.

## **Computer Service**

Colby Community College provides computers for use by students. No fee is charged to the student for computer usage. Students have access to computers in the following locations:

1. Bedker Memorial Complex, Rooms 704, 706, 707
2. Comprehensive Learning Center in Library
3. Residence Hall Lobbies (student must be living in residence hall)

These computers are for student use only. Most computer rooms are open for students weekdays and weekends as posted. The Comprehensive Learning Center and Bedker Memorial Complex post available hours.

## **IT Student Services**

The IT Department provides assistance with access to online courses, school email and TrojanWeb. This can include resetting account passwords, activating accounts and manually creating accounts if needed.

The IT Department provides software troubleshooting on student's personal computers/tablets/phones running Windows 10, MacOS, ChromeOS, etc. This can include computer maintenance, software installs, connection to

the school network (ensure Wi-Fi connection on Campus/Dorms with Student's personal computers), provide printer access to all students. For any hardware issues, the IT department can recommend a fix, recommend a local computer shop in town, or check if student's computer is under warranty. The IT Department can provide Office 365 (MS Office Suite) to all enrolled CCC students at no cost. The IT Department will answer any questions a student might have regarding technology to the best of their ability and resources. The IT Department is open from 8 am to 5 pm. Students can email [support@colbycc.edu](mailto:support@colbycc.edu), call (785) 460 5541, or walk in the office with any computer needs and questions. The office is located in the basement of the HS Davis Memorial Library.

## **The Comprehensive Learning Center**

The Comprehensive Learning Center (CLC) located in H.F. Davis Memorial Library, offers a variety of services to help students accomplish their academic goals. Faculty recommended peer tutors are on staff to help students at no cost. Students are encouraged to schedule their appointments online at: [www.hfdavismemoriamlibrary.setmore.com](http://www.hfdavismemoriamlibrary.setmore.com). By utilizing this service, students are sent reminders via email and text messaging so you never miss an appointment again! However, we understand sometimes life becomes overwhelming and drop-ins are always welcome.

In addition to the computer-assisted learning lab, the CLC offers proctoring services for online and on-campus students, as well as a variety of supplemental materials to aid students in multiple course formats. Students have direct access to computers, Wi-Fi, printing, individual study areas, and tables for study groups. The well qualified staff in the CLC is enthusiastic and willing to help students.

## **Tutoring**

Free tutoring is available to all students at Colby Community College.

The Comprehensive Learning Center (CLC), located in the Library, provides support services for all learners, on-campus and online. To schedule an appointment, visit <https://hfdavismemoriamlibrary.setmore.com/>, email [tutor@colbycc.edu](mailto:tutor@colbycc.edu) or call (785) 460-5480.

Tutoring is available in Student Support Services to eligible SSS participants. Please contact Student Support Services for qualifying program criteria at (785) 460-5510, or by stopping by Student Support Services, located in the Student Union.

Online tutoring from ThinkingStorm is available to Colby Community College students 24/7 through their Canvas accounts. Every student can access up to 10 free hours of online tutoring each semester. For assistance with online tutoring, students may contact ThinkingStorm Support at [care@thinkingstorm.com](mailto:care@thinkingstorm.com) or by phone at 1-877-889-5996.

## **H. F. Davis Memorial Library**

Centrally located on campus, the newly remodeled H. F. Davis Memorial Library creates a positive learning environment by providing service to faculty, staff, students and citizens of Northwest Kansas. The library offers wireless computing, printing, database usage, photo-copying and faxing services. As the principal study area on campus, students have access to the library holdings which include over 30,000 volumes of books, audiovisual resources, eBooks, periodicals, program journals, U.S. Government and Kansas State Documents. Additionally, microfilm, resources for the visually impaired and general audiovisual equipment are available. Online students also have access to eBooks, online databases online program journals and periodicals.

Other services for patrons include interlibrary loan services, test proctoring for face to face and online exams (prior appointments need to be scheduled for this service), enrichment activities, study areas, supplemental study aides, electronic and tangible games with space provided to play and laptops for student use. For more information about the library, please consult a librarian or call (785) 460-5487.

## **Advising Center**

Academic advisement is the primary function of the Trojan Advising Center. Additional services are offered through the center to support student advising. These services include orientation, placement testing, transfer guidance, and visits with transfer college representatives. The Center also makes on-campus and community referrals for many other services including financial aid, career counseling, student housing, in-depth personal counseling, and health care. Each educational program offered at Colby Community college is tailored to meet the needs of the individual student. Students wishing to transfer to another school will be assigned to the Trojan Advising Center. Students in Applied Science programs will be assigned an advisor in their program. Online, and On-Campus students can contact the Trojan Advising Center by calling 785-460-5401, emailing [advising@colbycc.edu](mailto:advising@colbycc.edu), or stop by the Advising Center, which is located in the Student Union.

## **Student Clubs and Organizations/Athletics**

Colby Community College offers clubs and organizations for students. Listed below are the various clubs and organizations (some may require instructor permission):

Alpha Rho Tau (Art Club)  
Band  
Baseball  
Basketball (Men's and Women's)  
Chi Alpha  
Collegiate Farm Bureau  
Council of Associate Degree Nursing Students (COADNS)  
Council of Practical Nursing Students (COPNS)  
Criminal Justice Club  
Cross Country (Men's and Women's)  
Equestrian Team  
Gender and Sexuality Alliance (GSA)  
Livestock Judging Team  
Phi Theta Kappa (Honor Society)  
PTA Club (Physical Therapist Assistant)  
Recycling Club  
Rodeo  
Softball  
Student Athletic Advisory Council  
Student Government Association (SGA)  
Student Veterinary Nursing Association  
Sunflower Singers  
Track (Men's and Women's)  
Volleyball  
Wrestling

## **Student Government**

The Student Government represents the needs and concerns of the entire student body. The group coordinates various activities.

Student Government representatives are located in the Student Campus Life office in the Student Union.

## **Intramurals**

The primary purpose of intramurals is to provide recreation for CCC students. Several different sports are offered throughout the school year under the direction of an intramural coordinator. During the year students can participate in a variety of activities such as volleyball, basketball, softball, and flag football.

## **Facilities**

Colby Community College offers a wide range of facilities for recreation, activities, and entertainment. The swimming pool, gym, tennis courts, and handball courts are available for students to use at designated times. Living centers also have facilities for social and recreation areas.

# **\*\*Community Service\*\***

## **Community Education**

Colby Community College has defined Community Education as a process of providing leadership and bringing the community of northwest Kansas and its resources together to improve the quality of life, particularly as it affects the opportunities for each individual to achieve maximum development. It also reflects the desire on the part of Colby Community College to become an integral part of the cultural, educational, social and intellectual life of the community of northwest Kansas.

## **Community Service**

The Community Service program provides special educational, cultural and service-oriented programs beyond the regular campus activities. These programs and services are designed to serve all age groups. Examples include a variety of special workshops and seminars designed to be responsive to the needs of the community.

### **Adult Education - General Educational Development**

The Adult Basic Education program is for adults who lack basic skills. The program prepares adults to take the General Educational Development (GED) exam, to transition successfully into postsecondary education, to obtain skills necessary to enter and retain employment, and to acquire basic technology skills.

## **Classes for High School Students**

A cooperative program exists between area high schools and Colby Community College. It provides an opportunity for high school sophomores, juniors and seniors to take college courses. Classes are organized to be taught in the high school as part of the high school schedule or after regular school hours. Written permission of the high school principal is required for high school students to participate in the program.

Gifted students may complete college credit courses. Written permission of the school principal is required along with a photocopy of the current Individual Educational Plan (IEP) which recommends the student to complete college credit work. This applies directly to all high school students, freshmen through seniors.

Students wishing to take math and/or English classes will also be required to submit qualifying ACT, Accuplacer, or equivalent test scores. In order to be valid all scores must be no more than two-years old.

Colby Community College also offers SB155 classes available to high schools students in Kansas. Students interested in taking SB155 courses should contact their local coordinator or the Director of Outreach at (785) 460-4611.

Students with a balance due from the previous semester will be unable to enroll until the balance is paid in full.

## **Retired Senior Volunteer Program (RSVP)**

This program is open to individuals 55 years of age and older. Through a variety of volunteer stations in four northwest Kansas counties, senior citizens volunteer in an activity or program suiting their interests and abilities while serving community needs.



# **\*\*Online and Distance Learning\*\***

## **ColbyConnect**

Day care, job schedules, long commutes, and tuition costs can provide challenges to earning your college degree. How do you fit classes into an already busy life? That's where ColbyConnect can help. Courses are offered in four, eight, twelve, and sixteen-week formats. The summer session contains two four-week and an eight-week session. With general education and technical courses available, you can obtain three degrees (AA, AS, AAS), and multiple program certificates online -- you really can reach your goals from the comfort of your own home.

Becoming a student of ColbyConnect is easy!

To enroll, first you must apply to Colby.

When accepted, schedule a time to meet with an advisor and determine a major.

List of programs available through ColbyConnect:

<b>Associate Degrees</b>	<b>Technical Certificates</b>	<b>Certificates of Completion</b>
Associate of Arts	Accounting/Management	Computer Application Essentials
Associate of General Studies	Solar Photovoltaic	Massage Therapy
Associate of Science	Virtual Office Assistant	Solar Photovoltaic
Business Administration/Accounting	Vet Nursing Office Assistant	Veterinary Office Assistant
Business Education	Wind Technology	Wind Technology
Business Management & Administration		
Early Childhood Education		
Equine Science		
Farm and Ranch Management (AS)		
Sustainable/Renewable Energy		
Veterinary Nursing		

## **Interactive Television (Zoom)**

Interactive television classrooms are available on the Colby Community College campus. The availability of ITV (zoom) has increased opportunities for students, community groups, and college personnel with the ability to communicate from community-to-community or with an out-of-state location to provide specific course offerings.

# **\*\*Programs of Study\*\***

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**CHALLENGE. CREATE. CONNECT**

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*Italicized Courses:* The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the systemwide transfer courses. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.

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 AGRI-BUSINESS or AGRICULTURE ECONOMICS or AGRICULTURE EDUCATION
 

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**ASSOCIATE OF SCIENCE**

This course of study is a transfer program for the student interested in pursuing a career in the agriculture Industry within the realm of Agri-Business, Ag Economics, and Ag Education.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral &amp; Written Communication</b>			
<input type="checkbox"/> English Comp I	EN176		3
<input type="checkbox"/> English Comp II	EN177		3
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<input type="checkbox"/> Agriculture Orientation	AG101		1
<b>Math &amp; Science</b>			
<input type="checkbox"/> <i>College Algebra</i>	MA178		3
<input type="checkbox"/> <i>Fundamentals of Chemistry w/Lab</i>	CH176		5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen Ed			6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen Ed.			6
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course			1
<b>Recommended Courses</b>			<b>31/33</b>
<input type="checkbox"/> Principles of Agricultural Economics	AG106		3
<input type="checkbox"/> Crops Science w/Lab	AG107		4
<input type="checkbox"/> Soils w/Lab	AG117		4
<input type="checkbox"/> Marketing of Agricultural Products	AG118		3
<input type="checkbox"/> Principles of Livestock Nutrition	AG126		3
<input type="checkbox"/> Principles of Animal Science*	AG149		3
<input type="checkbox"/> Principles of Animal Science Lab*	AG150		1
<input type="checkbox"/> Agricultural Finance	AG205		3
<input type="checkbox"/> Agricultural Law	AG209		2
<input type="checkbox"/> <i>General Biology w/Lab</i>	BI100		4
<input type="checkbox"/> <i>Principles of Macroeconomics</i>	EC276		3
FHSU transfer students take-EC277			
<b>Ag Electives</b>			
<input type="checkbox"/> Farm Records & Accounts	AG109		3
<input type="checkbox"/> Reproduction of Farm Animals	AG153		3
<input type="checkbox"/> Agri-Business Mgmt. Techniques	AG208		3
<input type="checkbox"/> Applied Livestock Nutrition	AG226		3
<input type="checkbox"/> Market Beef Production	AG240		3
<input type="checkbox"/> Agriculture Entomology	AG293		3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176		3
<input type="checkbox"/> Accounting Fundamentals	AC101		3
<input type="checkbox"/> <i>Accounting I</i>	AC177		3
<input type="checkbox"/> <i>Introduction to Business</i>	BU178		3
<input type="checkbox"/> Marketing	BU225		3

\*Students transferring should take both AG149 and AG150.

**Credits Required: 62**

**Program Information**

Students who plan to transfer to four-year institution upon completion of course work at Colby Community College should consider using elective hours to fulfill additional requirements of the four-year institution.

**Recommendations**

Visit with program director to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly.

**Recommended Course Sequence**

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

Students starting spring semester should meet with an advisor to adjust course sequence.

**First Semester (18 credit hours)**

AG101, AG106, AG149, CH176, EN176, MA178

**Second Semester (17 credit hours)**

AG209, AG150, BI100, EC276 or EC277 (FHSU transfer students-EC277), EN177, Social/Behavioral Science Gen. Ed.

**Third Semester (16 credit hours)**

AG107, AG118, AG205, AG126, Arts & Humanities Gen. Ed.

**Fourth Semester (14 credit hours)**

AG117, Oral Communication Gen. Ed. (SP176 recommended), Arts & Humanities Gen. Ed., Social/Behavioral Science Gen. Ed., Physical Education Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as: Fort Hays State University, Kanas State University, Oklahoma Panhandle State University, Oklahoma State University, or Northwestern Oklahoma State University. Career opportunities include agricultural sales representatives, crop consultants, loan officers, real estate agents, commodity merchandisers and farm managers.

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 AGRONOMY or ANIMAL SCIENCE
 

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**ASSOCIATE OF SCIENCE**

This course of study is a transfer program for the student interested in pursuing a career in the agriculture Industry within the realm of Agri-Business, Ag Economics, and Ag Education.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral &amp; Written Communication</b>			
<input type="checkbox"/> English Comp I	EN176		3
<input type="checkbox"/> English Comp II	EN177		3
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<input type="checkbox"/> Agriculture Orientation	AG101		1
<b>Math &amp; Science</b>			
<input type="checkbox"/> <i>College Algebra</i>	MA178		3
<input type="checkbox"/> <i>Fundamentals of Chemistry w/Lab</i>	CH176		5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen Ed			6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen Ed.			6
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course			1
<b>Recommended Courses</b>			<b>31/33</b>
<input type="checkbox"/> Principles of Agricultural Economics	AG106		3
<input type="checkbox"/> Crops Science w/Lab	AG107		4
<input type="checkbox"/> Soils w/Lab	AG117		4
<input type="checkbox"/> Marketing of Agricultural Products	AG118		3
<input type="checkbox"/> Principles of Livestock Nutrition	AG126		3
<input type="checkbox"/> Principles of Animal Science*	AG149		3
<input type="checkbox"/> Principles of Animal Science Lab*	AG150		1
<input type="checkbox"/> Agricultural Finance	AG205		3
<input type="checkbox"/> Agricultural Law	AG209		2
<input type="checkbox"/> <i>General Biology w/Lab</i>	BI100		4
<input type="checkbox"/> <i>Principles of Macroeconomics</i>	EC276		3
FHSU transfer students take-EC277			
<b>Ag Electives</b>			
<input type="checkbox"/> Farm Records & Accounts	AG109		3
<input type="checkbox"/> Reproduction of Farm Animals	AG153		3
<input type="checkbox"/> Agri-Business Mgmt. Techniques	AG208		3
<input type="checkbox"/> Applied Livestock Nutrition	AG226		3
<input type="checkbox"/> Market Beef Production	AG240		3
<input type="checkbox"/> Agriculture Entomology	AG293		3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176		3
<input type="checkbox"/> Accounting Fundamentals	AC101		3
<input type="checkbox"/> <i>Accounting I</i>	AC177		3
<input type="checkbox"/> <i>Introduction to Business</i>	BU178		3
<input type="checkbox"/> Marketing	BU225		3

\*Students transferring should take both AG149 and AG150.

**Credits Required: 62**

**Program Information**

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institutions.

**Recommendations**

Visit with program director to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly.

**Recommended Course Sequence**

Some courses are offered only once annually. Ask your advisor or Instructor for details as you plan your class schedule.

**First Semester (15 credit hours)**

AG101, AG106, AG149, AG150, EN176, MA178, Physical Education Gen Ed.

**Second Semester (14 credit hours)**

AG209, EN177, Oral Communication Gen. Ed. (SP176), Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed. (Suggested: EC276)

**Third Semester (18 credit hours)**

AG107, AG118, AG205, AG126, CH177

**Fourth Semester (18 credit hours)**

AG117, AG226, CH178, Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as: Colorado State University, Fort Hays State University, Kansas State University, Oklahoma State University, or Texas A & M. Career opportunities include commodity merchandisers, agricultural educators, 4-H and youth extension agents, and realtors.

## EQUINE SCIENCE

## ASSOCIATE OF SCIENCE

This course of study is a transfer program for the student interested in equine industry, including an opportunity to specialize in the area of management, breeding, selection, nutrition or training.

The Equine Science program is offered on-campus or online.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED 31</b>		
<b>Oral &amp; Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<input type="checkbox"/> Agriculture Orientation	AG101	1
<b>Math &amp; Science</b>		
<input type="checkbox"/> <i>College Algebra</i>	MA178	3
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177	5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen Ed		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Recommended Courses 30/31</b>		
<input type="checkbox"/> Principles of Agricultural Economics	AG106	3
<input type="checkbox"/> Principles of Livestock Nutrition	AG126	3
<input type="checkbox"/> Principles of Animal Science*	AG149	3
<input type="checkbox"/> Principles of Animal Science Lab*	AG150	1
<input type="checkbox"/> Reproduction of Farm Animals	AG153	3
<input type="checkbox"/> Horse Production	AG176	3
<input type="checkbox"/> Applied Livestock Nutrition	AG226	3
<input type="checkbox"/> Equine Reproduction	AG259	1
<input type="checkbox"/> Equine Anatomy	AG261	1
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<b>Ag Electives</b>		
<input type="checkbox"/> Farm Records & Accounts	AG109	3
<input type="checkbox"/> Marketing Agricultural Products	AG118	3
<input type="checkbox"/> Agri-Business Mgmt. Techniques	AG208	3
<input type="checkbox"/> Agricultural Law	AG209	2
<input type="checkbox"/> Market Beef Production	AG240	2
<input type="checkbox"/> Animal (Equine) Breeding	AG247	1
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3

\*Students transferring should take both AG149 and AG150.

**Credits Required: 62**

### Program Information

CCC Equine is designed to prepare students for careers in the equine industry. Students supplement their classroom learning with extensive hands-on experience as they are involved with the daily management of the college's 60-acre facility.

The CCC Horse Unit is a breeding, training, and teaching facility. Students learn the basics of equine health, genetics, nutrition, reproduction, training, equine event planning, conformation and judging, and equine business.

Equine Program students have the opportunity to gain real world experience prior to entering the job market as they are encouraged to complete an internship as part of their curriculum. Internships provide students with exposure to practical industry experience while specializing in their area of interest within the program.

### Recommendations

Visit with program director to determine the course sequences that meet your specific needs. Students planning to transfer to a four-year institution should include a chemistry and biology course.

Students starting spring semester should meet with an advisor to adjust course sequence.

### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

### First Semester (16 credit hours)

AG101, AG126, AG149, AG150, EN176, Mathematics Gen. Ed. (MA178)

### Second Semester (15 credit hours)

AG153, AG176, BI177, EN177, Physical Education Gen. Ed.

### Third Semester (16 credit hours)

AG106, AG259, AG261, CH177, Arts & Humanities Gen. Ed. Oral Communication Gen. Ed.

### Fourth Semester (17 credit hours)

AG226, CH178, Arts & Humanities Gen. Ed., Social & Behavioral Elective

### After Colby Community College

Students transfer to a four-year university such as: Colorado State University, Kansas State University, Oklahoma Panhandle State University, Oklahoma State University, Texas A&M, Texas Tech, or West Texas A&M. Career opportunities include barn management, agricultural sales and teaching.



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**HORSE PRODUCTION and MANAGEMENT**


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**ASSOCIATE OF APPLIED SCIENCE**

This course of study is designed for students who wish to pursue a career in the horse production field, and for students who desire direct entry into occupations relating to the equine industry.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>12</b>
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EN176		3
<input type="checkbox"/> General Education Courses			6
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<b>Required Courses</b>			<b>44/45</b>
<input type="checkbox"/> Agriculture Orientation	AG101		1
<input type="checkbox"/> Farm Records & Accounts	AG109		3
<input type="checkbox"/> Principles of Livestock Nutrition	AG126		3
<input type="checkbox"/> Principles of Animal Science	AG149		3
<input type="checkbox"/> Principles of Animal Science Lab	AG150		1
<input type="checkbox"/> Reproduction of Farm Animals	AG153		3
<input type="checkbox"/> Equine Management Technology I	AG168		4
<input type="checkbox"/> Equine Management Technology II	AG169		4
<input type="checkbox"/> Horse Production	AG176		3
<input type="checkbox"/> Agricultural Law	AG209		2
<input type="checkbox"/> Equine Reproduction	AG259		1
<input type="checkbox"/> Equine Nutrition	AG260		1
<input type="checkbox"/> Equine Anatomy	AG261		1
<input type="checkbox"/> Equine Management Technology III	AG268		4
<input type="checkbox"/> Equine Management Technology IV	AG269		4
<input type="checkbox"/> Agriculture Equipment Safety	AG290		1
<input type="checkbox"/> Marketing	BU225		3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176		3
<b>Ag Electives</b>			<b>6</b>
<input type="checkbox"/> Principles of Agricultural Economics	AG106		3
<input type="checkbox"/> Crop Science w/Lab	AG107		4
<input type="checkbox"/> Soils w/Lab	AG117		4
<input type="checkbox"/> Marketing Agricultural Products	AG118		3
<input type="checkbox"/> Agricultural Finance	AG205		3
<input type="checkbox"/> Applied Livestock Nutrition	AG226		3
<input type="checkbox"/> Market Beef Production	AG240		3
<input type="checkbox"/> Animal (Equine) Breeding	AG247		1

**Credits Required: 62****Program Information**

The curriculum involves both classroom and applied study, primarily aimed at the production aspects of the horse industry. At the conclusion of the program, students take an exam to demonstrate competencies needed for success in the chosen vocational area of horse production. Students pursuing direct entry into the equine industry are recommended to complete an 8 to 26 week internship in their chosen field of horse production. The Associate of Applied Science Degree is awarded to students who fulfill the program requirements.

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

**Recommendations**

Classes should be taken in the following sequence. This is a two year program.

Students starting spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

**First Semester (16 credit hours)**

AG101, AG126, AG149, AG150, AG168, AG290, EN176

**Second Semester (14 credit hours)**

AG153, AG169, AG176, AG209, CO176

**Third Semester (16 credit hours)**

AG259, AG260, AG261, AG268, Oral Communication Gen. Ed.

General Education Course (3 credit hours), Ag Elective (3 credit hours)

**Fourth Semester (16 credit hours)**

AG109, AG269, BU225, Ag Elective (3 credit hours), General Education Course (3 credit hours)

**After Colby Community College**

Career opportunities include barn managers, assistant trainers, and breeding specialist. Colby Community College has a 2+2 agreement with Kansas State University Salina (K-State Salina), giving students an option to continue their career.

FARM AND RANCH MANAGEMENT

ASSOCIATE OF SCIENCE

Credits Required: 62

This program of study is designed for the student planning on a career in agriculture with the intent of transferring to a four-year Baccalaureate degree program in Animal Science, General Agriculture, or Ag Business.

Program Information

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institutions.

Recommendations

Visit with the program director to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly.

Students starting spring semester should meet with an advisor to adjust course sequence

Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

First Semester (15 credit hours)

AG101, AG149, AG150, EN176, MA178, Oral Communication Gen. Ed, Physical Education Gen. Ed.

Second Semester (14 credit hours)

AG106, AG290, EN177, Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed.

Third Semester (18 credit hours)

AG126, AG107, AG153, CH177, Arts & Humanities Gen. Ed.

Fourth Semester (15 credit hours)

AG117, AG226, BI177 or CH178, Social & Behavioral Science Gen. Ed.

After Colby Community College

Students transfer to a four-year university such as Kansas State University, Fort Hays State University, or Oklahoma Panhandle State University. Career opportunities include farm or ranch manager, farm appraiser, crop producer, grain and livestock buyer, market analyst, financier, or quality controller.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			30
<b>Oral &amp; Written Communication</b>			
<input type="checkbox"/> English Comp I	EN176		3
<input type="checkbox"/> English Comp II	EN177		3
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<b>Math &amp; Science</b>			
<input type="checkbox"/> <i>College Algebra</i>	MA178		3
<input type="checkbox"/> Natural Science Gen. ED.	CH176 or CH177		5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen Ed			6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen Ed.			6
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course			1
<b>Recommended Courses</b>			<b>32/42</b>
<input type="checkbox"/> Agriculture Orientation (required)	AG101		1
<input type="checkbox"/> Principles of Agricultural Economics	AG106		3
<input type="checkbox"/> Crops Science w/Lab	AG107		4
<input type="checkbox"/> Soils w/Lab	AG117		4
<input type="checkbox"/> Principles of Livestock Nutrition	AG126		3
<input type="checkbox"/> Principles of Animal Science	AG149		3
<input type="checkbox"/> Principles of Animal Science Lab	AG150		1
<input type="checkbox"/> Reproduction of Farm Animals	AG153		3
<input type="checkbox"/> Agricultural Law	AG290		2
<input type="checkbox"/> Principles of Applied Livestock Nutrition	AG226		3
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177		5
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177		5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178		5
<b>Ag Electives</b>			
<input type="checkbox"/> Farm Records & Accounts	AG109		3
<input type="checkbox"/> Marketing Agricultural Products	AG118		3
<input type="checkbox"/> Beef Cattle Science	AG151		3
<input type="checkbox"/> Agriculture Finance	AG205		3
<input type="checkbox"/> Agri-Business Mgmt. Techniques	AG208		3
<input type="checkbox"/> Farm & Ranch Management Tech I	AG232		4
<input type="checkbox"/> Market Beef Production	AG240		3
<input type="checkbox"/> Animal (Equine) Breeding	AG247		3
<input type="checkbox"/> Artificial Insemination	AG249		3
<input type="checkbox"/> Beef Management Tech I	AG252		4
<input type="checkbox"/> Range Management	AG131		3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176		3





FARM AND RANCH MANAGEMENT AAS / BEEF MANAGEMENT CERTIFICATE

ASSOCIATE OF APPLIED SCIENCE

The Farm and Ranch Management program is designed for students who plan to pursue a career in some phase of production agriculture. It involves intensive preparation and training in agricultural science, agriculture business and agricultural economics

MINIMUM GENERAL EDUCATION HOURS REQUIRED 12-14		
<b>Oral &amp; Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> Oral Communications Gen. Ed.		3
<b>Math or Natural Science</b>		
<input type="checkbox"/> Math or Natural Science		3-5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen Ed		3
<b>Required Courses 49</b>		
<input type="checkbox"/> Agriculture Orientation	AG101	1
<input type="checkbox"/> Principles of Agricultural Economics	AG106	3
<input type="checkbox"/> Farm Records & Accounting	AG109	3
<input type="checkbox"/> Marketing of Agricultural Products OR Range Management	AG118 AG131	3
<input type="checkbox"/> Techniques of Livestock Selection	AG125	2
<input type="checkbox"/> Principles of Livestock Nutrition	AG126	3
<input type="checkbox"/> Principles of Animal Science	AG149	3
<input type="checkbox"/> Beef Cattle Science	AG151	3
<input type="checkbox"/> Reproduction of Farm Animals	AG153	3
<input type="checkbox"/> Ag Law	AG209	2
<input type="checkbox"/> Applied Livestock Nutrition	AG226	3
<input type="checkbox"/> Farm & Ranch Management Techniques I	AG232	4
<input type="checkbox"/> Farm & Ranch Management Techniques II	AG233	4
<input type="checkbox"/> Market Beef Production	AG240	3
<input type="checkbox"/> Artificial Insemination	AG249	2
<input type="checkbox"/> Beef Management Techniques I	AG252	4
<input type="checkbox"/> Beef Management Techniques II	AG253	4
<input type="checkbox"/> Ag Equipment Safety	AG290	1

BEEF MANAGEMENT CERTIFICATE

Required Courses 32		
<input type="checkbox"/> Principles of Ag Economics	AG106	3
<input type="checkbox"/> Farm Records & Accounts	AG109	3
<input type="checkbox"/> Marketing of Agricultural Products Or Range Management	AG118 AG131	3
<input type="checkbox"/> Principles of Livestock Nutrition	AG126	3
<input type="checkbox"/> Beef Cattle Science	AG151	3
<input type="checkbox"/> Applied Livestock Nutrition	AG226	3
<input type="checkbox"/> Market Beef Production	AG240	3
<input type="checkbox"/> Artificial Insemination	AG249	2
<input type="checkbox"/> Farm & Ranch Management Techniques I	AG232	4
<input type="checkbox"/> Farm & Ranch Management Techniques II	AG233	4
<input type="checkbox"/> Agriculture Equipment Safety	AG290	1

Credits Required: 64

Program Information

Students enrolled in the program have the opportunity to complete a Technical Certificate in Beef Management and an Associate of Applied Science in Farm and Ranch Management. Students in these programs gain hands-on experience by working with the college-maintained livestock.

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Executive Vice President.

Required Course Sequence

Classes should be taken in the following sequence. This is a two year program. Students starting spring semester should meet with an advisor to adjust course sequence.

First Semester

AG101, AG126, AG106, AG232, AG290, EN176, AG149,

Second Semester

AG109, AG233, AG226, Oral Communications Gen. Ed., Social & Behavioral Science Gen. Ed.

Third Semester

AG118 or AG131, AG240, AG249, AG252, Math or Natural Science Gen. Ed.

Fourth Semester

AG125, AG151, AG153, AG209, AG253

After Colby Community College

Graduates go into the workforce as Farm and Ranch Managers, Certified AI Technicians, Crop Consultants, and Equipment Operators. Colby Community College has a 2+2 agreement with Kansas State University Salina (K-State Salina), giving students an option to continue their career.

Beef Management Certificate

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Executive Vice President.

Required Course Sequence

Classes must be taken in the following sequence. This is a one year program.

First Semester (16 credit hours)

AG126, AG118 or AG131, AG240, AG249, AG232, AG290

Second Semester (16 credit hours)

AG106, AG109, AG226, AG151, AG233

After Colby Community College

Graduates go into the workforce as assistant Farm and Ranch Managers.

## DENTAL HYGIENIST

### ASSOCIATE OF APPLIED SCIENCE

Awarded in Coordination with Northcentral  
Technical College (NTC) Wausau, Wisconsin

Program locations: Wausau, Wisconsin and Colby, KS

**Credits Required: 70**

#### Program Information

The Dental Hygienist is a member of a dental team and helps individuals maintain oral health and prevent oral diseases, under the supervision of a dentist, the hygienist inspects the mouth, removes stains and deposits from the teeth, applies preventative agents, prepares clinical and diagnostic tests, completes dental x-rays, and performs many other services related to oral care. Dental Hygienists counsel patients about preventive measures such as nutrition, oral hygiene and dental care.

#### Accreditation

Colby Community College collaborates with Northcentral Technical College in Wausau, WI, Northcentral Technical College is accredited by the American Dental Association Commission on Dental Accreditation. Northcentral Technical College has been authorized by the Kansas Board of Regents to award the AAS Dental Hygienist Degree to Colby Community College students.

#### Program Entry:

**The program requires selective admission by Wausau and Colby.**

1. Students apply for admission to the program by contacting the CCC program liaison at 460-5549. Application for admission should be made to both Colby Community College and Northcentral Technical College Wausau, Wisconsin. Students should check the CCC dental hygiene web page for complete details.
2. Students will need to check the CCC dental hygiene web page for details on how to submit a complete portfolio.
3. CCC students will be interviewed each spring.
4. Complete all prerequisite classes with a "C" or higher before entering the program.

#### Program Graduate Goals / Outcomes

The graduate of the Dental Hygiene program will;

1. Model dental hygiene professional code of ethics;
2. Counsel clients/patients to reduce health risks;
3. Provide community oral health services in a variety of settings;
4. Manage infection and hazard control;
5. Assess data on all aspects of patient/client health using methods consistent with dental hygienist scope of practice and legal principles;
6. Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals;
7. Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client;
8. Evaluate the effectiveness of the implemented client/patient dental hygiene care plan.

#### After Colby Community College

Graduates go into the workforce as Dental Hygienist, Dental Sales representatives, or Dental Treatment Coordinator. Colby Community College has a 2+2 agreement with Kansas State University Salina (K-State Salina), giving students an option to continue their career.

#### Required Prerequisites 41

<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/ Lab</i> <b>and</b>	BI276	4
<i>Anatomy &amp; Physiology II w/Lab</i> <b>or</b>	BI277	4
<i>Anatomy &amp; Physiology</i>	BI278	5
<input type="checkbox"/> Principles of Microbiology	BI 280	5
<input type="checkbox"/> Fundamentals of Chemistry	CH176	5
High school chemistry or college chemistry taken within the past five years will be accepted.		
<input type="checkbox"/> Dental Hygiene Biochemistry w/Lab	DH298	3
<input type="checkbox"/> <i>English Composition I</i>	EN176	3
<input type="checkbox"/> <i>General Psychology</i>	PS176	3
<input type="checkbox"/> <i>Introduction to Sociology</i>	SO176	3
<input type="checkbox"/> Oral Communications Gen. Ed.	SP101 or SP176	3
<input type="checkbox"/> <i>Developmental Psychology</i>	PS276	3

#### Required Courses 41

<input type="checkbox"/> Dental Hygiene Orientation	DH100	1
<input type="checkbox"/> Dental Health Safety	DH103	1
<input type="checkbox"/> Dental Hygiene Process I	DH104	4
<input type="checkbox"/> Dental Materials	DH105	2
<input type="checkbox"/> Dental Radiography	DH109	2
<input type="checkbox"/> Dental Hygiene Process II	DH112	4
<input type="checkbox"/> Periodontology	DH115	3
<input type="checkbox"/> OA Embryology & Histology	DH122	4
<input type="checkbox"/> Transition Into Dental Practice	DH203	1
<input type="checkbox"/> Dental Hygiene Process II	DH210	5
<input type="checkbox"/> Dental Hygiene Process IV	DH212	4
<input type="checkbox"/> Dental Anxiety & Pain Management	DH215	2
<input type="checkbox"/> Dental Hygiene Ethics & Professionalism	*10-508-107	1
<input type="checkbox"/> Cariology	*10-508-109	1
<input type="checkbox"/> Nutrition & Oral Health	*10-508-110	1
<input type="checkbox"/> General & Oral Pathology	*10-508-111	1
<input type="checkbox"/> Dental Pharmacology	*10-508-114	2
<input type="checkbox"/> Dental Public Health	*10-508-118	2

Lecture only. Originates from NTC

\*NTC requirement = 4 hours; CCC course hours may differ

#### Required Course Sequence (Upon Acceptance into Program)

##### First Semester (fall)

DH100, DH103, DH104, DH109, DH122

##### Second Semester (spring)

DH112, DH115 \*10-508-107, \*10-508-109, \*10-508-110, \*10-508-111,

##### Third Semester (fall)

DH105, DH210, DH215, 10-508-114, \*10-508-115,

##### Fourth Semester (spring)

DH203, DH212

## MASSAGE THERAPY

### CERTIFICATE

#### ONE YEAR CERTIFICATE

Therapeutic massage is among the fastest growing occupations in the nation and continues to increase its acceptance as both an alternative and complimentary modality in the medical industry. The spa industry continues to expand as our society becomes more complex and stressful.

**The Massage Therapy Program requires selective admission.**

PREREQUISITE		1
<input type="checkbox"/> Medical Terminology *	AL102	1
REQUIRED COURSES		33
<input type="checkbox"/> Structural Anatomy *	MT120	2
<input type="checkbox"/> Basic Massage Techniques	MT130	2
<input type="checkbox"/> Ethics & Business Practices *	MT140	2
<input type="checkbox"/> Massage Lab I	MT150	4
<input type="checkbox"/> Clinic I	MT160	2
<input type="checkbox"/> Anatomy & Physiology for Massage Therapy I *	MT178	2
<input type="checkbox"/> Pathology Basics I for Massage Therapy *	MT220	2
<input type="checkbox"/> Pathology Basics II for Massage Therapy *	MT221	2
<input type="checkbox"/> Advanced Massage Techniques	MT230	2
<input type="checkbox"/> Kinesiology for Massage Therapy *	MT240	2
<input type="checkbox"/> Massage Lab II	MT250	4
<input type="checkbox"/> Massage Clinic II	MT260	2
<input type="checkbox"/> Anatomy & Physiology for Massage Therapy II	MT278	2
<input type="checkbox"/> Externship	MT299	3

\* Online only

**Credits Required: 34**

#### Program Information

This certificate is for those persons who want to begin a full or part-time career in therapeutic massage and bodywork. The curriculum meets the standards for acceptance into the American Massage Therapy Association and is focused on structural anatomy and physiology.

This program requires two semesters (fall and spring) to complete. It is designed to prepare the student for eligibility to take the National Certification Examination for Therapeutic Massage.

#### Requirements

Requirements for acceptance into the program includes a high school diploma or equivalent, ACT, SAT, or Accuplacer test scores within the past two years and an interview with the program director.

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

Program courses must be passed with a C or better.

#### Required Course Sequence

These classes are required to be taken in the following sequence.

#### Pre-requisite

AL102 *Medical Terminology* (must be completed with a "C" or better prior to starting the program in August).

#### First Semester (16 Credit Hours)

MT120, MT130, MT140, MT150, MT160, MT178, MT220

#### Second Semester (17 Credit Hours)

MT221, MT230, MT240, MT250, MT260, MT278, MT299

#### Career Opportunities

Massage therapist work in an array of settings, such as spas, clinics, hotels, fitness centers, or open their own massage therapy business.

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: [www.colbycc.edu](http://www.colbycc.edu).

PRACTICAL NURSING / ADN

The nursing curriculum includes nursing and non-nursing courses which help develop well-rounded, competent nurses. Coursework includes classroom, laboratory, simulation, and clinical experiences. Supervised client care experiences occur in various healthcare settings including acute care facilities, long-term care facilities and community agencies. A career in nursing provides a wide variety of job opportunities and job security.

Both programs require selective admission.

**PRACTICAL NURSING  
CERTIFICATE**

The certificate program is offered at the Colby and Norton campuses.

**Prior to Admission**

Students must make a separate application to the Nursing Program. Because of limited enrollment, application to the Department of Nursing should be made early. The selection process occurs in early spring each year. **Students must have an active Certified Nurse Aide (CNA) license by August of their acceptance year.**

<b>Required Course Sequence</b>		<b>40</b>
<b>Program Prerequisites</b>		<b>12</b>
<input type="checkbox"/> <i>Medical Terminology*</i>	AL102	1
<input type="checkbox"/> <i>Anatomy &amp; Physiology w/Lab*</i>	BI278	5
<input type="checkbox"/> <i>Developmental Psychology*</i>	PS276	3
<input type="checkbox"/> <i>Basic Nutrition</i>	AL101	3
<b>FALL SEMESTER</b>		<b>14</b>
<input type="checkbox"/> KSPN Leadership, Roles, and Issues	NS100	1
<input type="checkbox"/> KSPN Fundamentals of Pharmacology and Safe Medication Administration	NS122	2
<input type="checkbox"/> KSPN Foundations of Nursing	NS134	4
<input type="checkbox"/> KSPN Foundations of Nursing Clinical	NS134	2
<input type="checkbox"/> KSPN Maternal Child Nursing	NS145	2
<input type="checkbox"/> KSPN Maternal Child Nursing Clinical	NS145	1
<input type="checkbox"/> KSPN Mental Health Nursing	NS156	2
<b>SPRING SEMESTER</b>		<b>14</b>
<input type="checkbox"/> KSPN Nursing Care of Adults I	NS167	4
<input type="checkbox"/> KSPN Nursing Care of Adults I Clinical	NS167	2
<input type="checkbox"/> KSPN Nursing Care of Adults II	NS178	4
<input type="checkbox"/> KSPN Nursing Care of Adults II Clinical	NS178	2
<input type="checkbox"/> Care of Aging Adults	NS112	2

\*Prerequisites must be completed within the last 10 years prior to admission into the Practical Nursing Program.

Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the Practical Nursing certificate program.

**Credits Required: Practical Nursing 40  
ADN: 29**

The Practical Nursing Program is accredited by the Kansas State Board of Nursing (KSBN).

The Associate Degree Nursing Program is accredited by the Kansas State Board of Nursing (KSBN) and the Accreditation Commission for Education in Nursing (ACEN).

**ASSOCIATE DEGREE NURSING (ADN)  
ASSOCIATE OF APPLIED SCIENCE**

**Prior to Admission**

Because of the limited enrollment, application to the Department of Nursing should be made early. The selection process occurs in early spring each year.

Articulation to the ADN program is available for those who have successfully passed the NCLEX-PN examination and hold a current license. Application is also available to RRTs or Paramedics (MICTs) with one-year experience and complete three transition courses prior to the initial ADN course.

<b>Required Course Sequence</b>		<b>29</b>
<b>** Courses can be taken prior to admittance into the ADN Program or concurrently.</b>		
<b>Program Co-requisites</b>		<b>25</b>
<input type="checkbox"/> Anatomy & Physiology w/Lab	BI278	5
<input type="checkbox"/> Developmental Psychology	PS276	3
<input type="checkbox"/> Basic Nutrition	AL101	3
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> General Psychology	PS176	3
<input type="checkbox"/> English Composition I	EN176	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>FALL SEMESTER</b>		
<input type="checkbox"/> Mental Health Nursing II	NS210	3
<input type="checkbox"/> Leadership, Roles, and Issues II	NS215	1
<input type="checkbox"/> Maternal Child Nursing II	NS220	3
<b>SPRING SEMESTER</b>		
<input type="checkbox"/> Nursing Care of Adults III	NS225	3
<input type="checkbox"/> Nursing Care of Adults IV	NS235	4

**LPN (Credit for Prior Learning) 29**

**Program Total Credit Hours 69**

Principles of Microbiology must have been completed within the last 10 years, prior to admission into the ADN Program.

Students may apply for the Registered Nurse Licensure exam (NCLEX-RN) following successful completion of the Associate Degree Nursing Program.

RRT/PARAMEDIC to ADN

**ASSOCIATE DEGREE IN NURSING**

Students must be a graduate of an accredited program and be a RRT (Registered Respiratory Therapist) or a Paramedic with one year of experience.

<b>Program Co-requisites</b>		<b>20</b>
<input type="checkbox"/> Developmental Psychology	PS276	3
<input type="checkbox"/> Basic Nutrition	AL101	3
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> General Psychology	PS176	3
<input type="checkbox"/> English Composition I	EN176	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>SUMMER SEMESTER (REQUIRED)</b>		
<input type="checkbox"/> ADN Transitional Concepts	NS250	2
<input type="checkbox"/> ADN Articulation Concepts	NS251	2
<input type="checkbox"/> ADN Concepts of Care	NS252	4
<b>FALL SEMESTER</b>		
<input type="checkbox"/> Mental Health Nursing II	NS210	3
<input type="checkbox"/> Leadership, Roles, and Issues II	NS215	1
<input type="checkbox"/> Maternal Child Nursing II	NS220	3
<b>SPRING SEMESTER</b>		
<input type="checkbox"/> Nursing Care of Adults III	NS225	4
<input type="checkbox"/> Nursing Care of Adults IV	NS235	4
<b>RECOMMENDED COURSES</b>		
<input type="checkbox"/> Pharmacology	AL236	3
<b>RRT/Paramedic (Credit for Prior Learning)</b>		<b>14</b>
<b>Program Total Credit Hours</b>		<b>69</b>

Principles of Microbiology must have been completed within the last 10 years, prior to admission into the ADN Program.

Students may apply for the Registered Nurse Licensure exam (NCLEX-RN) following successful completion of the Associate Degree Nursing Program.

**GENERAL ALLIED HEALTH**

Colby Community College offers general courses in Allied Health for developing job entry skills or updating professional training. Participants may earn certificates, college credit or continuing education units. Courses are offered on-campus and in outreach centers.

**NURSE AIDE**

A CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. CNAs may work in a hospital, nursing home, assisted living residence, Hospice, doctor's office, health clinic or rehabilitation center.

<b>Required Course</b>		<b>Cr. Hrs.</b>
<input type="checkbox"/> Nurse Aide	AL 104	5
<b>Related Courses</b>		
<input type="checkbox"/> CNA Refresher: Long Term Care	AH 150	1

Requirements of KDADS to reactivate the CNA certificate.

**Program Information**

The CNA course at Colby is taught as a traditional course or a hybrid course (lecture online with the student meeting face-to-face for labs and Clinical. A Certified Nurse Aide CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse LPN or RN. After successful completion of the course, the student is eligible to take the state exam and is "certified" by the KDADS.

**Related Courses**

According to state law, you must be a Certified Nurse Aide in Kansas before you can take the following classes: Certified Medication Aide, Home Health Aide, and Rehabilitative Aide.

**Completion of Course**

After successfully passing the state certification test the student is eligible for employment as a CNA. CNA certificate is required for admission to some nursing programs RN/LPN.

**MEDICATION AIDE**

**Prerequisite**

Must be 18 years of age to enroll and be active status in the Kansas Nurse Aide Registry.

Appropriate placement scores (ACT, SAT, Accuplacer test). Student must have test equivalent to place in *English Composition I*.

<b>Required Courses</b>		
<input type="checkbox"/> Medication Aide	AL110	4
<b>Related Courses</b>		
<input type="checkbox"/> Medication Aide Update I*	AL123	1

\*This course is required every two years for certificate renewal for continuing education for the CMA.

**Program Information**

The student must be active in the Kansas Certified Nurse Aide Registry. After successful completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide Test which is required for work as Certified Medication Aide. Student must have a TB skin test, current within one year and a statement of good health.

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

The Physical Therapist Assistant is a health care worker who assist the Physical Therapist in the provision of the physical therapy. The Physical Therapist Assistant is a graduate of a Physical Therapist Assistant Associate Degree Program accredited by the Commission on Accreditation in Physical Therapy Education who is recognized by the Secretary of the Department of Education and the Council on Postsecondary Accreditation.

This program requires selective admission sophomore year.

REQUIRED PREREQUISITE COURSES			26
<input type="checkbox"/> Medical Terminology	AL102		1
<input type="checkbox"/> Anatomy & Physiology w/Lab*	BI276		5-8
OR Anatomy & Physiology I & II w/Lab	BI277		
<input type="checkbox"/> English Composition I	EN176		3
<input type="checkbox"/> English Composition II	EN177		3
<input type="checkbox"/> Concepts of Wellness	PE107		1
<input type="checkbox"/> General Psychology	PS176		3
<input type="checkbox"/> Developmental Psychology	PS276		3
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<input type="checkbox"/> Introduction to Physical Therapy	PT205		1
Course to be taken spring semester Freshman year.			

Additional Recommended PTA Courses – Not Required for Degree			17
<input type="checkbox"/> Basic Nutrition	AL101		3
<input type="checkbox"/> Computer Concepts & Applications	CO176		3
<input type="checkbox"/> Introduction to Ethics	PI176		3
<input type="checkbox"/> Abnormal Psychology	PS214		3
<input type="checkbox"/> Our Physical World w/Lab	PH101		5

This program requires selective admission sophomore year.

Required Courses Fall Semester Sophomore Year			19
<input type="checkbox"/> PT Procedure I w/Lab	PT210		6
<input type="checkbox"/> Clinical Education I	PT215		3
<input type="checkbox"/> PT Procedures II w/Lab	PT220		6
<input type="checkbox"/> Functional Musculoskeletal	PT239		4

Required Courses Spring Semester Sophomore Year			21
<input type="checkbox"/> Medical Lectures	PT222		5
<input type="checkbox"/> Clinical Education II	PT225		3
<input type="checkbox"/> Clinical Education III	PT226		1
<input type="checkbox"/> Physical Therapy Procedures III	PT230		6

<input type="checkbox"/> Physical Therapy Procedures IV w/Lab	PT231		6
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Required Courses Summer Semester Sophomore Year			9
<input type="checkbox"/> Clinical education IV	PT227		8
<input type="checkbox"/> Physical Therapy Seminar	PT242		1

\*CCC will not accept A&P 5 credit.

Credits Required: 75

Program Information

The Physical Therapist Assistant curriculum at Colby Community College is designed to be completed in four semester and one summer. All general courses are scheduled the first year (two semesters). Satisfactory completion of these courses is a prerequisite to being accepted for the second year. The second year is devoted entirely to professional courses. These two semesters are a mixture of lecture and laboratory sessions on campus and supervised clinical experiences in health care facilities in Kansas and other states. After completion of the fourth semester, an additional ten weeks of supervised clinical experience is required. A brief seminar class follows the final clinical. Student attrition during the second year of the program averages 11% for the last three years (2018-2019).

Contact Information

Contact the Health Sciences Administrative Assistant for application information. [healthassistant@colbycc.edu](mailto:healthassistant@colbycc.edu) or 785-460-4797.

Program Requirements

Students must complete all pre-requisites with a "C" or better by the time the program starts in August.

Students must complete a minimum of 40 hours of observation prior to interviewing for the program in April. Observation hours must be completed in four different settings:

- Acute hospital 50-100 beds (a minimum of four hours)
- Neurological diagnostic (a minimum of four hours)
- Outpatient (a minimum of four hours)
- Skilled nursing facility (a minimum of four hours)

Student may complete any remaining hours in a setting that is convenient for the student.

Licensure

The student will receive an Associate of Applied Science degree upon satisfactory completion of the program. This also qualifies the Student to take state licensure examination. The student is responsible for all applications and cost related to licensure in the state of choice. Student passing rate for the last three years is 96%.

Career Opportunities

Physical Therapist Assistant graduates see employment nationwide. Job opportunities vary. Current starting wages range from \$20 per hour to \$28 per hour in Kansas and neighboring states. The three year (2017-2019) average for employment within six months of graduation has been 100%. Colby Community College has a 2+2 agreement with Kansas State University Salina (K-State Salina) giving students an option to continue their career.

SUSTAINABLE/RENEWABLE ENERGY

ASSOCIATE OF APPLIED SCIENCE

**A.A.S. Credits Required: 66**

Required credit hours include:  
37 hours required for the Solar Photovoltaic or  
Wind Technology Certificate.

This program is available online with Saturday boot camps for designated classes.

**AAS Sustainable/Renewable Energy Degree Completion**

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>22</b>
<input type="checkbox"/> Fundamentals of Chemistry or Introduction to Geology w/Lab	CH176 PH177	5
<input type="checkbox"/> <i>English Composition I</i>	EN176	3
<input type="checkbox"/> <i>Interpersonal Communications or Public Speaking</i>	SP106 SP176	3
<input type="checkbox"/> General Education Courses		6
<b>Required Core Courses</b>		<b>22</b>
<input type="checkbox"/> Student Success Seminar	SO100	1
<input type="checkbox"/> Energy Efficiency	AE177	3
<input type="checkbox"/> Electronics	AE190	3
<input type="checkbox"/> Introduction to Construction	AE199	5
<input type="checkbox"/> Power Storage/Transmission & Conversion	AE241	3
<input type="checkbox"/> Introduction to Energy Technologies	AE276	3
<input type="checkbox"/> Internship	AE298	4
<b>Solar Photovoltaic Track</b>		<b>12</b>
<input type="checkbox"/> Solar PV Battery-Based	AE200	3
<input type="checkbox"/> Solar PV Technical Sales	AE201	3
<input type="checkbox"/> Solar PV Fundamentals & Applications	AE277	3
<input type="checkbox"/> Solar PV Grid Direct	AE279	3
<b>Wind Technical Track</b>		<b>12</b>
<input type="checkbox"/> Wind/Solar PV Hybrid Systems	AE180	3
<input type="checkbox"/> Small Wind Turbines	AE181	3
<input type="checkbox"/> AG/Rural Wind Applications	AE178	3
<input type="checkbox"/> Community Wind	AE179	3
<b>Technical Elective</b>		<b>3</b>
<input type="checkbox"/> Career Development	SO181	3

**SOLAR PHOTOVOLTAIC or WIND TECHNOLOGY TECHNICAL CERTIFICATE**

**Technical Certificate Credits Required: 37**

**Program Information**

This program gives the student options that include certificate of completions, one-year certificates and an Associate of Applied Science. This unique two-year program concentrates on solar photovoltaic and wind technology. Because this program is online, students can learn and work from anywhere with internet access.

Participation in Saturday "boot camps" is recommended to gain hands-on training. Boot camps are offered every eight weeks in the fall and spring semesters. Some of the best education in this program is found in the hands-on-labs. The boot camps have state-of-the-art real-world systems (not mockups) to give the students the necessary training needed to be successful in the industry.

This degree and certificate is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust the course sequence.

**Associate of Applied Science Required Course Sequence**

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

**Certificate Required Course Sequence**

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

**After Colby Community College**

Career opportunities in business and industry related to solar photovoltaic, wind technology, and other green construction fields. Colby Community College has a 2+2 agreement with Kansas State University Salina (K-State Salina) giving students an option to continue their career.

**Certificates of Completions**

Students have the option of completing a certificate of completion in Solar Photovoltaic or Wind Technology.

**Solar Photovoltaic Certificate of Completion:**

AE200 Solar PV Battery-Based, AE201 Solar PV Technical Sales, AE277 Solar PV Fundamentals & Applications, AE279 Solar PV Grid-Direct

**Wind Technology Certificate of Completion:**

AE180 Wind/Solar PV Hybrid Systems, AE181 Small Wind Technology, AE178 AG/Rural Wind Applications, AE179 Community Wind



## BUSINESS ADMINISTRATION/ACCOUNTING

### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in business administration, accounting, management, marketing, or finance. The program of study may be adapted to meet the requirements of the transfer institutions. This program is available on-campus or online.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Required Business Courses</b>		
<b>18</b>		
<input type="checkbox"/> <i>Accounting I</i>	AC177	3
<input type="checkbox"/> <i>Accounting II</i>	AC178	3
<input type="checkbox"/> <i>Managerial Accounting</i>	AC257	3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> <i>Principles of Macroeconomics</i>	EC276	3
<input type="checkbox"/> <i>Principles of Microeconomics</i>	EC277	3
<b>Business Electives</b>		
<b>13/45</b>		
<input type="checkbox"/> Accounting Fundamentals	AC101	3
<input type="checkbox"/> Principles of Ag Economics	AG106	3
<input type="checkbox"/> Farm Records & Accounts	AG109	3
<input type="checkbox"/> <i>Introduction to Business</i>	BU178	3
<input type="checkbox"/> Business Communications	BU212	3
<input type="checkbox"/> The Legal Environment of Business	BU217	3
<input type="checkbox"/> Human Resource Management	BU221	3
<input type="checkbox"/> Customer Service	BU222	3
<input type="checkbox"/> Marketing	BU225	3
<input type="checkbox"/> Principles of Management	BU237	3
<input type="checkbox"/> Management of Small Business	BU241	3
<input type="checkbox"/> Principles of Selling	BU245	3
<input type="checkbox"/> Business Finance	BU253	3
<input type="checkbox"/> <i>Elements of Statistics</i>	MA205	3
<input type="checkbox"/> <i>Calculus: For Business &amp; Liberal Arts</i>	MA210	3

**Credits Required: 62**

#### Program Information

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill the specific requirements of the four-year institutions.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust the course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (16 credit hours)

SO100, AC101 or AC177, CO176, EN176, MA178, Business Elective (3 credit hours)

#### Second Semester (17 credit hours)

AC177 or AC178, EN177, Business Elective (3 credit hours), Social & Behavioral Science Gen. Ed., Natural Science w/Lab Gen. Ed.

#### Third Semester (16 credit hours)

EC277, AC178 or Business Elective (3 credit hours), Arts & Humanities Gen. Ed., Oral Communication Gen. Ed., Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

#### Fourth Semester (15 credit hours)

AC257, EC276, Business Electives (6 credit hours), Arts & Humanities Gen. Ed.

#### After Colby Community College

Students transfer to a four-year university where a business concentration such as accounting, management, marketing, finance, or information analytics will be chosen. Colby Community College has transfer and articulation agreements with the following schools: Colorado State University-Global Campus, Emporia State University, Fort Hays University, Kansas State University, Kansas University, Metro State University, Regis University, Washburn University, or Wichita State University.





## BUSINESS EDUCATION

### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in business education. The program of study may be adapted to meet the requirements of the transfer institutions. This program is available on-campus or online.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Required Business Courses</b>		
<input type="checkbox"/> <i>Accounting I</i>	AC177	3
<input type="checkbox"/> <i>Accounting II</i>	AC178	3
<input type="checkbox"/> <i>Managerial Accounting</i>	AC257	3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> <i>Principles of Macroeconomics</i>	EC276	3
<input type="checkbox"/> <i>Principles of Microeconomics</i>	EC277	3
<b>Business Electives</b>		
		<b>13/45</b>
<input type="checkbox"/> Accounting Fundamentals	AC101	3
<input type="checkbox"/> Principles of Ag Economics	AG106	3
<input type="checkbox"/> Farm Records & Accounts	AG109	3
<input type="checkbox"/> <i>Introduction to Business</i>	BU178	3
<input type="checkbox"/> Business Communications	BU212	3
<input type="checkbox"/> The Legal Environment of Business	BU217	3
<input type="checkbox"/> Human Resource Management	BU221	3
<input type="checkbox"/> Customer Service	BU222	3
<input type="checkbox"/> Marketing	BU225	3
<input type="checkbox"/> Principles of Management	BU237	3
<input type="checkbox"/> Management of Small Business	BU241	3
<input type="checkbox"/> Principles of Selling	BU245	3
<input type="checkbox"/> Business Finance	BU253	3
<input type="checkbox"/> <i>Elements of Statistics</i>	MA205	3
<input type="checkbox"/> <i>Calculus: For Business &amp; Liberal Arts</i>	MA210	3

**Credits Required: 62**

#### Program Information

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill the specific requirements of the four-year institutions.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust the course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (16 credit hours)

SO100, AC101 or AC177, CO176, EN176, Business Elective (6 credit hours)

#### Second Semester (17 credit hours)

AC177 or AC178, CO176, EN177, EC277, Natural Science w/Lab Gen. Ed.

#### Third Semester (16 credit hours)

ED177, EC276, MA178, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed., AC178 or Business Elective (3 credit hours)

#### Fourth Semester (15 credit hours)

AC257, Business Electives (6 credit hours), Arts & Humanities Gen. Ed., Social & Behavioral Gen. Ed (6 credit hours), Physical Education Gen. Ed

#### After Colby Community College

Students transfer to a four-year university where a business concentration such as accounting, management, marketing, finance, or information analytics will be chosen. Colby Community College has transfer and articulation agreements with the following schools: Colorado State University-Global Campus, Emporia State University, Fort Hays University, Kansas State University, Kansas University, Metro State University, Regis University, Washburn University, or Wichita State University.



**BUSINESS MANAGEMENT AND ADMINISTRATION (AAS)  
ACCOUNTING/MANAGEMENT CERTIFICATE**

**ASSOCIATE OF APPLIED SCIENCE**

**A.A.S. Credits Required: 65**

Required credit hours include

31 hours required for the Accounting/Management Certificate  
This program is available on-campus or online.

**AAS Business Management and Administration  
Degree Completion**

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>16</b>
<b>Communication</b>		
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<input type="checkbox"/> Business Communications	BU212	3
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> <i>Principles of Macroeconomics</i>	EC277	3
<input type="checkbox"/> <i>Principles of Microeconomics</i>	EC276	3
<b>Humanities Gen. Ed.</b>		
<input type="checkbox"/> Humanities Gen. Ed.		3
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Required AAS Courses</b>		<b>18</b>
<input type="checkbox"/> <i>Introduction to Business</i>	BU178	3
<input type="checkbox"/> The Legal Environment of Business	BU217	3
<input type="checkbox"/> Human Resource Management	BU221	3
<input type="checkbox"/> Marketing	BU225	3
<input type="checkbox"/> Business Finance	BU253	3
<input type="checkbox"/> Principles of Management	BU237	3

**Accounting/Management  
Certificate**

<b>Required Certificate Courses</b>		<b>28</b>
<input type="checkbox"/> Accounting Fundamentals <b>or</b>	AC101	3
<input type="checkbox"/> <i>Accounting I</i>	AC177	
<input type="checkbox"/> <i>Accounting I or Accounting II</i>	AC177 or AC178	3
<input type="checkbox"/> QuickBooks	AC219	3
<input type="checkbox"/> Personal Finance	BU176	1
<input type="checkbox"/> Customer Service	BU222	3
<input type="checkbox"/> Management of Small Business	BU241	3
<input type="checkbox"/> Retail Management	BU244	3
<input type="checkbox"/> Principles of Selling	BU245	3
<input type="checkbox"/> Seminar in Business	BU298	3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<b>Business Elective Certificate Courses</b>		<b>3</b>
<input type="checkbox"/> <i>Managerial Accounting</i>	AC257	
<input type="checkbox"/> Advanced Electronic Spreadsheets	CO223	

**ACCOUNTING/MANAGEMENT  
CERTIFICATE**

**Certificate Credits Required: 31**

This certificate is available on-campus or online.

**Program Information**

The Business Management and Administration Program offers a two-year degree with a one-year certificate in Accounting/Management. The student completes a business core for developing a general knowledge of business and professional practices. The Associate of Applied Science Degree provides the education necessary to enter the job market above the entry level.

This degree and certificate is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust the course sequence.

**Associate of Applied Science Required Course Sequence**

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

**First Semester (17 credit hours)**

SO100, AC101 or AC177, BU176, BU178, BU222, CO176, Oral Communication Gen. Ed.

**Second Semester (18 credit hours)**

AC219, AC177 or AC178, BU212, BU217, BU245, BU225

**Third Semester (15 credit hours)**

BU221, BU241, BU244, BU253, EC276, AC178 (if not taken in previous semester)

**Fourth Semester (15 credit hours)**

AC257, BU237, BU298, EC277, Humanities Gen. Ed.

**Certificate Required Course Sequence**

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

**First Semester (16 credit hours)**

AC101 or AC177, BU176, BU222, BU241, BU244, CO176

**Second Semester (15 credit hours)**

AC219, AC177 or AC178, BU245, BU298, AC257 (if student has completed AC177 and AC178) or CO223



## VIRTUAL OFFICE ASSISTANT

### CERTIFICATE

**Credits Required: 33**

#### Program Information

Virtual Assistants are independent contractors who support multiple clients in a variety of industries providing administrative, creative and technical services. The fully-online program is designed so virtual assistants can create, manage, and market a virtual office or convert a current home-based business to a virtual office.

#### Certificate Required Course Sequence

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

#### First Semester (16 credit hours)

AC177, BT210, BU222, BU281, BU241, CO176

#### Second Semester (17 credit hours)

BT212, BT218, CO223, CO276, AC219

CERTIFICATE HOURS REQUIRED		33
<input type="checkbox"/> Accounting I	AC177	3
<input type="checkbox"/> QuickBooks	AC219	3
<input type="checkbox"/> Creating a Virtual Office	BT210	3
<input type="checkbox"/> Applied Office Procedures	BT212	5
<input type="checkbox"/> Advanced Word	BT218	3
<input type="checkbox"/> Customer Service	BU222	3
<input type="checkbox"/> Effective Time Management	BU281	1
<input type="checkbox"/> Management of Small Business	BU241	3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> Advanced Electronic Spreadsheets	CO223	3
<input type="checkbox"/> Web Page Design	CO276	3



## COMPUTER APPLICATION ESSENTIALS

### CERTIFICATE OF COMPLETION

**Credits Required: 15**

#### Program Information

This certificate of completion is designed for students who want to master skills in the area of word processing, advanced spreadsheets, database management, graphic design, and web design.

#### Certificate Required Course Sequence

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

#### First Semester (9 credit hours)

AR125, BT218, CO176

#### Second Semester (6 credit hours)

CO223, CO226

CERTIFICATE HOURS REQUIRED		15
<input type="checkbox"/> Computer Graphics I	AR125	3
<input type="checkbox"/> Advanced Word Processing	BT218	3
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> Advanced Electronic Spreadsheets	CO223	3
<input type="checkbox"/> Web Page Design	CO276	3



**EARLY CHILDHOOD or ELEMENTARY or SECONDARY EDUCATION**

**ASSOCIATE OF ARTS**

**Credits Required: 62**

**Program Information**

Courses in the field of education are chosen to meet specific requirements of the four-year institutions in the state. Students are urged to check requirements of specific colleges and universities with their advisor. REQUIREMENTS VARY.

Students are required to complete the general education requirements set by each university and the State Board of Education to be eligible for a Kansas teaching license. The education advisor will assist the student in completing the general education requirements of the college to which he or she plans to transfer for a Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degree.

Education majors may be required to pass the Pre-Professional Skills test in reading, writing, and mathematics during their freshman or early sophomore year before admittance to a teacher education program at some universities. Students are urged to check P.P.S.T. requirements at other institutions.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (16 credit hours)**

SO100, EN176, ED177, ED277, Oral Communications Gen. Ed., Mathematics Gen. Ed.

**Second Semester (15 credit hours)**

ED236, EN177, Social & Behavioral Science Gen. Ed., Arts & Humanities Gen. Ed, General Education Course,

**Third Semester (16-17) credit hours)**

PS280, General Education Course, Natural Science w/Lab Gen. Ed., Social & Behavioral Science Gen. Ed., Arts & Humanities Gen. Ed.

**Fourth Semester (15 credit hours)**

AR106, CO176, General Education Course, Elective Hours, Physical Education Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Students will choose an education major in early childhood (birth through third grade), elementary education (kindergarten through Sixth grade) or special education. Secondary education major (sixth through twelfth grade) may choose a specialized program (science, math, English or history). Students have the opportunity to complete a Bachelor of Arts, Bachelor of Science, Master of Arts, or an M.Ed.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED 30 or 31</b>		
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Science and Math*</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5
<b>Social/Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen Ed		6
<b>Humanities/Fine Arts</b>		
<input type="checkbox"/> Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Recommended Courses 18</b>		
<input type="checkbox"/> Elementary Art Education	AR106	3
<input type="checkbox"/> Computer Concepts & Application	CO176	3
<input type="checkbox"/> <i>Foundations of Modern Education</i>	ED177	3
<input type="checkbox"/> Observation & Participation	ED236	3
<input type="checkbox"/> Children Literature	ED277	3
<input type="checkbox"/> <i>Child Development</i>	PS280	3
<b>General Education/ Elective Hours 14</b>		
<input type="checkbox"/> General Education Courses		9
<input type="checkbox"/> Elective Hours		5
Courses related to chosen filed.		



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**PHYSICAL EDUCATION/K-12 EDUCATION/COACHING**


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**ASSOCIATE OF ARTS****MINIMUM GENERAL EDUCATION HOURS REQUIRED 30 or 31****Communication**

<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3

**Math & Science**

<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5

**Social & Behavioral Science**

<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
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**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
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**Physical Education**

<input type="checkbox"/> One Lifestyle or Skills PE Course	PE107	1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 21/25**

<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177	5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> <i>Foundations of Modern Education</i>	ED177	3
<input type="checkbox"/> Personal & Community Health	PE177	3
<input type="checkbox"/> History & Foundations of PE	PE198	3

**Related Electives 11**

<input type="checkbox"/> General Education Courses		9
<input type="checkbox"/> Elective Hours		2
Course related to chosen filed.		

**Credits Required: 62****Program Information**

The course required for a major in health and physical education or recreation areas are varied depending on the area of interest and the transfer institution. Students are urged to check requirements of specific colleges and universities with their advisor. REQUIREMENTS VARY.

Education majors may be required to pass the Pre-Professional Skills test in reading, writing, and mathematics during their freshman or early sophomore year, before admittance to teacher's education program at some universities. Students are urged to check P.P.S.T. requirements at other institutions.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (15 credit hours)**

SO100, EN176, Mathematics Gen. Ed., Social & Behavioral Gen. Ed., Natural Science w/Lab Gen. Ed. (BI177).

**Second Semester (15 credit hours)**

ED177, EN177, PE177, Arts & Humanities Gen. Ed., Oral Communications Gen. Ed.

**Third Semester (16 credit hours)**

BI276, PE107, General Education, Social & Behavioral Gen. Ed., Arts & Humanities Gen. Ed., Elective Hours

**Fourth Semester (16 credit hours)**

BI277, CO176, General Education Courses, PE198

**After Colby Community College**

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. An advanced degree in the area of physical education can lead to different career opportunities: The elementary and secondary levels, recreation, exercise science, adapted physical education, health education, coaching and athletic training.

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**PHYSICAL EDUCATION/EXERCISE PHYSIOLOGY or ATHLETIC TRAINING**


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**ASSOCIATE OF SCIENCE****Credits Required: 62**

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EN176		3
<input type="checkbox"/> English Comp II	EN177		3
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<b>Math &amp; Science</b>			
<input type="checkbox"/> Mathematics Gen. Ed.			3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.			5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen. Ed.			6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen. Ed.			6
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course	PE107		1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>31/40</b>
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177		5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276		4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277		4
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177		5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178		5
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176		3
<input type="checkbox"/> <i>Foundations of Modern Education</i>	ED177		3
<input type="checkbox"/> Personal & Community Health	PE177		3
<input type="checkbox"/> History & Foundations of PE	PE198		3
<input type="checkbox"/> Our Physical World w/lab	PH101		5

**Program Information**

The course required for a major in health and physical education or recreation areas are varied depending on the area of interest and the transfer institution. Students are urged to check requirements of specific colleges and universities with their advisor. REQUIREMENTS VARY.

Education majors may be required to pass the Pre-Professional Skills test in reading, writing, and mathematics during their freshman or early sophomore year, before admittance to teacher's education program at some universities. Students are urged to check P.P.S.T. requirements at other institutions.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (16 credit hours)**

SO100, BI177, BI276, EN176, Oral Communications Gen. Ed.

**Second Semester (17 credit hours)**

BI277, EN177, Mathematics Gen. Ed., Social & Behavioral Gen. Ed. (6 credit hours).

**Third Semester (16 credit hours)**

CH177, PH101, PE177, Arts & Humanities Gen. Ed.

**Fourth Semester (15 credit hours)**

CH178, CO176 or PE198, ED177, PE107, Arts & Humanities Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. An advanced degree in the area of physical education can lead to different career opportunities: education at the elementary and secondary levels, recreation, exercise science, adapted physical education, health education, coaching and athletic training.

## BIOLOGICAL SCIENCE

### ASSOCIATE OF SCIENCE

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/51</b>
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177	5
<input type="checkbox"/> <i>Biology II w/Lab</i>	BI179	5
<input type="checkbox"/> Principles of Microbiology	BI280	5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225	5
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235	5
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> Analytic Geometry & Calculus I	MA220	5

**Credits Required: 62**

#### Program Information

The program of study represent the minimum course work required to earn an Associate of Science Degree. Most math and/or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, science computer, required transfer classes and/or personal interest course work.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

##### First Semester (17 credit hours)

SO100, BI177, CH177, EN176, Mathematics Gen. Ed.

##### Second Semester (17 credit hours)

BI179, CH178, EN177, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

##### Third Semester (19 credit hours)

BI276, BI280, CH225, MA220.

##### Fourth Semester (17 credit hours)

BI277, CH235, Arts & Humanities Gen. Ed. (6 credit hours), Social & Behavioral Science Gen. Ed.

#### After Colby Community College

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities include concentration such as environmental science, human biology, microbiology, molecular biology and biochemistry or science teacher. Other specific fields of study are biotechnology, cell biology, ecology and biotechnology.

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**CHEMISTRY**


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**ASSOCIATE OF SCIENCE**

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/36</b>
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225	5
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235	5
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> Analytic Geometry & Calculus I	MA220	5
<input type="checkbox"/> Analytic Geometry & Calculus II	MA230	5
<input type="checkbox"/> Differential Equations	MA245	3

**Credits Required: 62****Program Information**

High School students who plan to major in chemistry and pursue a professional career should have a good preparation in mathematics. Biology, chemistry and physics Two years of algebra and trigonometry should be a minimum; more math, especially calculus or pre-calculus, is desirable.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence****First Semester (18 credit hours)**

SO100, CH177, EN176, MA178, Arts & Humanities Gen. Ed, Oral Communications Gen. Ed.

**Second Semester (16 credit hours)**

CH178, EN177, MA245, Social & Behavioral Science Gen. Ed.

**Third Semester (16 credit hours)**

CH225, MA220, Arts & Humanities Gen. Ed., General Education Course

**Fourth Semester (16 credit hours)**

CH235, MA230, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed,

**After Colby Community College**

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities include chemist, microbiologist, physicist, science teacher, investigative positions, waste manager, water plant manager, wet chemist, quality control manager, and many more.



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**EARTH/GEOLOGY/NATURAL SCIENCE**


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**ASSOCIATE OF SCIENCE**

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		
		<b>28/32</b>
<input type="checkbox"/> <i>General Biology w/Lab</i>	BI100	4
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> <i>Our Physical World w/Lab</i>	PH101	5
<input type="checkbox"/> <i>General Physics I w/Lab</i>	PH207	5
<input type="checkbox"/> <i>General Physics II w/Lab</i>	PH208	5
<input type="checkbox"/> Mathematics Gen. Ed.		8-10
<b>Related Electives</b>		
		<b>3</b>
<input type="checkbox"/> Elective Hours		3

**Credits Required: 62****Program Information**

This course will provide an opportunity for students to explore Earth's land, oceans, and atmosphere, along with the Solar System. Students will be able to identify the major layers of Earth, describe various cycles of the planet, and will practice scientific methods of investigation from which general relationships are discovered and explored.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence****First Semester (15 credit hours)**

SO100, EN176, PH101, Mathematics Gen. Ed., Oral Communication Gen. Ed.

**Second Semester (14-16 credit hours)**

BI100, EN177, Arts & Humanities Gen. Ed., Mathematics Gen. Ed. (Higher Level), Physical Education Gen. Ed.

**Third Semester (17-19 credit hours)**

PH207, Arts & Humanities Gen. Ed., Mathematics Gen. Ed., Social & Behavioral Gen. Ed.

**Fourth Semester 17-19 credit hours)**

CO176, PH208, Mathematics Gen. Ed. (Higher Level), Elective Course

**After Colby Community College**

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities include science instructor, geophysics, hydrologist, mineralogist, paleontology, or volcanologists.

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**ENGINEERING**


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**ASSOCIATE OF SCIENCE**

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral &amp; Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/44</b>
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Elements of Statistics</i>	MA205	3
<input type="checkbox"/> Analytic Geometry & Calculus I	MA220	5
<input type="checkbox"/> Analytic Geometry & Calculus II	MA230	5
<input type="checkbox"/> Analytic Geometry & Calculus III	MA240	5
<input type="checkbox"/> Differential Equations	MA245	3
<input type="checkbox"/> <i>Engineering Physics I w/Lab</i>	PH208	5
<input type="checkbox"/> <i>Engineering Physics II w/Lab</i>	PH228	5
<input type="checkbox"/> Statics	PH249	3

**Credits Required: 62****Program Information**

Most math and /or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, and science required transfer classes and/or personal interest course work.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence****First Semester (17 credit hours)**

SO100, EN176, CH177, MA220, Oral Communications Gen. Ed.

**Second Semester (17 credit hours)**

EN177, CH178, MA230, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (16 credit hours)**

MA205, MA240, PH208, Arts & Humanities Gen. Ed.

**Fourth Semester 17credit hours)**

MA245, PH2228, PH249, Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed.

**After Colby Community College**

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities include civil engineer, electrical engineer or teaching.

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**MATHEMATICS**


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**ASSOCIATE OF SCIENCE**

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral &amp; Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/44</b>
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Elements of Statistics</i>	MA205	3
<input type="checkbox"/> Analytic Geometry & Calculus I	MA220	5
<input type="checkbox"/> Analytic Geometry & Calculus II	MA230	5
<input type="checkbox"/> Analytic Geometry & Calculus III	MA240	5
<input type="checkbox"/> Differential Equations	MA245	3
<input type="checkbox"/> <i>Engineering Physics I w/Lab</i>	PH208	5
<input type="checkbox"/> <i>Engineering Physics II w/Lab</i>	PH228	5
<input type="checkbox"/> Statics	PH249	3

**Credits Required: 62****Program Information**

Most math and /or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, and science required transfer classes and/or personal interest course work.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence****First Semester (17 credit hours)**

SO100, EN176, CH177, MA220, Oral Communications Gen. Ed.

**Second Semester (17 credit hours)**

CH178, EN177, MA230, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (16 credit hours)**

MA205, MA240, PH208, Arts & Humanities Gen. Ed.

**Fourth Semester 17 credit hours)**

MA245, PH228, PH249, Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed.

**After Colby Community College**

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities math instructor, inventory control specialist, market research analyst, actuaries, economists, or financial analysts.

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**PHYSICAL SCIENCE**


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**ASSOCIATE OF SCIENCE**

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral &amp; Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/44</b>
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Elements of Statistics</i>	MA205	3
<input type="checkbox"/> Analytic Geometry & Calculus I	MA220	5
<input type="checkbox"/> Analytic Geometry & Calculus II	MA230	5
<input type="checkbox"/> Analytic Geometry & Calculus III	MA240	5
<input type="checkbox"/> Differential Equations	MA245	3
<input type="checkbox"/> <i>Engineering Physics I w/Lab</i>	PH208	5
<input type="checkbox"/> <i>Engineering Physics II w/Lab</i>	PH228	5
<input type="checkbox"/> Statics	PH249	3

**Credits Required: 62****Program Information**

Most math and /or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, and science required transfer classes and/or personal interest course work.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence****First Semester (15 credit hours)**

SO100, CH177, EN176, MA190, Oral Communications Gen. Ed.

**Second Semester (15 credit hours)**

CH178, EN177, MA205, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (16 credit hours)**

MA220, PH208, Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed.

**Fourth Semester (16 credit hours)**

MA230, PH228, Arts & Humanities Gen. Ed., Elective Course

**After Colby Community College**

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities science instructor, accelerator operator, applications engineer, data analyst, design engineer, IT consultant, or lab technician.

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**PHYSICS**


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**ASSOCIATE OF SCIENCE**

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral &amp; Written Communication</b>			
<input type="checkbox"/>	English Comp I	EN176	3
<input type="checkbox"/>	English Comp II	EN177	3
<input type="checkbox"/>	Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>			
<input type="checkbox"/>	Mathematics Gen. Ed.		3
<input type="checkbox"/>	Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/>	Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/>	Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>			
<input type="checkbox"/>	One Lifestyle or Skills PE Course		1
<b>Orientation</b>			
<input type="checkbox"/>	Student Success Seminar	SO100	1
<b>Recommended Courses</b>			<b>31/34</b>
<input type="checkbox"/>	<i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/>	Analytic Geometry & Calculus I	MA220	5
<input type="checkbox"/>	Analytic Geometry & Calculus II	MA230	5
<input type="checkbox"/>	Analytic Geometry & Calculus III	MA240	5
<input type="checkbox"/>	Differential Equations	MA245	3
<input type="checkbox"/>	<i>Engineering Physics I w/Lab</i>	PH208	5
<input type="checkbox"/>	<i>Engineering Physics II w/Lab</i>	PH228	5
<input type="checkbox"/>	Statics	PH249	3

**Credits Required: 62****Program Information**

Most math and /or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, and science required transfer classes and/or personal interest course work.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence****First Semester (15 credit hours)**

SO100, EN176, MA220, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed.

**Second Semester (15 credit hours)**

EN177, MA230, MA245, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (16 credit hours)**

MA240, PH208, Arts & Humanities Gen. Ed., Elective (3 credit hours)

**Fourth Semester 17 credit hours)**

CO176, PH249, PH228, Social & Behavioral Science Gen. Ed., Elective (3 credit hours)

**After Colby Community College**

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities such as physics instructor, accelerator operator, applications engineer, data analyst, design engineer, IT consultant, lab technician, or laser engineer.

## WILDLIFE BIOLOGY

### ASSOCIATE OF SCIENCE

This program is designed for the student planning to transfer to a four-year baccalaureate degree program in biology. The following represents a suggested program of study and is tented to meet typical requirements of a transfer institution.

<b>GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral and Written Communication</b>			
<input type="checkbox"/>	English Comp I	EN176	3
<input type="checkbox"/>	English Comp II	EN177	3
<input type="checkbox"/>	Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>			
<input type="checkbox"/>	Mathematics Gen. Ed.		3
<input type="checkbox"/>	Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/>	Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/>	Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>			
<input type="checkbox"/>	One Lifestyle or Skills PE Course		1
<b>Orientation</b>			
<input type="checkbox"/>	Student Success Seminar	SO100	1
<b>Recommended Courses</b>			<b>31/38</b>
<input type="checkbox"/>	<i>Biology I w/Lab</i>	BI177	5
<input type="checkbox"/>	<i>Biology II w/Lab</i>	BI179	5
<input type="checkbox"/>	Microbiology	BI280	
<input type="checkbox"/>	<i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/>	<i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/>	<i>Organic Chemistry I w/Lab</i>	CH225	5
<input type="checkbox"/>	<i>Organic Chemistry II w/Lab</i>	CH235	5
<input type="checkbox"/>	<i>Elements of Statistics</i>	MA208	3
<input type="checkbox"/>	Analytic Geometry & Calculus	MA220	5

**Credits Required: 62**

#### Program Information

Most math and /or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, and science required transfer classes and/or personal interest course work.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

##### First Semester (15 credit hours)

SO100, BI177, CH177, EN176, Physical Education Gen. Ed.

##### Second Semester (16 credit hours)

BI179, CH178, EN177, MA178

##### Third Semester (17-19 credit hours)

CH225, MA208 or MA220, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed., Social & Behavioral Gen. Ed.

##### Fourth Semester 16 credit hours)

BI280, CH235, Arts & Humanities Gen. Ed., Social & Behavioral Gen. Ed.

#### After Colby Community College

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities such as fisheries biologist, wildlife biologist, marine biologist, habitat restoration biologist, endangered species biologist, wildlife or fish manager, hatchery technician, or wildlife area manager.

## ENGLISH

## ASSOCIATE OF ARTS

Credits Required: 62

## Program Information

The program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelor's Degree.

The composition program prepares students in the art and practice of writing. The program includes *English Composition I*, *English Composition II*, and Creative Writing—three credit hour courses designed for transfer students as well as vocational students.

To prepare students for the college-level Composition program, developmental reading and writing courses are offered: Fundamentals of Reading and Writing and English Composition I Workshop. Placement in these courses is determined by ACT, SAT, Accuplacer, high school GPA or previous college courses. Developmental courses do not apply toward transfer or graduation.

## The Literature Program

Each literature course is worth three credit hours. Literature courses meet general education requirements for graduation and easily transfer to four-year colleges. Students should check with transfer institutions for literature course choices that best fit their program of study.

## Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

## After Colby Community College

There are many career choices for an English major. In educational settings the student may have a choice of becoming a teacher, an administrator, or a writer/researcher. The fields of law and medicine also have career opportunities available. In business or industry the student may become an editor, technical writer, communications officer, marketing manager, personal manager, or public relations officer. The federal government offers such careers as adjudication

specialist, public information specialist, research assistant, technical information specialist, and writer/editor, copy editor, editorial supervisor, advertising assistant/supervisor, and copywriter.

English is a valuable second major or minor for those majoring in print or broadcast journalism.

MINIMUM GENERAL EDUCATION HOURS REQUIRED		30
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>18</b>
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> Creative Writing	EN107	3
<input type="checkbox"/> American Literature I	EN202	3
<input type="checkbox"/> American Literature II	EN203	3
<input type="checkbox"/> <i>Introduction to Literature</i>	EN219	3
<input type="checkbox"/> World Literature	LI176	3
<b>Required General Education &amp; Electives</b>		<b>14</b>
<input type="checkbox"/> General Education Courses		9
<input type="checkbox"/> Electives		5

## Recommended Course Sequence

Some courses are offered just once every four semesters in an on campus or online setting.

## First Semester (16 credit hours)

SO100, EN176, CO176, English Recommended Course, Oral Communication Gen. Ed., Mathematics Gen. Ed.

## Second Semester (16-17 credit hours)

EN177, English Recommended Course, Arts & Humanities Gen. Ed., Natural Science w/Lab Gen. Ed., Social & Behavioral Gen. Ed.

## Third Semester (15 credit hours)

Arts & Humanities Gen. Ed., English Recommended Course, Social & Behavioral Gen. Ed., General Education Courses (6 credit hours)

## Fourth Semester (15 credit hours)

English Recommended Course, General Education Course, Physical Education Gen. Ed., Electives (6 credit hours).



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**GRAPHIC DESIGN/VISUAL ARTS**


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**ASSOCIATE OF ARTS****Credits Required: 62****Program Information**

The Graphic Design program is designed for the art student majoring in Graphic Design. The Visual Art program is for the art student majoring in studio art, art education or art therapy. Both programs are for students who plan on transferring to a four-year University.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (16 credit hours)**

SO100, EN176, Art Recommended Courses (6 credit hours), Arts & Humanities Gen. Ed., Mathematics Gen. Ed.

**Second Semester (16-17 credit hours)**

EN177, Art Recommended Courses (6 credit hours), Oral Communication Gen. Ed., Natural Science w/Lab Gen. Ed.

**Third Semester (15 credit hours)**

Art Recommended Courses (3 credit hours), Arts & Humanities Gen. Ed, General Education Course, Physical Education Gen. Ed., Social & Behavioral Gen. Ed.

**Fourth Semester (15 credit hours)**

Art Recommended Course (6 credit hours), General Education Course (6 credit hours), Social & Behavioral Science Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities such as: Graphic Design-art director/instructor, creative director, drafter, film and video editor, graphic designer, industrial/product designer, marketing manager, multimedia artist/ animator and many more. Visual Art-fabric designer, floral designer, glass blower, greeting card illustrator, fashion designer, furniture designer, impressionist, film-maker, gallery owner, graphics art technician, or interior decorator.

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 30****Communication**

<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3

**Math & Science**

<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5

**Social & Behavioral Science**

<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
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**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
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**Physical Education**

<input type="checkbox"/> One Lifestyle or Skills PE Course		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 23/60**

<input type="checkbox"/> 2-D Design	AR102	3
<input type="checkbox"/> <i>Drawing I</i>	AR103	3
<input type="checkbox"/> Watercolor Painting I	AR104	3
<input type="checkbox"/> Oil Painting I	AR105	3
<input type="checkbox"/> Elementary Art Education	AR106	3
<input type="checkbox"/> Beginning Sculpture	AR115	3
<input type="checkbox"/> Lettering & Design	AR116	3
<input type="checkbox"/> Printmaking	AR119	3
<input type="checkbox"/> Introduction to Crafts	AR123	3
<input type="checkbox"/> synthetic & Mixed Media	AR118	3
<input type="checkbox"/> Computer Graphics	AR125	3
<input type="checkbox"/> 3-D Design	AR203	3
<input type="checkbox"/> <i>Drawing II</i>	AR203	3
<input type="checkbox"/> Watercolor Painting II	AR204	3
<input type="checkbox"/> Problems in Drawing	AR205	3
<input type="checkbox"/> Beginning Photography	GR105	3
<input type="checkbox"/> Advanced Photography	GR155	3
<input type="checkbox"/> Ceramics I	AR111	3
<input type="checkbox"/> Ceramics I	AR214	3
<input type="checkbox"/> Projects in Ceramics	AR220	3

**Required General Education 9**

<input type="checkbox"/> General Education Courses		9
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## MUSIC

### ASSOCIATE OF ARTS

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 30**

<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3

**Math & Science**

<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5

**Social & Behavioral Science**

<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
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**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
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**Physical Education**

<input type="checkbox"/> One Lifestyle or Skills PE Course		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 23**

<input type="checkbox"/> <i>Harmony I, II, III, IV</i>	MU102, MU152 MU202, MU252	3
<input type="checkbox"/> Ear Training I, II, III, IV	MU103, MU153 MU203, MU253	2
<input type="checkbox"/> Fundamentals of Music	MU108	3
<input type="checkbox"/> Choir I, II, III, IV	MU113, MU123 MU233, MU234	1
<input type="checkbox"/> Concert Band I, II, III, IV	MU114, MU124 MU234, MU244	1
<input type="checkbox"/> Chorale I, II, III, IV	MU115, MU125 MU235, MU245	1
<input type="checkbox"/> Instrumental Ensemble I, II, III, IV	MU116, MU126 MU236, MU246	1
<input type="checkbox"/> Jazz Ensemble I, II, III, IV	MU118, MU128 MU238, MU248	1
<input type="checkbox"/> Pep Band I, II, III, IV	MU119, MU129 MU239, MU249	1
<input type="checkbox"/> Keyboard Skills I, II, III, IV	MU121, MU122 MU221, MU222	1
<input type="checkbox"/> Music Literature	MU150	3
<input type="checkbox"/> <i>Introduction to Music</i>	MU176	3
<input type="checkbox"/> Applied Music Courses	See course schedule	

**Required General Education 9**

<input type="checkbox"/> General Education Courses		9
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**Credits Required: 62**

**Program Information**

The curriculum is designed for students who plan to pursue a career in the field of music. It is also for students who wish to develop and improve their skills in performing and composing music.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (16 credit hours)**

SO100, EN176, MU176, Instrumental or Vocal Recommended Course, Mathematics Gen. Ed., Oral Communication Gen. Ed.

**Second Semester (14-15 credit hours)**

EN177, Arts & Humanities Gen. Ed., Instrumental or Vocal Recommended Course, Natural Science Gen. Ed., Physical Education Gen. Ed.

**Third Semester (18 credit hours)**

CO176, General Education Course (6 credit hours). Instrumental or Vocal Recommended Course (6 credit hours), Social & Behavioral Science Gen. Ed.

**Fourth Semester (15 credit hours)**

Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed., Instrumental & Vocal Recommended Course (9 credit hours)

**After Colby Community College**

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas University, or Wichita State University. Career opportunities such as: arts administrator, broadcast engineer, community arts worker, event manager, radio broadcast assistant, theatre stage manager, music therapist, musician, private music teacher, secondary school teacher, college instructor, or sound technician (broadcasting/film/video).

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**GENERAL STUDIES**


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**ASSOCIATE OF ARTS**

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>		<b>30</b>
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>23</b>
<i>Computer Concepts &amp; Applications</i>	CO176	3
Electives		20
<b>Required Hours In Concentration</b>		<b>9</b>
<input type="checkbox"/> General Education Courses		9

**Credits Required: 62****Program Information**

The course of study is a transfer program for the student still decided on a major field of student. The student completing the following program of study will be awarded the Associate of Arts Degree.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (14 credit hours)**

SO100, CO176, EN176, Oral Communication Gen. Ed., Mathematics Gen. Ed., Physical Education Gen. Ed.

**Second Semester (16-17 credit hours)**

EN177, Arts & Humanities Gen. Ed., Elective (3 credit hours), Natural Science w/Lab Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (15 credit hours)**

Arts & Humanities Gen. Ed., Electives (6 credit hours), General Education Course (3 credit hours), Social & Behavioral Gen. Ed.

**Fourth Semester (15 credit hours)**

Electives (12 credit hours)  
General Education Courses (6 credit hours)

**After Colby Community College**

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University.

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**GENERAL STUDIES**


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**ASSOCIATE OF SCIENCE**

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>	<b>30</b>
<b>Communication</b>	
<input type="checkbox"/> English Comp I	EN176 3
<input type="checkbox"/> English Comp II	EN177 3
<input type="checkbox"/> Oral Communication Gen. Ed.	3
<b>Math &amp; Science</b>	
<input type="checkbox"/> Mathematics Gen. Ed.	3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.	4-5
<b>Social &amp; Behavioral Science</b>	
<input type="checkbox"/> Social & Behavioral Gen. Ed.	6
<b>Arts &amp; Humanities</b>	
<input type="checkbox"/> Arts & Humanities Gen. Ed.	6
<b>Physical Education</b>	
<input type="checkbox"/> One Lifestyle or Skills PE Course	1
<b>Orientation</b>	
<input type="checkbox"/> Student Success Seminar	SO100 1
<b>Recommended Courses</b>	
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176 3
<input type="checkbox"/> Electives	9
<b>Required Hours in Concentration</b>	
<input type="checkbox"/> Natural Science w/ Lab Gen. Ed and/or	<b>20</b>
<input type="checkbox"/> Mathematics Gen. Ed. (Higher Level)	

**Credits Required: 62****Program Information**

The course of study is a transfer program for the student still decided on a major field of student. The student completing the following program of study will be awarded the Associate of Science Degree.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (14 credit hours)**

SO100, EN176, Oral Communication Gen. Ed., Mathematics Gen. Ed., Natural Science w/Lab Gen. Ed.

**Second Semester (16-17 credit hours)**

EN177, Arts & Humanities Gen. Ed., Mathematics Gen. Ed., Natural Science w/Lab Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (15 credit hours)**

CO176, Arts & Humanities Gen. Ed., Mathematics Gen. Ed., Natural Science w/Lab Gen. Ed., Physical Education Gen. Ed.

**Fourth Semester (15 credit hours)**

Mathematics Gen. Ed., or Natural Science w/Lab Gen. Ed., Social & Behavioral Science Gen. Ed., Electives (9 credit hours)

**After Colby Community College**

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University.




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**ASSOCIATE OF APPLIED SCIENCE: TECHNICAL STUDIES**


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<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>	<b>24</b>
<b>Required Hours From The Following Disciplines</b>	
<input type="checkbox"/> Written Communication Gen. Ed.	
<input type="checkbox"/> Oral Communication Gen. Ed.	
<input type="checkbox"/> Humanities Gen. Ed.	
<input type="checkbox"/> Mathematics Gen. Ed.	
<input type="checkbox"/> Natural Science Gen. Ed.	
<input type="checkbox"/> Social & Behavioral Science Gen. Ed.	
<b>Specialized/Contextual Component</b>	
A student must complete hours from two approved Kansas Board of Regents Technical Certificates.	<b>38</b>

**Credits Required: 62****Program Information**

The Technical Studies degree allows students to design an individualized program of study in order to fulfill a unique career goal that cannot be met through any single technology program offered by the college. Students completing the degree must complete a minimum of fifteen credit hours from at least two technical disciplines and develop a coherent technical program with a technical focus directly related to the student's career objectives. This degree is two years in length and utilizes previous approved courses in Kansas Board of Regents (KBOR) approved programs.

## HISTORY

### ASSOCIATE OF ARTS

MINIMUM GENERAL EDUCATION HOURS REQUIRED		30
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>23/33</b>
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> <i>World Regional Geography</i>	GE176	3
<input type="checkbox"/> <i>World Civilization to 1600</i>	HI104	3
<input type="checkbox"/> <i>American History to 1865</i>	HI176	3
<input type="checkbox"/> <i>American History 1865 to Present</i>	HI177	3
<input type="checkbox"/> <i>World Civilization 1600 to Present</i>	HI204	3
<input type="checkbox"/> <i>American Government</i>	PO176	3
<input type="checkbox"/> Electives		12
<b>Required General Education</b>		<b>9</b>
<input type="checkbox"/> General Education Courses		9

**Credits Required: 62**

#### Program Information

The program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelors' Degree.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (16 credit hours)

SO100, EN176, History Recommended Courses (6 credit hours), Mathematics Gen. Ed., Oral Communication Gen. Ed.

#### Second Semester (16-17 credit hours)

CO176, EN177, History Recommended Courses (6 credit hours), Natural Science Gen. Ed.

#### Third Semester (16 credit hours)

Arts & Humanities Gen. Ed., Elective (3 credit hours), History Recommended Course (6 credit hours), Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

#### Fourth Semester (15 credit hours)

History Recommended Course (3 credit hours), Social & Behavioral Gen. Ed., Electives (9 credit hours)

#### After Colby Community College

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University. Students also transfer to four-year universities out-of-state.

Career opportunities such as: historian, museum curator, social studies teacher.

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**POLITICAL SCIENCE**


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**ASSOCIATE OF ARTS****MINIMUM GENERAL EDUCATION HOURS REQUIRED 30****Communication**

<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3

**Math & Science**

<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5

**Social & Behavioral Science**

<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
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**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
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**Physical Education**

<input type="checkbox"/> One Lifestyle or Skills PE Course		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 23/27**

<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> <i>Introduction to Criminal Justice</i>	CJ110	3
<input type="checkbox"/> <i>Philosophy of Thought &amp; Logic</i>	PI200	3
<input type="checkbox"/> <i>State and Local Government</i>	PO105	3
<input type="checkbox"/> <i>American Government</i>	PO176	3
<input type="checkbox"/> <i>Social Problems</i>	SO186	3
<input type="checkbox"/> Electives		9

**Required General Education 9**

<input type="checkbox"/> General Education Courses		9
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**Credits Required: 62****Program Information**

The program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelors' Degree.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (16 credit hours)**

SO100, EN176, Recommended Courses (6 credit hours), Mathematics Gen. Ed., Oral Communication Gen. Ed.

**Second Semester (16-17 credit hours)**

CO176, EN177, Recommended Courses (6 credit hours), Natural Science Gen. Ed.

**Third Semester (16 credit hours).**

Arts & Humanities Gen. Ed., Elective (3 credit hours), Recommended Course (6 credit hours), Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed

**Fourth Semester (15 credit hours)**

Recommended Course (3 credit hours), Social & Behavioral Gen. Ed., Electives (9 credit hours)

**After Colby Community College**

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University.

Career opportunities such as: business field, government and advocacy jobs, journalism occupations, law careers, lobbyist professions or teaching positions.

## CRIMINAL JUSTICE

### ASSOCIATE OF APPLIED SCIENCE CERTIFICATE

#### TECHNICAL CERTIFICATE REQUIREMENTS

MINIMUM GENERAL EDUCATION HOURS REQUIRED	16
<b>Communication</b>	
<input type="checkbox"/> English Comp I	3
<input type="checkbox"/> Oral Communication Gen. Ed.	3
<b>Social &amp; Behavioral Science</b>	
<input type="checkbox"/> Social & Behavioral Gen. Ed.	3
<b>Arts &amp; Humanities</b>	
<input type="checkbox"/> Arts & Humanities Gen. Ed.	3
<b>Orientation</b>	
<input type="checkbox"/> Student Success Seminar	1
<b>General Education</b>	
<input type="checkbox"/> General Education Course	3
<b>Required AAS Courses</b>	
<input type="checkbox"/> <i>Introduction to Criminal Justice</i>	3
<input type="checkbox"/> Juvenile Delinquency and Justice	3
<input type="checkbox"/> Law Enforcement Operations & Procedures	3
<input type="checkbox"/> Criminal Investigations	3
<input type="checkbox"/> Criminal Law	3
<input type="checkbox"/> Criminal Justice Interview & Report	3
<input type="checkbox"/> Criminal Procedures	3
<input type="checkbox"/> Professional Responsibility in Criminal Justice	3
<input type="checkbox"/> Agency Administration	3
<b>Recommended Courses</b>	
<input type="checkbox"/> Introduction to Forensics	3
<input type="checkbox"/> Introduction to Corrections	3
<input type="checkbox"/> Criminalistics	3
<input type="checkbox"/> Victimology	3
<input type="checkbox"/> Introduction to Homeland Security	3
<input type="checkbox"/> Rules of Evidence	3
<b>Required Certificate Hours</b>	
Upon completion of the Criminal Justice Technical Certificate a student may choose to enter the KLECT or equivalent law enforcement academy training. Upon completion of the academy training a students may choose to transfer those credits back to CCC to be awarded the Associate of Applied Science through CCC.	12
<b>Total AAS Required Credit Hours</b>	
	64

Credits Required: 52-Certificate / AAS-64

#### Program Information

The program is recommended for students who wish to enter the Criminal Justice field shortly after graduation. This degree option is not generally recommended for students transferring to a four-year school. Emphasis is placed on practical application as well as theory. Student develop skills required for entry into Criminal Justice or related industries.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (16 credit hours)

SO100, EN176, CJ110, CJ210, CJ215, Criminal Justice Recommended Course. (3 credit hours)

#### Second Semester (18 credit hours)

CJ211, CJ214, CJ223, Arts & Humanities Gen. Ed., Criminal Justice Recommended Course (3 credit hours), Social & Behavioral Science Gen. Ed.

#### Third Semester (18 credit hours).

CJ216, CJ237, CJ240, General Education Course (3 credit hours), Criminal Justice Recommended Course (3 credit hours), Oral Communication Gen. Ed.

#### After Colby Community College

Career opportunities such as: police officer, paralegal, correctional officer, private investigator, fish and game warden, fire inspectors and investigators, crime science technician, bailiff, police dispatch, or security officer. Colby Community College has a 2+2 agreement with Kansas State University Salina (K-State Salina), giving students an option to continue their career.

### ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS

Required Certificate Hours	52
Upon completion of the Criminal Justice Technical Certificate a student may choose to enter the KLECT or equivalent law enforcement academy training. Upon completion of the academy training a students may choose to transfer those credits back to CCC to be awarded the Associate of Applied Science through CCC.	12
<b>Total AAS Required Credit Hours</b>	
	64

## CRIMINAL JUSTICE/PRE-LAW

### ASSOCIATE OF ARTS

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>		<b>30</b>
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>23/27</b>
<input type="checkbox"/> <i>Introduction to Criminal Justice</i>	CJ110	3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ210	3
<input type="checkbox"/> Law Enforcement Operations & Procedures	CJ211	3
<input type="checkbox"/> Introductions to Corrections	CJ212	3
<input type="checkbox"/> Criminal Investigations	CJ214	3
<input type="checkbox"/> Criminal Law	CJ215	3
<input type="checkbox"/> Criminal Justice Interview & Report Writing	CJ216	3
<input type="checkbox"/> Criminalistics	CJ223	3
<input type="checkbox"/> Criminal Procedures	CJ233	3
<b>Required General Education</b>		<b>9</b>
<input type="checkbox"/> General Education Courses		9

**Credits Required: 62**

**Program Information**

The program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelors' Degree.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (16 credit hours)**

SO100, EN176, Recommended Courses (6 credit hours), Mathematics Gen. Ed., Oral Communication Gen. Ed.

**Second Semester (16-17 credit hours)**

EN177, Recommended Courses (3 credit hours), Arts & Humanities Gen. Ed., Natural Science Gen. Ed., Social & Behavioral Science Gen. Ed.

**Third Semester (15 credit hours)**

Recommended Courses (6 credit hours), General Education Courses (6 credit hours), Social & Behavioral Science Gen. Ed

**Fourth Semester (16 credit hours)**

Recommended Course (9 credit hours), Arts & Humanities Gen. Ed., General Education Courses (3 credit hour), Physical Education Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University. Students also transfer to four-year universities out-of-state.

Career opportunities such as: correctional officer supervisor, police and detective supervisor, forensic psychologist, criminal profiler, criminologist, district attorney or attorney general investigator, supervisory criminal investigator, forensic examiner, emergency management director or security management.

## POLICE SCIENCE

### CERTIFICATE of COMPLETION

**Credits Required: 15**

**Program Information**

This certificate of completion prepares a student to work as a detention officer, institutional corrections officer or a community corrections surveillance officer.

<b>Police Science</b>		
<b>Required Certificate Courses</b>		<b>15</b>
<input type="checkbox"/> Law Enforcement Operations and Procedures	CJ211	3
<input type="checkbox"/> Introduction to Corrections	CJ212	3
<input type="checkbox"/> Criminal Investigations	CJ214	3
<input type="checkbox"/> CJ Interview and Report Writing	CJ216	3
<b>Elective Hours (Choose One Course)</b>		
<input type="checkbox"/> Criminalistics	CJ223	3
<input type="checkbox"/> Criminal Procedures	CJ233	3
<input type="checkbox"/> Agency Administration	CJ240	3

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**PSYCHOLOGY and SOCIAL WORK**


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**ASSOCIATE OF ARTS**

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>30</b>
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EN176		3
<input type="checkbox"/> English Comp II	EN177		3
<input type="checkbox"/> Oral Communication Gen. Ed.			3
<b>Math &amp; Science</b>			
<input type="checkbox"/> Mathematics Gen. Ed.			3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.			4-5
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen. Ed.			6
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen. Ed.			6
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course			1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>23</b>
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176		3
<input type="checkbox"/> <i>Introduction to Ethics</i>	PI176		3
<input type="checkbox"/> <i>Introduction to Sociology</i>	SO176		3
<input type="checkbox"/> <i>Sociology of Families</i>	SO182		3
<input type="checkbox"/> <i>Social Problems</i>	SO186		3
<input type="checkbox"/> <i>Sociology of Discrimination</i>	SO210		3
<input type="checkbox"/> <i>Introduction to Criminal Justice</i>	CJ110		3
<input type="checkbox"/> <i>Juvenile Delinquency and Justice</i>	CJ210		3
<b>Required General Education</b>			<b>9</b>
<input type="checkbox"/> General Education Courses			9

**Credits Required: 62****Program Information**

The program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelors' Degree.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (14 credit hours)**

SO100, EN176, Recommended Courses (3 credit hours), Mathematics Gen. Ed., Oral Communication Gen. Ed., Physical Education Gen. Ed.

**Second Semester (18 credit hours)**

EN177, General Education Course (3 credit hours), Recommended Courses (6 credit hours), Arts & Humanities Gen, Social & Behavioral Science Gen. Ed.

**Third Semester (15 credit hours).**

Recommended Courses (6 credit hours), Arts & Humanities Gen. Ed., Natural Science Gen. Ed., Social & Behavioral Science Gen. Ed

**Fourth Semester (16 credit hours)**

Recommended Course (9 credit hours), General Education Courses (6 credit hour)

**After Colby Community College**

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University. Students also transfer to four-year universities out-of-state.

Psychology career opportunities such as: vocational rehabilitation provider, self-reliance specialist, drug and alcohol specialist, employment counselor, parole officers, psychology program manager, rehabilitation counselor or social service manager.

Social Work career opportunities such as: social worker, case manager, mental health therapist, or clinical supervisor. Sociology career opportunities such as: case manager, human services educator, college instructor in sociology, drug and alcohol counselor, director of human services agency, or school social worker.



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**NURSING (PRE-MEDICAL)**


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**ASSOCIATE OF ARTS****MINIMUM GENERAL EDUCATION HOURS REQUIRED 30****Communication**

<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3

**Math & Science**

<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		4-5

**Social & Behavioral Science**

<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
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**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
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**Physical Education**

<input type="checkbox"/> One Lifestyle or Skills PE Course		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 23/27**

<input type="checkbox"/> <i>Basic Nutrition</i>	AL101	3
<input type="checkbox"/> <i>Medical Terminology</i>	AL102	3
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177	5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4
<input type="checkbox"/> <i>Principles of Microbiology w/Lab</i>	BI280	5
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3
<input type="checkbox"/> Elective		3

**Required General Education 9**

<input type="checkbox"/> General Education Courses		9
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**Credits Required: 62****Program Information**

The program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelors' Degree in Nursing.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (15 credit hours)**

BI177, EN176, SO100, Mathematics Gen. Ed., Oral Communication Gen. Ed.

**Second Semester (15 credit hours)**

AL102, BI280, EN177, Arts & Humanities Gen. Ed., Physical Education Gen. Ed.

**Third Semester (17 credit hours)**

BI277, CO176, Elective (3 credit hours), Social & Behavioral Science Gen. Ed., General Education Course (3 credit hours)

**Fourth Semester (15 credit hours)**

AL101, Arts & Humanities Gen. Ed., General Education Course (6 credit hours), Social & Behavioral Science Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, or Wichita State University. Career opportunities such as: surgical nurse, pediatric nurse, ICU Nurse, obstetric and gynecological nurse, hospice nurse, school nurse, specialty nurse, professional education assistant manager, public health nurse, or clinic nurse.

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## PRE-CHIROPRACTIC

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### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in Pre-Chiropractic. The program of study may be adapted to meet the requirements of the transfer institutions. This program is available on-campus or online.

<b>GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral and Written Communication</b>			
<input type="checkbox"/> English Comp I	EN176	3	
<input type="checkbox"/> English Comp II	EN177	3	
<input type="checkbox"/> Oral Communication Gen. Ed.		3	
<b>Math &amp; Science</b>			
<input type="checkbox"/> Mathematics Gen. Ed.		3	
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5	
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6	
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6	
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course		1	
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar		1	
<b>Recommended Courses</b>			<b>31/53</b>
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI277	5	
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4	
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4	
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5	
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5	
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225	5	
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235	5	
<input type="checkbox"/> <i>Computer Concepts &amp; Applications</i>	CO176	3	
<input type="checkbox"/> <i>College Algebra</i>	MA178	3	
<input type="checkbox"/> <i>Statistics</i>	MA205	3	
<input type="checkbox"/> <i>General Physics I w/Lab</i>	PH207	5	
<input type="checkbox"/> <i>General Psychology</i>	PS176	3	
<input type="checkbox"/> <i>Introduction to Sociology</i>	SO176	3	

**Credits Required: 62**

#### Program Information

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (16 credit hours)

BI276, CH177, EN176, MA178, SO100

#### Second Semester (17 credit hours)

BI277, CH178, EN177, MA205, Physical Education Gen. Ed.

#### Third Semester (16 credit hours)

CH225, PH207, PS176, Arts & Humanities Gen. Ed.

#### Fourth Semester (15 credit hours)

CH235, BI177, SO176, Oral Communication Gen. Ed., Humanities Gen. Ed.

#### After Colby Community College

Students transfer to a four-year university such as: Cleveland Chiropractic College.

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**PRE-DENTISTRY or PRE-MEDICINE**


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**ASSOCIATE OF SCIENCE**

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in Dentistry or Medicine. The program of study may be adapted to meet the requirements of the transfer institutions. This program is available on-campus or online.

<b>GENERAL EDUCATION HOURS REQUIRED</b>		<b>31</b>
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Recommended Courses</b>		<b>31/61</b>
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI277	5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225	5
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235	5
<input type="checkbox"/> <i>College Algebra</i>	MA178	3
<input type="checkbox"/> <i>Analytical Geometry &amp; Calculus I</i>	MA220	5
<input type="checkbox"/> <i>Analytical Geometry &amp; Calculus II</i>	MA230	5
<input type="checkbox"/> <i>General Physics I w/Lab</i>	PH207	5
<input type="checkbox"/> <i>General Physics II w/Lab</i>	PH227	5

**Credits Required: 62****Program Information**

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching.

**Recommendations**

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

**Recommended Course Sequence**

Some courses are offered only once annually.

**First Semester (19 credit hours)**

BI177, CH177, EN176, MA220, SO100

**Second Semester (18 credit hours)**

BI280, CH178, EN177, MA230

**Third Semester (16 credit hours)**

BI276, CH225, PS176, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed.

**Fourth Semester (16 credit hours)**

CH235, BI277, SO176, Arts & Humanities Gen. Ed., Physical Education Gen. Ed.

**After Colby Community College**

Students transfer to a four-year university such as: University of Kansas Hospital Dental Care, UMKC School of Dentistry, KU School of Medicine or University of Missouri School of Medicine.



## PRE-OPTOMETRY

### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in Optometry. The program of study may be adapted to meet the requirements of the transfer institutions. This program is available on-campus or online.

GENERAL EDUCATION HOURS REQUIRED		31
<b>Oral and Written Communication</b>		
<input type="checkbox"/> English Comp I	EN176	3
<input type="checkbox"/> English Comp II	EN177	3
<input type="checkbox"/> Oral Communication Gen. Ed.		3
<b>Math &amp; Science</b>		
<input type="checkbox"/> Mathematics Gen. Ed.		3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5
<b>Social &amp; Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> One Lifestyle or Skills PE Course		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1

Recommended Courses		31/58
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI277	5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225	5
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235	5
<input type="checkbox"/> <i>Analytical Geometry &amp; Calculus I</i>	MA220	5
<input type="checkbox"/> <i>Analytical Geometry &amp; Calculus II</i>	MA230	5
<input type="checkbox"/> <i>General Physics I w/Lab</i>	PH207	5
<input type="checkbox"/> <i>General Physics II w/Lab</i>	PH227	5

**Credits Required: 62**

#### Program Information

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (14-19 credit hours)

BI177, CH177, EN176, MA220, SO100

#### Second Semester (13-18 credit hours)

BI280, CH178, EN177, MA230

#### Third Semester (16 credit hours)

BI276 or CH225 or PH207, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed., Physical Education Gen. Ed.

#### Fourth Semester (14-18 credit hours)

BI277 or CH235 or PH227, Arts & Humanities Gen. Ed., Social & Behavioral Gen. Ed. (6 credit hours)

#### After Colby Community College

Students transfer to a four-year university such as: Kansas State University, University of Kansas, or University of Missouri, and many more through the U.S.



## PRE-PHARMACY

### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in Pharmacy. The program of study may be adapted to meet the requirements of the transfer institutions. This program is available on-campus or online.

<b>GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral and Written Communication</b>			
<input type="checkbox"/> English Comp I	EN176	3	
<input type="checkbox"/> English Comp II	EN177	3	
<input type="checkbox"/> Oral Communication Gen. Ed.		3	
<b>Math &amp; Science</b>			
<input type="checkbox"/> Mathematics Gen. Ed.		3	
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5	
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6	
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6	
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course		1	
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar		1	
<b>Recommended Courses</b>			<b>31/43</b>
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI277	5	
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276	4	
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277	4	
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5	
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5	
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5	
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225	5	
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235	5	
<input type="checkbox"/> <i>Analytical Geometry &amp; Calculus I</i>	MA220	5	

**Credits Required: 62**

#### Program Information

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (19 credit hours)

BI177, CH177, EN176, MA220, SO100

#### Second Semester (16 credit hours)

BI280, CH178, EN177, Social & Behavioral Science Gen. Ed.

#### Third Semester (16 credit hours)

BI276, CH225, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed., Physical Education Gen. Ed.

#### Fourth Semester (16 credit hours)

BI277 CH235, Arts & Humanities Gen. Ed., Social & Behavioral Gen. Ed.

#### After Colby Community College

Students transfer to a four-year university such as: St. Louis College of Pharmacy, University of Colorado, University of Kansas, or University of Missouri.



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## PRE-PHYSICAL THERAPY

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### ASSOCIATE OF SCIENCE

The suggested program of study meets general transfer requirements toward a Bachelor's degree with Physical Therapy as a goal. Students should check requirements of specific colleges and universities with an advisor.

<b>GENERAL EDUCATION HOURS REQUIRED</b>	<b>31</b>
<b>Oral and Written Communication</b>	
<input type="checkbox"/> English Comp I	EN176 3
<input type="checkbox"/> English Comp II	EN177 3
<input type="checkbox"/> Oral Communication Gen. Ed.	3
<b>Math &amp; Science</b>	
<input type="checkbox"/> Mathematics Gen. Ed.	3
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.	5
<b>Social &amp; Behavioral Science</b>	
<input type="checkbox"/> Social & Behavioral Gen. Ed.	6
<b>Arts &amp; Humanities</b>	
<input type="checkbox"/> Arts & Humanities Gen. Ed.	6
<b>Physical Education</b>	
<input type="checkbox"/> One Lifestyle or Skills PE Course	1
<b>Orientation</b>	
<input type="checkbox"/> Student Success Seminar	1
<b>Recommended Courses</b>	<b>31/52</b>
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI277 5
<input type="checkbox"/> <i>Anatomy &amp; Physiology I w/Lab</i>	BI276 4
<input type="checkbox"/> <i>Anatomy &amp; Physiology II w/Lab</i>	BI277 4
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280 5
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177 5
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178 5
<input type="checkbox"/> <i>Organic Chemistry I w/Lab</i>	CH225 5
<input type="checkbox"/> <i>Organic Chemistry II w/Lab</i>	CH235 5
<input type="checkbox"/> <i>College Algebra</i>	MA178 3
<input type="checkbox"/> <i>Plane Trigonometry</i>	MA185 3
<input type="checkbox"/> <i>Elements of Statistics</i>	MA205 3
<input type="checkbox"/> <i>Analytical Geometry &amp; Calculus I</i>	MA220 5

**Credits Required: 62**

#### Program Information

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy, physical therapy, and teaching.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

\*\*Calculus I could be submitted for *College Algebra* and Trigonometry based on the transfer school.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (17 credit hours)

BI177, CH177, EN176, MA178, SO100

#### Second Semester (16 credit hours)

BI280, CH178, EN177, MA185, Social & Behavioral Science Gen. Ed.

#### Third Semester (20 credit hours)

BI276, PH207, MA205, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed.

#### Fourth Semester (16 credit hours)

BI277, PH277, Arts & Humanities Gen. Ed., Social & Behavioral Gen. Ed., Physical Education Gen. Ed.

#### After Colby Community College

Students transfer to a four-year university such as: Wichita State University, University of Colorado or University of Kansas.

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## PRE-VETERINARY MEDICINE

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### ASSOCIATE OF SCIENCE

Colby Community College is in a unique position among Kansas Community Colleges by being able to offer licensed veterinarian as an advisor to pre-veterinary medicine students.

<b>GENERAL EDUCATION HOURS REQUIRED</b>			<b>31</b>
<b>Oral and Written Communication</b>			
<input type="checkbox"/> English Comp I	EN176	3	
<input type="checkbox"/> English Comp II	EN177	3	
<input type="checkbox"/> Oral Communication Gen. Ed.	SP176	3	
<b>Math &amp; Science</b>			
<input type="checkbox"/> Mathematics Gen. Ed.		3	
<input type="checkbox"/> Natural Science w/Lab Gen. Ed.		5	
<b>Social &amp; Behavioral Science</b>			
<input type="checkbox"/> Social & Behavioral Gen. Ed.		6	
<b>Arts &amp; Humanities</b>			
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6	
<b>Physical Education</b>			
<input type="checkbox"/> One Lifestyle or Skills PE Course		1	
<b>Orientation</b>			
<input type="checkbox"/> Pre-Veterinary Medicine Orientation	VM101	1	
<b>Recommended Courses</b>			<b>31/46</b>
<input type="checkbox"/> Principles of Animal Science	AG149	3	
<input type="checkbox"/> <i>Biology I w/Lab</i>	BI177	5	
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5	
<input type="checkbox"/> <i>Chemistry I w/Lab</i>	CH177	5	
<input type="checkbox"/> <i>Chemistry II w/Lab</i>	CH178	5	
<input type="checkbox"/> Organic <i>Chemistry I w/Lab</i>	CH225	5	
<input type="checkbox"/> Organic <i>Chemistry II w/Lab</i>	CH235	5	
<input type="checkbox"/> <i>College Algebra</i>	MA178	3	
<input type="checkbox"/> <i>General Physics I w/Lab</i>	PH207	5	
<input type="checkbox"/> <i>General Physics II w/Lab</i>	PH227	5	

**Credits Required: 62**

#### Program Information

Students not only receive excellent classroom instruction but also are exposed to the field of veterinary medicine and its various career opportunities. This contact with the profession assists students in career orientation, motivation and performance. The veterinarians at Colby Community College maintain close ties with the College of Veterinary Medicine of Kansas State University in order to better advise pre-veterinary medicine students in course selection and help prepare them for application to the college of Veterinary Medicine.

#### Recommendations

Visit with your advisor to determine the course sequences that meet your specific needs.

Students starting in the spring semester should meet with an advisor to adjust course sequence.

#### Recommended Course Sequence

Some courses are offered only once annually.

#### First Semester (17 credit hours)

BI177, CH177, EN176, MA178, VM101

#### Second Semester (17 credit hours)

AG149, CH178, EN177, Social & Behavioral Science Gen. Ed. (6 credit hours)

#### Third Semester (18 credit hours)

BI280, CH225, PH207, Oral Communication Gen. Ed. (SP176)

#### Fourth Semester (17 credit hours)

CH235, PH227, Arts & Humanities (6 credit hours), Physical Education Gen. Ed.

#### After Colby Community College

Students transfer to a four-year university such as: Colorado State University, Kansas State University, or University of Missouri.

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## ON-CAMPUS VETERINARY NURSING

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The Associate of Applied Science On-Campus Veterinary Nursing Program is designed to graduate up to 27 students per year; therefore, enrollment is limited. It is designed to prepare graduates to become credentialed veterinary nurses. Veterinary nurses are important members of the veterinary health care team who are trained to perform all veterinary tasks allowed by state law except surgery, diagnosis, and prescribing medication, as these tasks are limited to licensed veterinarians. Veterinary nursing students are educated in many areas such as animal nursing, anesthesia, surgical nursing, radiology, clinical pathology, microbiology, pharmacology, nutrition, and animal diseases. Students receive hands-on experience throughout the entire program with college-owned animals, large and small, including laboratory animals, exotic animals, and birds. The knowledge students gain in the classroom is applied in laboratory sessions designed to develop clinical skills. Guiding them along the way is an experienced and recognized team of instructors who care about their students' success.

### AVMA Accredited

The **On-Campus** Veterinary Nursing Program at Colby Community College was one of the first veterinary nursing programs established in the United States. It is based on American Veterinary Medical Association guidelines and is approved by the Kansas Veterinary Medical Association. It was examined in September 1974 and was accredited in December of that year. Full accreditation has been maintained since that time. Our curriculum and course of study will continue to be periodically examined by the Committee on Veterinary Technician Education and Activities (C.V.T.E.A.) of the American Veterinary Medical Association.

An Associate of Applied Science Degree in Veterinary Nursing is earned by those completing this course of study. Graduates take the Veterinary Technician National Examination and state qualifying examinations to become credentialed Veterinary Technicians. Credentialing requires continuing education, adherence to strict ethical and legal codes and quality technical training at an approved school. Graduates may become members of the Kansas Veterinary Technicians Association, which sponsors annual continuing education seminars for its members.

The program is directed by a Kansas licensed veterinarian. All clinical instruction is taught by Kansas licensed veterinarians and credentialed veterinary technicians in a contemporary veterinary teaching hospital and clinical pathology laboratory utilizing modern veterinary equipment. In addition to the main 80-acre campus in Colby, the college operates a 60-acre agricultural center east of the city. Students in the On-Campus Veterinary Nursing Program utilize the college farm as a hands-on laboratory for their large animal coursework.

### Associate of Applied Science: Veterinary Nursing Veterinary Nursing Program Goals

1. Educate students in many areas including animal nursing, anesthesia, analgesia, pain management, surgical nursing, emergency medicine, dentistry, radiology, clinical pathology, microbiology, pharmacology, nutrition, and animal diseases.
2. Prepare individuals to work in a variety of settings within the veterinary medical field.
3. Establish a strong foundation of knowledge in which graduates can build upon with advanced education opportunities.
4. Develop a veterinary nurse with compassion for their veterinary patients and their patient's caretakers.

### Admission Eligibility

**This program requires selective admission.**

#### Entrance Requirements:

Minimum academic qualifications are a high school diploma or GED, a composite ACT score of 18 or higher, or a 2.5 GPA or higher in the last 12 hours of required Veterinary Nursing Program prerequisite courses. (See program of study for a list of required general education courses.) Applicants must qualify to enroll in EN176 English Composition I which requires one of the following:

- 1) Completion of EN176 English Composition with a "C" or better.
- 2) Have an Accuplacer Reading and Writing score of 255 or above.
- 3) Have an ACT English score of 18 or higher and an ACT Reading score of 18 or higher.

Applicants must qualify to enroll in MA109 Math for Veterinary Technicians, which requires:

- 1) Complete of a college math class at the Beginning Algebra level or higher with a grade of "C" or higher.
- 2) Have an Accuplacer math score of 220 or higher.
- 3) Have an ACT math score of 14 or higher.

### Application Procedure

1. Complete the college's application for admission
2. Complete the On-Campus Veterinary Nursing Program application packet:
  - a. Special application for the On-Campus Veterinary Nursing Program, including resume and paragraph on goals and expectations
  - b. Completed reference forms from two references
  - c. Completed reference waiver/non-waiver
  - d. Completed veterinary practice observation/work experience form
  - e. Official ACT scores
  - f. Official high school transcripts
  - g. Official college transcripts

The deadline for submitting the completed application is March 15. Applications received after the March 15 deadline will be accepted on a space-available basis. The procedure for evaluating applicants is stated in the On-Campus Veterinary Nursing Program Application Packet.

### Deferred Enrollment

Students who have been provisionally accepted into the Veterinary Nursing Program may elect to defer enrollment for one year prior to the original spring semester (third term) starting date for their graduating class. Students must notify the Program Director in writing of their intent to defer enrollment at least four weeks prior to the start of fall (second term) classes. The open position will then be offered to the next qualified applicant on the waiting list.

Colby Community College uses mandatory placement in English and math. Students who are required to take developmental courses may not be able to complete this program as outlined.



## VETERINARY NURSING

### ASSOCIATE OF APPLIED SCIENCE On-Campus Curriculum

The On-Campus Veterinary Nursing Program requires selective admission.

Required Prerequisites	22-26	
<input type="checkbox"/> Principles of Animal Science	AG 149	3
<input type="checkbox"/> <i>General Biology w/Lab</i>	BI00	4-5
<input type="checkbox"/> <i>Biology I w/Lab</i> (preferred) <b>or</b>	BI177	
<input type="checkbox"/> <i>Biology II w/Lab</i>	BI179	
<input type="checkbox"/> English Composition I	EN176	3
<input type="checkbox"/> <i>Fundamentals of Chemistry w/Lab</i>	CH176	4-5
<input type="checkbox"/> <b>Or</b> <i>Chemistry I w/Lab</i>	CH177	
<input type="checkbox"/> Introduction to Veterinary Nursing	VN115	1
<input type="checkbox"/> <i>Veterinary Medical Terminology</i> <b>or</b> <i>Medical Terminology</i>	VN126 (preferred) or AL102	1 or 3
<input type="checkbox"/> Oral Communications Gen. Ed.	SP101 or SP176 or SP106	3
<input type="checkbox"/> Social & Behavioral Gen. Ed.		3
Required Hours	60	
<input type="checkbox"/> Math for Veterinary Nurses *	MA109	2
<input type="checkbox"/> Breeds of Domestic Animals *	VN119	1
<input type="checkbox"/> Animal Facility Management I	VN120	1
<input type="checkbox"/> Medical Records & Veterinary Office Skills*	VN121	2
<input type="checkbox"/> <i>Basic Nutrition</i> of Domestic Animals *	VN123	1
<input type="checkbox"/> Veterinary Clinical Procedures	VN130	2
<input type="checkbox"/> Veterinary Clinical Procedures Lab	VN131	2
<input type="checkbox"/> <i>Anatomy &amp; Physiology</i> of Domestic Animals	VN140	3
<input type="checkbox"/> <i>Anatomy &amp; Physiology</i> of Domestic Animals Lab	VN141	1
<input type="checkbox"/> Veterinary Clinical Pathology I	VN145	1
<input type="checkbox"/> Veterinary Clinical Pathology I Lab	VN146	2
<input type="checkbox"/> Veterinary Nursing	VN150	1
<input type="checkbox"/> Veterinary Nursing Pharmacology I *		
<input type="checkbox"/> Veterinary Nursing Pharmacology II *	VN151	3
<input type="checkbox"/> Cooperative Education Experience I	VN167	3
<input type="checkbox"/> VT National Exam Preparation *	VN210	1
<input type="checkbox"/> Large Animal Medicine & Surgery	VN230	1
<input type="checkbox"/> Principles of Anesthesiology & Radiology	VN236	4
<input type="checkbox"/> Principles of Anesthesiology & Radiology Lab	VN237	2
<input type="checkbox"/> Veterinary Clinical Pathology II	VN240	2
<input type="checkbox"/> Veterinary Clinical Pathology II Lab	VN241	2
<input type="checkbox"/> Lab Animal & Exotic Pet Medicine Lab	VN246	1
<input type="checkbox"/> Animal Facility Management II	VN250	1
<input type="checkbox"/> Large Animal Nursing	VN260	1
<input type="checkbox"/> Animal Facility Management II	VN265	1
<input type="checkbox"/> Cooperative Education Experience II	VN267	3
<input type="checkbox"/> Laboratory Animal and Exotic Pet Medicine*	VN268	2
<input type="checkbox"/> Veterinary Surgical Nursing & Clinical Skills	VN275	4
<input type="checkbox"/> Veterinary Surgical Nursing & Clinical Skills Lab	VN276	2
<input type="checkbox"/> Veterinary Nursing Microbiology *	VN277	2
<input type="checkbox"/> Veterinary Clinical Pathology III	VN280	2
<input type="checkbox"/> Veterinary Clinical Pathology III Lab	VN281	2
<input type="checkbox"/> Veterinary Nursing Microbiology Lab	VN286	0
<input type="checkbox"/> Common Animal Diseases *	VN289	2

\*Online only

**Credits Required: 82**

#### Program Information

The pre-requisites for this program start in the summer term. Pre-requisites total 22-26 credit hours. Program Specific courses total 60 credit hours.

All Veterinary Nursing prerequisite and program specific courses must be passed with a grade of "C" or better to meet graduation requirements.

#### Program Entry

Veterinary Nursing students must purchase two laboratory coats, scrubs, coveralls, watch, and rubber boots. Rabies pre-exposure immunization is strongly recommended.

#### Requirements

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

#### Associate of Applied Science Required Course Sequence

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

#### First Term (summer prerequisites-7-8 credit hours)

EN176, BI177

#### Second Term (fall Prerequisites-15-18 credit hours)

AG149, CH176 or CH177, VN115, VN126, Social/Behavioral Science, Oral Communications

#### Third Term (spring-18 credit hours)

MA109, VN119, VN120, VN121, VN130, VN131, VN140, VN141, VN145, VN146, VN150

#### Fourth Term (summer-6 credit hours)

VN167, VN267

#### Fifth Term (fall-18 credit hours)

VN230, VN236, VN237, VN240, VN241, VN246, VN250, VN260, VN268, VN277, VN286

#### Sixth Term (spring-18 credit hours)

VN123, VN151, VN210, VN265, VN275, VN276, VN280, VN281, VN289

#### Career Opportunities

Graduates of the Colby Community College On-Campus Veterinary Nursing Program continue to find abundant job opportunities.

Veterinary nurses may find employment in veterinary practices, university and research settings, feed yards, dairies, pet food companies, the military, and in positions involving pharmaceuticals and sales.

#### Technical Standards

The technical standards for enrollment and participation in the On-Campus Veterinary Nursing Program are available upon request. Students must be able to satisfy the required technical standards described in these documents.

Students must be at least 18 years of age to enroll in the third term laboratory courses and above.

#### Elective Courses

VN152 Physical Rehabilitation for Veterinary Nurses	1
VN199 Directed/Independent Study: Veterinary Nursing	1-3

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## DISTANCE LEARNING VETERINARY NURSING PROGRAM

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The Colby Community College Distance Learning Veterinary Nursing Program was developed to meet the needs of students who prefer online education. The Colby Community College Distance Learning Veterinary Nursing Program, which began offering classes in March 2012, is based on American Veterinary Medical Association (AVMA) guidelines. The Distance Learning Veterinary Nursing Program is accredited by the American Veterinary Medical Association (AVMA) and approved by the Kansas Veterinary Medical Association.

Students in the Distance Learning Veterinary Nursing Program gain hands-on experience by working with animals such as dogs, cats, horses, cattle, rabbits, rodents, and birds in veterinary hospitals. Traditional classroom coursework for the program is completed online. Graduates of the program earn an Associate of Applied Science degree in Veterinary Nursing. This program has both a part-time and full-time options.

The Colby Community College Distance Learning Veterinary Nursing Program students are trained to function effectively as x-ray, anesthetic, laboratory, medical, and surgical technicians. The program is directed and coordinated by Kansas licensed veterinarians and is taught by licensed veterinarians and credentialed veterinary technicians.

The Distance Learning Veterinary Nursing Program is designed to prepare graduates to become credentialed veterinary nurses. Veterinary nurses are important members of the veterinary health care team who are trained to perform all veterinary tasks allowed by state law except surgery, diagnosis, and prescribing medication, as these tasks are limited to licensed veterinarians.

Veterinary nursing students are educated in many areas such as animal, nursing, anesthesia, surgical nursing, radiology, clinical pathology, microbiology, pharmacology, nutrition, and animal diseases. Students receive hands-on experience in their local veterinary hospital(s) during mentorship and veterinary clinical experience courses.

The knowledge students gain in the online classroom is applied in mentorship courses designed to develop clinical skills. Guiding them along the way is an experienced and recognized team of instructors who care about their students' success.

### Accreditation

The Distance Learning Veterinary Nursing Program at Colby Community College is accredited by the American Veterinary Medical Association (AVMA). Being a graduate of an AVMA accredited veterinary nursing program is required by most state regulatory boards and state credentialing agencies in order to take the Veterinary Technician National Examination (VTNE) and other applicable state examinations. Interested individuals should check their state's licensing agency for information on specific credentialing requirements. Some states do not offer credentialing for Veterinary Technicians.

### Associate of Applied Science: Veterinary Nursing Veterinary Nursing Program Goals

1. Educate students in many areas including animal nursing, anesthesia, analgesia, pain management, surgical nursing, emergency medicine, dentistry, radiology, clinical pathology, microbiology, pharmacology, nutrition, and animal diseases.
2. Prepare individuals to work in a variety of settings within the veterinary medical field.
3. Establish a strong foundation of knowledge in which graduates can build upon with advanced education opportunities.
4. Develop a veterinary nurse with compassion for their veterinary patients and their patient's caretakers.

### Admissions Procedure

Applicants are accepted year-round for the Colby Community College Distance Learning Veterinary Nursing Program (CCC DLVNP). Courses begin in January, June, and August. Applications should be completed at least two months prior to the start of the term. This program does not have an enrollment limit. To be accepted into the program, applicants must complete all of the prerequisite courses with a grade of "C" or better in each course and complete 30 hours of observation/work experience in a veterinary hospital.

If you need additional information or have any questions, contact Dr. Jennifer Martin, On-Campus and Distance Learning Veterinary Nursing Program Director, by phone at 785-460-5466 or by email at [jennifer.martin@colbycc.edu](mailto:jennifer.martin@colbycc.edu).

1. Apply to Colby Community College online at [www.colbycc.edu](http://www.colbycc.edu). Choose "Undergraduate/Assoc of Applied Sci/Veterinary Nursing Online" as your academic program.
2. Visit the Colby Community College Financial webpage at [www.colbycc.edu/students/financial-aid/index](http://www.colbycc.edu/students/financial-aid/index) for information regarding financial aid. Please feel free to contact a CCC Financial Aid Counselor at [financialaid@colbycc.edu](mailto:financialaid@colbycc.edu) or 785-460-4679 with your financial aid questions.
3. Submit all official high school (or GED) and college transcripts, ACT and/or SAT scores, and placement test scores (e.g. Accuplacer test) (if applicable) to the Colby Community College Registrar's office. By submitting these documents to CCC, you are granting permission to share these documents among the CCC DLVNP, the Registrar, and the Admissions Department.

### Technical Standards

The technical standards for enrollment and participation in the Distance Learning Veterinary Nursing Program are available upon request. Students must be able to satisfy the required standards described in this document.

Students applying to the program must be computer literate and have a computer with reliable high-speed Internet access. A web cam and headset with a microphone are also required. Mentorship courses will also require access to a video camcorder and tripod for use when recording AVMA Essential and Recommended Skills that are hands-on tasks.

Students must also be able to work independently and take initiative.

Students must work with generally more than one veterinary hospital to complete the mentorship and veterinary clinical experience coursework.

Students are required to have a recent version of Microsoft Word and Microsoft PowerPoint to access course material. Assignments must be submitted in .docx or .rft formats.

Use of antivirus software is strongly recommended.

Students are required to have all necessary software and have all equipment operational prior to the beginning of the courses. Students assume responsibility for their own software and/or hardware issues. Students with technical difficulties should obtain technical support as soon as possible.

## DISTANCE LEARNING VETERINARY NURSING PROGRAM

### Entrance Requirements

Demonstrate readiness for MA109 Math for Veterinary Nurses through your ACT/SAT scores and/or the Accuplacer placement test scores. One of the following is required to enroll in MA109 Math for Veterinary Nurses.

1. ACT Mathematics Score: 14 or higher or
2. SAT Mathematics Score: 340-419 or
3. Accuplacer Mathematics Score: 220 or above

Demonstrate readiness for the prerequisite course EN176 English Composition I through your ACT/SAT scores and/or the Accuplacer placement test scores. One of the following is required to enroll in EN176 English Composition I:

1. ACT English Score: 18 or above and  
ACT Reading Score: 18 and above or
2. SAT Writing Score: 431 or above and  
SAT Reading Score: 460 or above or
3. Accuplacer Reading and Writing Score: 255 or above

Students who are exempt from placement testing include:

1. Students who have earned a Bachelors or an Associate's degree.
2. Students who have successfully completed ("C" or higher) at another institution and the course is deemed equivalent through registrar review; and students who have followed the development sequence in math, writing, or reading are exempt from their requirement for assessment in that subject only.
3. Students who have successfully completed ("C" or higher) English Composition I or its equivalent are exempt from the requirement for assessment in English and reading.
4. Students who have successfully completed ("C" or higher) a 100-level or above algebra courses are exempt from the requirement for assessment in mathematics.
5. Students who have taken the ACT/SAT test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only

In addition to successfully completing the prerequisite coursework with a grade of "C or better in each course, applicants will also need to complete at least 30 hours of observation/work experience in a veterinary hospital. These hours may be completed while you are enrolled in prerequisite coursework if not completed previously.

### Veterinary Nursing Prerequisites for the Part-Time and Full-Time Programs

Students in the Distance Learning Veterinary Nursing Program gain hands-on experience by working with animals such as dogs, cats, horses, cattle, rabbits, rodents, and birds in veterinary hospitals. Traditional classroom coursework for the program is completed online.

During the mentorship courses, students practice and then demonstrate the successful completion of AVMA Essential Skills under the supervision of licensed veterinarians or credentialed veterinary technicians by making video recordings of themselves successfully completing the tasks.

These videos are reviewed by program faculty members to ensure successful completion of each skill. During the veterinary clinical experience courses, students gain additional hands-on experiences in a veterinary hospital.

#### Prerequisites

EN176	<i>English Composition I</i>
CH176	<i>Fundamentals of Chemistry w/Lab or</i>
CH177	<i>Chemistry I w/Lab</i>
BI100	<i>General Biology w/Lab or</i>
BI177	<i>Biology I w/Lab w/Lab (preferred) or</i>
BI179	<i>Biology II w/Lab</i>
AG149	Principles of Animal Science Oral Communication Gen. Ed.
AL102	<i>Medical Terminology or</i>
VN126	<i>Veterinary Medical Terminology (preferred)</i> Social/Behavioral Science Gen. Ed.
VN115	Introduction to Veterinary Nursing

Students with at least 12 credit hours of the prerequisite coursework completed with a "C" or better may enroll in First Term and Second Term courses with the approval of the Colby Community College On-Campus and Distance Learning Veterinary Nursing Program Director.

#### \*Please Note:

AG149 Principles of Animal Science, BI100 *General Biology w/Lab*, BI177 *Biology I w/Lab* or BI179 *Biology II w/Lab*, and CH176 *Fundamentals of Chemistry w/Lab* or CH177 *Chemistry I w/Lab* are prerequisites for VN122 *Anatomy and Physiology for Veterinary Nurses*.

AG149 Principles of Animal Science is a prerequisite for VN123 *Basic Nutrition*.

VN122 *Anatomy & Physiology for Veterinary Nurses* is a prerequisite or corequisite for VN150 *Veterinary Nursing Pharmacology I*.

VN122 *Anatomy and Physiology for Veterinary Nurses* is a prerequisite or co-requisite for VN134 *Veterinary Immunology*.

## DISTANCE LEARNING VETERINARY NURSING PROGRAM

### ASSOCIATE OF APPLIED SCIENCE Suggested Part-Time Curriculum

All prerequisite and First and Second Term courses must be successfully completed with a "C" or better before a student accepted into the program can enroll in Second Term courses and above.

**Credits Required: 82**

**Program Information**

Pre-requisites total 22-26 credit hours.  
Program Specific courses total 60 credit hours.

All Veterinary Nursing prerequisite and program specific courses must be passed with a grade of "C" or better to meet

**Program Entry**

Rabies pre-exposure immunization is strongly recommended.

**Requirements**

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

**Associate of Applied Science Required Course Sequence**

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

**Year 1**

**First Term (courses offered summer, fall, & spring semester)**

MA109, VN119, VN121, VN124

**Second Term (courses offered summer, fall, & spring semesters)**

VN122, VN123, VN150

**Third Term (courses offered fall & spring semesters)**

VN134, VN137, VN138, VN143, VN144, VN151

**Year 2**

**Fourth Term (courses offered fall & spring semesters)**

VN135, VN136, VN272, VN273, VN274

**Fifth & Sixth Term (courses offered fall semester)**

VN148, VN149, VN277, VN278, VN279, VN287, VN288

**Year 3**

**Fifth & Sixth Term (courses offered spring semester)**

VN283, VN284, VN296, VN297

**Seventh/Eighth Term (courses fall semester)**

VN263, VN264, VN268, VN269, VN290, VN291

**Seventh/Eighth Term (courses offered spring semester)**

VN210\*, VN289\*, VN292, VN293, VN298, VN299

\*VN210 Veterinary Technician National Examination Preparation, and VN292 Veterinary Dentistry, VN293 Veterinary Dentistry Mentorship, are offered during the fall and spring semester. and VN289 Common Animal Disease is offered during the fall, spring, and summer semesters.

**Elective Courses**

VN152 Physical Rehabilitation for Veterinary Nurses 1  
VN199 Directed/Independent Study: Veterinary Nursing 1-3

Required Hours		62
<input type="checkbox"/> Math for Veterinary Technicians	MA109	2
<input type="checkbox"/> Breeds of Domestic Animals	VN119	1
<input type="checkbox"/> Animal Facility Management I	VN120	1
<input type="checkbox"/> Medical Records & Veterinary Office Skills	VN121	2
<input type="checkbox"/> Anatomy & Physiology for Veterinary Nurses	VN122	4
<input type="checkbox"/> Basic Nutrition of Domestic Animals	VN123	1
<input type="checkbox"/> Mentorship Preparation	VN124	2
<input type="checkbox"/> Veterinary Immunology	VN134	1
<input type="checkbox"/> Small Animal Clinical Procedures	VN135	3
<input type="checkbox"/> Small Animal Clinical Procedures	VN136	0
<input type="checkbox"/> Animal Facility Management and Mentorship	VN137	1
<input type="checkbox"/> Animal Facility Management and Sanitation	VN138	0
<input type="checkbox"/> Veterinary Parasitology	VN143	3
<input type="checkbox"/> Veterinary Parasitology Mentorship	VN144	0
<input type="checkbox"/> Veterinary Clinical Chemistry	VN148	2
<input type="checkbox"/> Veterinary Clinical Chemistry	VN149	0
<input type="checkbox"/> Veterinary Nursing Pharmacology I	VN150	1
<input type="checkbox"/> Veterinary Nursing Pharmacology II	VN151	3
<input type="checkbox"/> Veterinary Technician National Examination Preparation	VN210	1
<input type="checkbox"/> Large Animal Clinical Procedures	VN263	3
<input type="checkbox"/> Large Animal Clinical Procedures	VN264	0
<input type="checkbox"/> Laboratory Animal and Exotic Pet Mentorship	VN268	2
<input type="checkbox"/> Laboratory Animal and Exotic Pet Medicine	VN269	1
<input type="checkbox"/> Veterinary Clinical Experience I	VN272	2
<input type="checkbox"/> Veterinary Hematology	VN273	3
<input type="checkbox"/> Veterinary Hematology Mentorship	VI274	0
<input type="checkbox"/> Veterinary Nursing Microbiology	VN277	2
<input type="checkbox"/> Veterinary Nursing Microbiology	VN278	0
<input type="checkbox"/> Veterinary Clinical Experience II	VN279	2
<input type="checkbox"/> Veterinary Anesthesiology & Analgesia	VN283	5
<input type="checkbox"/> Veterinary Anesthesiology & Analgesia Mentorship	VN284	0
<input type="checkbox"/> Veterinary Cytology	VN287	2
<input type="checkbox"/> Veterinary Cytology Mentorship	VN288	0
<input type="checkbox"/> Common Animal Disease*	VN289	2
<input type="checkbox"/> Veterinary Imaging	VN290	3
<input type="checkbox"/> Veterinary Imaging Mentorship	VN291	0
<input type="checkbox"/> Veterinary Dentistry	VN292	1
<input type="checkbox"/> Veterinary Dentistry Mentorship	VN293	0
<input type="checkbox"/> Veterinary Surgical Nursing	VN296	3
<input type="checkbox"/> Veterinary Surgical Nursing Mentorship	VN297	0
<input type="checkbox"/> Veterinary Critical Care & Clinical Skills	VN298	3
<input type="checkbox"/> Veterinary Critical Care & Clinical Skills	VN299	0



## DISTANCE LEARNING VETERINARY NURSING PROGRAM

### ASSOCIATE OF APPLIED SCIENCE Full-Time Curriculum

Students with at least 12 credit hours of prerequisite course work completed with a “C” or better can enroll in the first term courses with approval of the Colby Community College On-Campus and Distance Learning Veterinary Nursing Program Director.

**Required Hours** **62**

<input type="checkbox"/> Math for Veterinary Nurses	MA109	2
<input type="checkbox"/> Breeds of Domestic Animals	VN119	1
<input type="checkbox"/> Animal Facility Management I	VN120	1
<input type="checkbox"/> Medical Records & Veterinary Office Skills	VN121	2
<input type="checkbox"/> <i>Anatomy &amp; Physiology</i> for Veterinary Nurses	VN122	4
<input type="checkbox"/> <i>Basic Nutrition</i> of Domestic Animals	VN123	1
<input type="checkbox"/> Mentorship Preparation	VN124	2
<input type="checkbox"/> Veterinary Immunology	VN134	1
<input type="checkbox"/> Small Animal Clinical Procedures	VN135	3
<input type="checkbox"/> Small Animal Clinical Procedures Mentorship	VN136	0
<input type="checkbox"/> Animal Facility Management and Sanitation	VN137	1
<input type="checkbox"/> Animal Facility Management and Sanitation Mentorship	VN138	0
<input type="checkbox"/> Veterinary Parasitology	VN143	3
<input type="checkbox"/> Veterinary Parasitology Mentorship	VN144	0
<input type="checkbox"/> Veterinary Clinical Chemistry	VN148	2
<input type="checkbox"/> Veterinary Clinical Chemistry Mentorship	VN149	0
<input type="checkbox"/> Veterinary Nursing Pharmacology I	VN150	1
<input type="checkbox"/> Veterinary Nursing Pharmacology II	VN151	3
<input type="checkbox"/> Veterinary Technician National Examination Preparation*	VN210	1
<input type="checkbox"/> Large Animal Clinical Procedures	VN263	3
<input type="checkbox"/> Large Animal Clinical Procedures Mentorship	VN264	0
<input type="checkbox"/> Laboratory Animal and Exotic Pet Medicine	VN268	2
<input type="checkbox"/> Laboratory Animal and Exotic Pet Medicine Mentorship	VN269	1
<input type="checkbox"/> Veterinary Clinical Experience I	VN272	2
<input type="checkbox"/> Veterinary Hematology	VN273	3
<input type="checkbox"/> Veterinary Hematology Mentorship	VI274	0
<input type="checkbox"/> Veterinary Nursing Microbiology	VN277	2
<input type="checkbox"/> Veterinary Nursing Microbiology Mentorship	VN278	0
<input type="checkbox"/> Veterinary Clinical Experience II	VN279	2
<input type="checkbox"/> Veterinary Anesthesiology & Analgesia	VN283	5
<input type="checkbox"/> Veterinary Anesthesiology & Analgesia Mentorship	VN284	0
<input type="checkbox"/> Veterinary Cytology	VN287	2
<input type="checkbox"/> Veterinary Cytology Mentorship	VN288	0
<input type="checkbox"/> Common Animal Disease*	VN289	2
<input type="checkbox"/> Veterinary Imaging	VN290	3
<input type="checkbox"/> Veterinary Imaging Mentorship	VN291	0
<input type="checkbox"/> Veterinary Dentistry	VN292	1
<input type="checkbox"/> Veterinary Dentistry Mentorship	VN293	0
<input type="checkbox"/> Veterinary Surgical Nursing	VN296	3
<input type="checkbox"/> Veterinary Surgical Nursing Mentorship	VN297	0
<input type="checkbox"/> Veterinary Critical Care & Clinical Skills	VN298	3
<input type="checkbox"/> Veterinary Critical Care & Clinical Skills Mentorship	VN299	0

**Credits Required: 82**

**Program Information**

Pre-requisites total 22-26 credit hours.  
Program Specific courses total 60 credit hours.

All Veterinary Nursing prerequisite and program specific courses must be passed with a grade of “C” or better to meet graduation requirements.

**Program Entry**

Rabies pre-exposure immunization is strongly recommended.

**Requirements**

This degree is defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Program Director and the Executive Vice President.

**Associate of Applied Science Required Course Sequence**

Some courses are offered only once annually. Ask your advisor for details as you plan your class schedule.

**Year 1**

**First Term (12 credit hours)**

MA109, VN119, VN121, VN122, VN123, VN124, VN150

**Second Term (16 credit hours)**

VN134, VN135, VN136, VN137, VN138, VN143, VN144, VN151, VN272, VN273, VN274

**Year 2**

**Third Term (17 credit hours)**

VN148, VN149, VN263, VN264, VN268, VN269, VN277, VN278, VN279, VN287, VN288, VN290, VN291

**Fourth Term (15 credit hours)**

VN210, VN283, VN284, VN289, VN292, VN293, VN296, VN297, VN298, VN299

**Career Opportunities**

Veterinary nurses may find employment in veterinary practices, university and research settings, feed yards, dairies, pet food companies, the military, and in positions involving pharmaceuticals and sales.

**Fly-In Opportunities**

Students have the option of coming to the Colby Community College campus to complete the Large Animal Clinical Procedures Mentorship, Laboratory Animal and Exotic Pet Mentorship, and Veterinary Nursing Microbiology Mentorship over a scheduled long weekend during the fall semester.

**Elective Courses**

VN152 Physical Rehabilitation for Veterinary Nurses	1
VN199 Directed/Independent Study: Veterinary Nursing	1-3



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**VETERINARY NURSING OFFICE ASSISTANT**


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**CERTIFICATE  
Online Program**

This program will prepare individuals for positions working in veterinary hospitals.

**CERTIFICATE HOURS REQUIRED 16**

<input type="checkbox"/> Principles of Animal Science	AG149	3
<input type="checkbox"/> <i>English Composition I</i>	EN176	3
<input type="checkbox"/> Math for Veterinary Nurses	MA109	2
<input type="checkbox"/> Oral Communication Gen. Ed		3
<input type="checkbox"/> Introduction to Veterinary Nursing	VN115	1
<input type="checkbox"/> Breeds of Domestic Animals	VN119	1
<input type="checkbox"/> Medical Records & Veterinary Office Skills	VN121	2
<input type="checkbox"/> Veterinary <i>Medical Terminology</i>	VN126	1

**Credits Required: 16**
**Program Information**

Individuals completing this certificate will obtain training in veterinary office and computer skills, communication skills, *Medical Terminology*, animal breed identification medical record keeping, veterinary drug dosage calculations, and the basics of animal agriculture. This certificate is designed to provide individuals' with the skills necessary to be successfully employed in a veterinary office setting.

The courses within this certificate (16 credit hours) can all be taken during the fall, spring, or summer semesters or divided between two semesters as listed below.

**Recommended Course Sequence**
**First Semester**

AG149, EN176, VN115, VN126

**Second Semester**

MA109, Oral Communication Gen. Ed., VN119, VN121




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**VETERINARY OFFICE ASSISTANT**


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**CERTIFICATE  
Online Program**

This program will prepare individuals for positions working in veterinary hospitals.

**CERTIFICATE HOURS REQUIRED 13**

<input type="checkbox"/> Principles of Animal Science	AG149	3
<input type="checkbox"/> <i>English Composition I</i>	EN176	3
<input type="checkbox"/> Math for Veterinary Nurses	MA109	2
<input type="checkbox"/> Introduction to Veterinary Nursing	VN115	1
<input type="checkbox"/> Breeds of Domestic Animals	VN119	1
<input type="checkbox"/> Medical Records & Veterinary Office Skills	VN121	2
<input type="checkbox"/> Veterinary <i>Medical Terminology</i>	VN126	1

**Credits Required: 13**
**Program Information**

Individuals completing this certificate will obtain training in veterinary office and computer skills, communication skills, *Medical Terminology*, animal breed identification medical record keeping, veterinary drug dosage calculations, and the basics of animal agriculture. This certificate is designed to provide individuals' with the skills necessary to be successfully employed in a veterinary office setting.

The courses within this certificate (16 credit hours) can be taken during the fall, spring, or summer semesters or divided between two semesters as listed below.

**Recommended Course Sequence**
**First Semester**

AG149, EN176, VN115, VN126

**Second Semester**

MA109, Oral Communication Gen. Ed., VN119, VN121



# Course Descriptions

\*The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the systemwide transfer courses. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.

## Accounting

### **AC 101 Accounting Fundamentals (3 Cr. Hr.)**

This course enables a student without a previous accounting background to develop a solid understanding of the basic principles of accounting. The student explores topics that include: accounting cycles of service and merchandising businesses, accounting for cash, payables and receivables, worksheets and financial statements. **(Offered fall and spring face-to-face)**

### **\*AC 177 Accounting I (3 Cr. Hr.)**

This course enables a student to develop a thorough knowledge of the fundamental accounting principles and basic accounting procedures applicable to the sole proprietorship form of business enterprise. The student learns basic principles and assumptions, cash receipts, cash payments, purchases, sales, receivables, payables, accruals and deferrals, fixed assets, intellectual property, depreciation, and inventory. The student must achieve a grade of “C” to proceed to AC178 Accounting II. **(Offered online and fall and spring face-to-face)**

### **\*AC 178 Accounting II (3 Cr. Hr.)**

**Prerequisite:** AC 177 Accounting I. This course enables the student to develop a solid understanding of partnerships, limited liability companies, corporations, stocks, earnings per share, dividends, bonds, investments, fair value accounting, statement of cash flows, financial statement analysis, and an introduction into management accounting. **(Offered online and fall and spring face-to-face)**

### **AC 219 QuickBooks (3 Cr. Hr.)**

This course enables the student to utilize the current edition of QuickBooks. The student applies his or her knowledge by organizing accounting information, recording the data, and generating reports. The student also applies his or her accounting knowledge to record transactions, including receivables and payables, job costing, invoices, customer and vendor reports, payroll and payroll tax reports, inventory, financial reports and business analysis. **(Offered spring online and face-to-face)**

### **\*AC 257 Managerial Accounting (3 Cr. Hr.)**

**Prerequisite:** AC177 Accounting I. This course enables the student to develop analytical tools for accounting information necessary to manage a business and to make sound business decisions. The student explores product and job costing, job-order costing, process costing, cost behavior, cost-volume profit relationships, variable costing, activity-based costing, budget and variance and analysis, relevant costs and capital budgeting. **(Offered fall online and spring face-to-face)**

## Agriculture

### **AG 101 Agriculture Orientation (1 Cr. Hr.)**

This course provides the student exposure to a brief history of the development of American agriculture. The student considers career opportunities for graduates in agriculture and related areas as well as examines the role of the agricultural college in the industry. **(Offered fall semester)**

**AG 102 Agriculture Seminar (1 Cr. Hr.)**

This course enables the student to discuss job experiences, industry tours, problems and phases of the agricultural industry. Students explore the skills, jobs and knowledge required of personnel in the field of agriculture. (Offered fall and spring semesters)

**AG 106 Principles of Agricultural Economics (3 Cr. Hr.)**

This course enables the student to apply economic principals to production, supply and demand applied to economic problems of agriculture. (Offered fall and spring semesters)

**AG 107 Crop Science (w/Lab) (4 Cr. Hr.)**

This course enables the student to be exposed to a study of the fundamental principles of production, marketing, storage and utilization of major crops grown in Kansas. The student discusses management decisions on planting, harvesting, irrigation, and production economics. (Offered fall semester)

**AG 109 Farm Records & Accounts (3 Cr. Hr.)**

This course enables the student to apply the use of records and accounts in farm planning, electronic data processing used in farm record keeping and the analysis of certain farm records. (Offered spring semester)

**AG 117 Soils (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** AG 107 Crop Science; CH176 Fundamentals of Chemistry or CH177 Chemistry I. This course enables the student to have a basic study of the physical, chemical, and biological properties of soil as related to its management. (Offered spring semester)

**AG 118 Marketing of Agricultural Products (3 Cr. Hr.)**

This course enables the student to apply the structure and mechanics of livestock and grain marketing including cash, contracting, pooling and futures markets. Methods of price analysis and marketing strategies are developed. (Offered fall semester)

**AG 125 Techniques of Livestock Selection (1-3 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. This course gives the student an understanding of the origin, development and adaptation of different breeds of livestock; and the evaluation of livestock including judging, grading, classification, performance evaluation and selection. (Offered spring semester)

**AG 126 Principles of Livestock Nutrition (3 Cr. Hr.)**

**Corequisite:** AG149 Principles of Animal Science. This course enables the student to understand the study of the digestive system and the process of nutrition; the origin, chemistry and feeding value of different feeds; the nutritional requirements; and the theory of practical economy for the maintenance and growth of farm animals. (Offered spring semester)

**AG 131 Range Management (3 Cr. Hr.)**

This course emphasizes the principles and practices of grass management to be utilized for resource sustainability, and environmental stewardship. Students gain hands-on experience in identifying regional grasses, forbes, and invader plant species. Students also gain knowledge of pasture management practices designed for maximum production. (Offered fall semester)

**AG 149 Principles of Animal Science (3 Cr. Hr.)**

This course enables the student to understand basic principles which apply to the broad field of animal agriculture; a survey of the industry; types, purposes and products of livestock; and principles of selection, nutrition, genetics, reproduction, management and marketing. (Offered fall and spring semesters)



**AG 150 Principles of Animal Science Laboratory (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** AG149 Principles of Animal Science This course enables the student to gain practical experience through hands-on instruction in the animal environment, meat handling procedures, reproduction and breeding process, nutrition and general animal care. **(Offered fall and spring semesters)**

**AG 151 Beef Cattle Science (3 Cr. Hr.)**

This course enables the student to incorporate best practices in beef production; emphasizing breeding herd management for purebred and commercial phases of the beef cattle industry. Included is a study of selection, breeding, reproduction, nutrition, marketing and other management practices. **(Offered spring semester)**

**AG 153 Reproduction of Farm Animals (3 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. This is a course emphasizing all phases of the reproductive stages and efficiency of cattle, horses, sheep and swine. Topics include male and female anatomy, disease and infertility, artificial insemination, endocrinology, fertilization, gestation, parturition, lactation and growth. **(Offered spring semester)**

**AG 157 Fundamentals of Hunt Seat Disciplines (1 Cr. Hr.)**

This course enables the student to learn the fundamentals of the riding discipline and apply these fundamentals to the skills on horseback.

**AG 158 Fundamentals of the Western Disciplines (1 Cr. Hr.)**

The course enable students to learn the fundamentals of the riding discipline and apply these fundamentals to the skills used on horseback.

**AG 162, 163, 165, 167 I-IV Horsemanship for Horse Training (1 Cr. Hr.)**

**Mandatory for Equestrian Team Members** This course allows students to ride horses at the college farm to attain the skills necessary to properly exercise and train horses to prepare for competition. Students ride college and privately owned horses in order to achieve the horsemanship skills covered in class. Instructor Permission Required. **(Offered fall and spring semesters)**

**AG 168 Equine Management Technology I (4 Cr. Hr.)**

This course provides on-the-job training with various phases of the horse production area. Students are involved with specific management operations of the CCC Equine Unit and decisions in addition to acquiring specific management skills for the equine industry. Students learn health management, nutrition, and equine behavior. **(Offered fall semester)**

**AG 169 Equine Management Technology II (4 Cr. Hr.)**

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions of a working farm. Students participate in foaling mares, breeding mares, and collecting stallions at the CCC Equine Unit. **(Offered spring semester)**

**AG 176 Horse Production (3 Cr. Hr.)**

This course enables students with an overview of the U.S. horse industry. It covers equine technology and up-to-date management practices. Students explore studies of breeds, genetics, selection, marketing, business management and health care. **(Offered spring semester)**

**AG 205 Agricultural Finance (3 Cr. Hr.)**

This course enables the student to prepare and analyze all farm financial statements. The student explores capital budgeting, lending, borrowing, property appraisal and valuation, machinery cost management, financial and commodity markets, personal and business insurance, private and corporate farm ownership and estate planning are covered in this course. **(Offered fall semester)**

**AG 208 Agri-Business Management Techniques (4 Cr. Hr.)**

This course enables the student to gain work experience and exposure to management responsibilities related to decision-making in business. **(Offered spring semester)**

**AG 209 Agricultural Law (2 Cr. Hr.)**

This course enables the student to get a fundamental and working knowledge of common law principles and statutory law to land tenure, farm tenancy, farm labor, contracts and other agricultural topics of current interest for farm and agri-business relationships. This course is an informative-type course. **(Offered spring semester)**

**AG226 Applied Livestock Nutrition (3 Cr. Hr.)**

**Prerequisite:** AG126 (Principles of Livestock Nutrition) or instructor's permission. This course enables the student to formulate diets for the various classes and species of farm livestock is covered in this course. Equal class time is devoted to ruminant and monogastric species. Special emphasis is given to anatomical and physiological differences as they affect the use of particular feedstuffs for each species. **(Offered fall semester)**

**AG 232 Farm & Ranch Management Techniques I (4 Cr. Hr.)**

This course enables the student to identify sick cattle and administration of appropriate treatment. In addition, the student will also be able to incorporate low stress handling techniques of livestock in a dry lot setting at the college farm. Students will also formulate feed rations and operate large equipment needed for feeding cattle. **(Offered fall semester)**

**AG 233 Farm & Ranch Management Techniques II (4Cr.Hr.)**

This course enables the student to identify signs of calving and assist with difficult calving situations. In addition, the student will also be able to identify and manage different cattle production seasons such as calving, breeding, and weaning in a production setting. Students will also be able to formulate feed rations and operate large equipment needed for feeding cattle in a dry lot situation. **Offered spring semester)**

**AG 240 Market Beef Production (3 Cr. Hr.)**

This course enables the student to gain a better understanding of all the market beef production platforms. Students gains knowledge in management and marketing strategies from birth to consumption. **(Offered fall semester)**

**AG 245 Advanced Livestock Judging (2 Cr. Hr.)**

**Prerequisite:** AG125 Techniques of Livestock Selection.

This course provides the student an in-depth study of the principles of livestock selection and judging: analysis of animals, procedures for giving reasons and livestock judging. **(Offered fall and spring semesters)**

**AG 247 Animal (Equine) Breeding (1 Cr. Hr.)**

This course enables the student to learn the basics of equine breeding. It emphasizes collecting a stallion and artificial insemination of the mare using current breeding techniques. **(Offered spring semester)**

**AG 249 Artificial Insemination (2 Cr. Hr.)**

This short course enables the student to successfully incorporate estrous synchronization and artificial insemination methods into a beef production setting. The course also emphasizes the anatomy of the cow and artificial insemination procedures. Emphasis is placed on semen handling, breeding management and techniques. **(Offered fall semester)**

**AG 251 Applied Beef Practices (3 Cr. Hr.)**

This course provides on-the-job training concerning various aspects of beef production. Students become involved with basic management techniques and practices. This course enables students a structured learning experience and is offered as an extension of the regular curriculum. This course requires a minimum of six (6) hours work experience at the college beef cattle unit. **(Offered spring semester)**

**AG 252 Beef Management Techniques I (4 Cr. Hr.)**

This course enables the student to apply hands-on training concerned with various phases of beef management. The student gets involved in specific management operations and decisions in addition to acquiring certain skills. Along with the instructor, students organize and host a production bull sale. **(Offered fall semester)**

**AG 253 Beef Management Techniques II (4 Cr. Hr.)**

This course enables the student to gain on-the-job training related to specific areas of beef management. Students are assigned certain tasks associated with management of the cow herd and cattle marketing aspects of the Farm and Ranch Program. Along, with the instructor, students will organize and host a production bull sale. **(Offered spring semester)**

**AG 256 Principles of Horseshoeing (3 Cr. Hr.) Instructor Permission Required**

This is a lecture-lab course. Topics covered in this course include the following: trimming feet, fitting shoes, nailing and finishing, forge work (calks, clips, brazing, welding), anatomy of the equine leg, physiology of motion and corrective shoeing. **(Offered fall semester)**

**AG 259 Equine Reproduction (1 Cr. Hr.)**

**Prerequisite:** AG153 Reproduction of Farm Animals or instructor's permission. This course enables students to study in reproductive processes and management techniques in the horse including semen collection and evaluation, artificial insemination, management of mares and stallions, and current research. **(Offered fall semester)**

**AG 260 Equine Nutrition (1 Cr. Hr.)**

This course enables students to study the basic nutrients, digestion and absorption, anatomy of equine, evaluation of feed stuff, procedures in ration formulation, feed processing, factors affecting feed intake, and feeding horses. **(Offered fall semester)**

**AG 261 Equine Anatomy (1 Cr. Hr.)**

**Prerequisite:** AG176 Horse Production or instructor's permission. This course enables the student to learn the functional anatomy of the horse. The student understand the structural basis for locomotion and be able to properly communicate in regards to organs of locomotion, digestion, respiration, and reproduction. **(Offered fall semester)**

**AG 263 Beginning Equine Training (3 Cr. Hr.)**

This course enables the student to learn the basic training of yearling and two-year old horses. Students are assigned one or more horses to train from groundwork including first saddling and riding through basic maneuvers such as stops, backing, circles and side passes. **Instructor Permission Required (Offered fall semester)**

### **AG 265 Advanced Equine Training (3 Cr. Hr.)**

**Prerequisite:** AG 263 Beginning Equine Training or instructor's permission. This course enables students to train two year-old and older horses from basic maneuvers through advanced maneuvers such as rollbacks, spins and lead changes. English horses may be started over fences and western horses may be started on cattle. (Offered spring semester)

### **AG 268 Equine Management Technology III (4 Cr. Hr.)**

This course enables the student with on-the-job training at the CCC Equine Unit related to specific areas of horse production. Students are assigned certain management tasks associated with management operations and decisions of a working equine facility. Opportunities to manage the college unit and personnel are also provided. Students will be introduced to judging stocktype horses. (Offered fall semester)

### **AG 269 Equine Management Technology IV (4 Cr. Hr.)**

This course enables the student with on-the-job training at the CCC Equine Unit related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions of a working equine facility. Students have the opportunity to complete riding instruction certification through the Certified Horsemanship Association. Internships are available to fulfill this credit. (Offered spring semester)

### **AG 290 Agriculture Equipment Safety (1 Cr. Hr.)**

This course enables the student to apply safe operation techniques for all equipment used on the college farm on a daily basis and in an agricultural career. (Offered fall semester)

### **AG 293 Agriculture Entomology (3 Cr. Hr.)**

This course enables the student to gain an insight into insect identification and control. The morphology, physiology and ecology of insects are essential aspects that are covered in this course. It also includes the insect's life cycle, anatomy, classification and behavior in relationship to plant and animal control. (Offered fall semester)

### **AG 299 Directed/Independent Study: Agriculture (1-4 Cr. Hr.)**

**Prerequisite:** Approval of instructor and division chair. This course enables students a structured learning experience and is offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of principles of, and their grasp of, competencies associated with selected programs. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. (Offered fall and spring semester)

## **Allied Health**

### **\*AL 101 Basic Nutrition (3 Cr. Hr.)**

The focus of this course is to familiarize students with classes of nutrients, the importance of nutrition in everyday life, and the growing importance of nutrition in treating conditions as well as preventing them. (Offered fall, spring and summer semesters)

### **\*AL102 Medical Terminology (1 or 3 Cr. Hr.)**

This course enables the student to study basic word structure, organization of the body, prefixes, roots, suffixes which form the basics in the professional language of medicine. A variety of applications including written and verbal exercises are used as students help one another in the deciphering and understanding of medical language. (Offered fall, spring and summer semesters)

**AL 104 Nurse Aide (5 Cr. Hr.)**

Successful completion of this course enables the student to perform basic nursing skills in a supervised setting. The student applies the fundamental concepts of nursing care in a lab and clinical setting. The student prepares to meet basic physiological and psychological needs of individuals in a health care setting. The student explores the regulations and requirements for providing care in a nursing facility. The students successful completion of this 90-hour course enables them to take the Kansas Certified Nurse Aide exam for licensure.

**AL 110 Medication Aide (4 Cr. Hr.)**

**Prerequisites:** Certified Nurse Assistant licensure and a reading level of eighth grade or above. Successful completion of this course enables the student to take the Kansas Certified Medication Assistant exam for licensure. The student performs mathematical functions. These include learning and converting both metric and apothecary systems as well as medication calculations. The student practices medication administration skills in a supervised setting. The student explores drug categories and basic pharmacology. The student reviews body systems functions in this course.

**AL 123 Medication Aide Update (1 Cr. Hr.)**

This course provides the student with 10 hours of continuing education required by KDADS to maintain CMA certification.

**AL 190 LPN-Intravenous Therapy Course (3 Cr. Hr.)**

This course prepares the Licensed Practical Nurse to perform intravenous therapy skills beyond the normal scope of practice for LPNs. The course follows Kansas State Board of Nursing mandates using the approved curriculum. Topics studied in this course include the legal aspects of intravenous therapy specific to LPN practice, anatomy and physiology of the circulatory system, venipuncture techniques, pharmacotherapeutic concepts and phlebotomy. This course includes a laboratory component. **(Offered summer semester)**

**AL 236 Pharmacology (1-3 Cr. Hr.)**

This course is designed to support and complement the knowledge base of persons in the health care field. It explores pharmacology beyond the course content offered in the required health care curriculum. Prescription and over-the-counter drug classifications, drug formulations and safe, effective drug therapies are examined as well as specific drug actions, indications for use and side effects. Legal, ethical, and cultural considerations are examined and discussed. **(Offered spring semester)**

**AL 281 Pathophysiology (4 Cr. Hr.)**

**Prerequisite:** Completion of Anatomy and Physiology: BI276 & BI277, or BI278 or equivalent with a minimum grade of C. This course enables the student to identify phenomena that produce alterations in human physiologic function and the resulting human response. The student demonstrates an understanding of pathophysiological changes including how pathological processes are manifested, their progress in the body, and the primary and secondary effects of these changes. **(Offered spring semester)**

# Anthropology

## **AN 176 Native American Cultures (3 Cr. Hr.)**

In this course students examine major elements of the complex relationship among history, culture, and majority-minority relations with regard to the unique circumstances of Native Americans. Students explore major cultural, political and economic issues in both historical and contemporary terms. Students examine the fundamental paradigms and methods of social science, particularly anthropology, sociology and history through a study of contemporary and historical Native American Studies. Class involves students in lectures, discussions and field trips to local sites so students will become familiar with the variety of historical and contemporary Native societies and the manner in which social scientists have and continue to dialogue with Native peoples in the present. Students use organizational, oratorical and critical thinking skills, by doing topical projects and commentaries on contemporary Native issues in which the student integrates classroom learning with a deeper investigation of a specific topic.

## **\*AN 177 Cultural Anthropology (3 Cr. Hr.)**

In this course students do a comparative study of past and present human societies and cultures. In this class, students explore culture as the basis for human experience with the study of human diversity and universals. Student outcomes include examination of the world views of peoples and the areas where they live from an international and interdisciplinary perspective. Students utilize theories and practices of anthropology in field research and in learning by practical experience, involvement and investigation. The student will demonstrate knowledge of several cultural traditions through exposure to ethnographic and analysis. **(Offered fall and spring semesters)**

## **AN 185 Introduction to Forensic Anthropology (3 Cr. Hr.)**

In this course students compare human biological diversity and commonalities. Students examine the broad field of forensic anthropology from an international and interdisciplinary perspective. Students practice crime scene investigation, assessment, excavation, mapping, and documentation. Students apply of the theories and methods of archeology to forensic work. Students engage in using the theories and practices of forensic work in field research and experiential learning, involvement, and investigation. The student gains practical, analytical, and interpretative skills in forensic archaeology; training in discipline skills to pursue careers in Crime Scene Investigation (CSI) and Forensic Archeology. Students work in teams to problem solve.

# Art

## **AR 101 Art Survey (3 Cr. Hr.)**

This course enables the student to study non-Western or Native American visual arts.

## **AR 102 2-D Design (3 Cr. Hr.)**

This course introduces the student to the important concepts of visual design. It promotes an awareness of the visual elements, the principles of design and the language of form. Students are expected to demonstrate a working knowledge of the compositional factors within a work of art through a wide variety of projects. **(Offered fall semester)**

## **\*AR 103 Drawing I (3 Cr. Hr.)**

This course emphasizes the basic elements in drawing. Students study the fundamentals of drawing including: value, contrast, perspective, subject matter, and composition. Students develop skills with pencil, chalk, charcoal, pen and ink, crayon, and oil pastel as the media and are encouraged to pursue contemporary visualization. Students wishing to major in art should enroll in AR103 their first semester. **(Offered fall semester)**

**AR 104 Watercolor Painting I (3 Cr. Hr.)**

The student studies a variety of techniques in gouache, acrylic wash, and watercolor media and are encouraged to develop individual expression in their artworks. Students work with a variety of application techniques: dry brush, wet on wet/dry, mixed media, and feel confident with translucent washes and experimentation of the medium. A strong emphasis is placed on fundamental composition and its relationship to water media painting. **(Offered fall semester)**

**AR 105 Oil Painting (3 Cr. Hr.)**

This course is an introduction to oil painting beginning with color application and work in value relationships. The student practices brush painting, palette knife application, impasto, dripping, and variety of application techniques. Composition, content and creativity are major considerations in painting. This course enables the student to feel confident with working with opaque mediums, painting surfaces, stretching canvas, making frames, and introducing mixed media into the composition. **(Offered fall semester)**

**AR 106 Elementary Art Education (3 Cr. Hr.)**

This course is an introduction to the development of children's art; the importance of creativity in the elementary classroom setting is emphasized giving future teachers the tools to pursue a thoughtful curriculum. This course empowers future teachers to incorporate art and creative activities into their regular education classroom to offer a varied learning style for all students. **(Offered spring semester)**

**AR 111 Ceramics I (3 Cr. Hr.)**

This course is an introduction to the use of clay as an art medium. This class enables the student to work in a variety of clay-working techniques, including hand built and wheel thrown. **(Offered fall and spring semesters)**

**AR 115 Beginning Sculpture (3 Cr. Hr.)**

The course is designed so that students can experiment with mediums when creating sculptures that express gesture, feeling, movement, etc. Students experiment in creating sculptures in the round and relief. Students are encouraged to create mixed medium sculptures and use a variety of materials in the classroom to help complete their forms. This course enables a student to work in both additive and subtractive processes while applying design principles to 3-D forms.

**AR 116 Lettering & Design (1-3 Cr. Hr.)**

This class is designed for the student interested in the art of beautiful lettering styles. This class enables the student to write in basic italic and move into more advanced forms. Bordering, flourishing and ornamentation are also studied.

**AR 118 Synthetic & Mixed Media (3 Cr. Hr.)**

Painting with acrylics and other contemporary media are introduced in this course. This course enables the student to mix medias and look at the unique opportunities of combining materials. **(Offered spring semester)**

**AR 119 Printmaking (3 Cr. Hr.)**

This beginning course in print process enables the student to complete works in woodcuts, linocuts, lithography, monoprinting and engraving. **(Offered spring semester)**

**AR 123 Introduction to Crafts (1-3 Cr. Hr.)**

The student creates projects in a variety of fine crafts and materials. This course is designed to help the student with experimentation of and applying elements, principles of design, media, materials, aesthetics, criticism, theory and history to art. The student creates projects with paper, leather, glass, clay, fabric, and metal. **(Offered spring semester).**

**AR 125 Computer Graphics I (3 Cr. Hr.)**

This course enables the student to use design software to develop projects. **(Offered every other fall semester)**

**\*AR 175 Art Appreciation (3 Cr. Hr.)**

This is a general education course designed to introduce the student to general aspects of art including visual elements, principles of design, media, materials, aesthetics, criticism, theory and history. **(Offered fall and spring semesters)**

**\*AR 176 Art History I (3 Cr. Hr.)**

This course is the study of the history of art, including architecture, sculpture, painting and other 2-D media. This course also studies general art concepts, terminology, and styles important to the understanding of the visual arts from the beginning of written language up to the Prehistoric Period through the Middle Ages. **(Offered fall semester)**

**\*AR 177 Art History II (3 Cr. Hr.)**

This class may be taken independently of AR176 Art History

I. Art History II is a study of the history of art, including architecture, sculpture, painting and other 2-D media. Students learn art concepts, terminology, and styles necessary to understand the visual arts from the Renaissance Period through Modern Art. **(Offered spring semester)**

**AR 185 The Fine Arts Experience (3 Cr. Hr.)**

This course is designed to supplement studies with travel. The student may visit art museums, galleries, historic architectural sites, and /or attend dramatic and musical performances. This course enables a student to experience and reflect on cultures different than his or her own.

**AR 202 3-D Design (3 Cr. Hr.)**

**Prerequisite:** AR102 2-D Design. This course is an introduction to compositional elements and principles of design in relation to three-dimensional art; it enables the student to evaluate a composition based on good design elements and principles.

**AR 203 Drawing II (3 Cr. Hr.)**

**Prerequisite:** AR103 Drawing I. This class is designed for the serious artist who wishes to develop his or her drawing skills and personal style; this course enables the student to sketch and record ideas with confidence. The student will study composition, materials, contemporary drawing approaches and techniques. **(Offered spring semester)**

**AR 204 Watercolor Painting II (3 Cr. Hr.)**

Designed for the development of the serious painter, this course enables the student to work on his or her individual style; creativity and material exploration are encouraged.

**AR 205 Problems in Drawing (1-5 Cr. Hr.)**

Advanced techniques and skill development in drawing are included in this course; this course enables the student to work on his or her individual style.

**AR 206 Problems in Painting (1-5 Cr. Hr.)**

Advanced techniques and skill development in painting are included in this course; this course enables the student to work in his or her individual style.



### **AR 214 Ceramics II (1-3 Cr. Hr.)**

**Prerequisite:** AR111 Ceramics I Students continue study in the clay medium. This course enables the student to create more complex pieces and show proficient skill levels. **(Offered fall and spring semesters)**

### **AR 215 Advanced Crafts (1-3 Cr. Hr.)**

This class enables the student to create advanced projects in fine crafts and materials.

### **AR 220 Projects in Ceramics (1-3 Cr. Hr.)**

**Prerequisite:** AR111 Ceramics I; AR214 Ceramics II. This course enables the student to build on the training and knowledge gained in Ceramics I and II and to continue to advance the ceramic student to the next level in ceramics. **(Offered fall, spring and summer semesters)**

### **GR 105 Beginning Photography (1 Cr. Hr.)**

This course is a beginning photography course for people interested in exploring image-making potential of flash or digital cameras. This course enables the student to use color printers, Photoshop CS and movie-making software to create/organize files and perfect photography skills. This course is perfect for graphic design majors, art majors and portfolio building, or for anyone with an interest in Photography. No prior knowledge of camera or computers is required. **(Offered fall semester)**

### **GR 155 Advanced Photography (3 Cr. Hr.)**

This course is an advanced photography course for people interested in exploring the image-making potential of flash or digital cameras. This course will enable the student to use color printers, Photoshop CS4 and movie-making software to create/organize files and perfect photography skills. The student also works on and develop complete portfolio files, write an artist's statement about their work, and perfect photography skills. This course is perfect for graphic design majors, art majors, portfolio building, and anyone with an interest in photography.

## **Biology**

### **\*BI 100 General Biology (w/Lab) (4 Cr. Hr.)**

This course enables the student to apply basic biological principles to perceive the need for continued questioning of present ecological practices and to keep abreast of biological advances and research that directly affect the student's personal life. The student applies the scientific method in the laboratory to stress the nature of scientific thinking, data handling, and problem solving. This course is designed for non-science majors. **(Offered fall and spring semesters)**

### **\*BI 177 Biology I (w/Lab) (5 Cr. Hr.)**

This course enables the student to apply life characteristics common to both plants and animals to perceive the need for continued questioning of present molecular practices, keeping abreast of biological advances in the student's chosen field of study, understanding the impact of established biological concepts on future advances in biology, and future explorations in biological research regarding philosophical and political implications. The student applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. This course is designed for students in areas of study that require a strong biology background. **(Offered fall and spring semester)**

**\*BI 179 Biology II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** BI177 Biology I (w/lab) with a "C" or above. This course enables the student to apply the Theory of Evolution to understanding the unity and diversity of life and enables the student to develop an understanding of the major characteristics and life functions of organisms including bacteria, archaea, fungi, protists, plants, and animals. This course enables the student to perceive the need for keeping abreast of biological advances in the student's chosen field of study, understanding the impact of established biological concepts on future advances in biology, and future explorations in biological research regarding philosophical and political implications. The student applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation data handling, and problem solving. This course is designed for student in areas of study that require a strong biology background. This course includes three hours of lecture and three hours of laboratory per week. **(Offered spring semester)**

**\*BI 276 Anatomy & Physiology I (w/Lab) (4 Cr. Hr.)**

This course enables the student to identify the basic biological concepts of structure and function of the human body. Students study body systems including integumentary, skeletal, muscular, nervous systems, and special senses. The student is encouraged to develop an integrated understanding of homeostatic regulation within the human body. This introductory course is part one of a two-course continuum. **(Offered fall semester)**

**\*BI 277 Anatomy & Physiology II (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** BI276 Anatomy & Physiology I. This course enables the student to explore the integral relationship between structure and function with regard to the following organ systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. The student's coursework places an emphasis on the process of homeostasis, metabolism, growth and development. This class is a continuation of Anatomy and Physiology I. **(Offered spring semester)**

**\*BI 278 Anatomy & Physiology (5 Cr. Hr.)**

This course enables the student to develop a working knowledge of the structure and function of the human body. The student's coursework places an emphasis on the study of function of the human body and a basic knowledge of gross anatomy. **(Offered fall and spring semester)**

**BI 280 Principles of Microbiology (w/Lab) (5 Cr. Hr.)**

This course enables the student to develop an understanding of the major characteristics and life functions of microorganisms including bacteria, fungi, protists, helminths and viruses with emphasis upon the disease-producing effects of these microorganisms. The student explores and applies microscope techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms in the laboratory. **(Offered fall and spring semesters)**

## Business

**BU 176 Personal Finance (1 Cr. Hr.)**

This course is an overview of personal and family financial planning with an emphasis on financial record keeping, planning your spending, tax planning, consumer credit, debt management, making buying decisions, purchasing insurance, selecting investments and retirement and estate planning. **(Offered fall online)**

**\*BU 178 Introduction to Business (3 Cr. Hr.)**

This course enables the non-business and business student to explore the basic areas of business including global markets, business ethics, economic challenges, small and large businesses, E-business, management, leadership, human resources, marketing and distribution, technology, legal issues, accounting and finance. **(Offered fall face-to-face and online spring)**

**BU 212 Business Communications (3 Cr. Hr.)**

This course enables the student to develop mastery in the composition and preparation of business communication. The student plans and composes effective business letters, memorandums, reports and other routine office communications through practical career applications. The student explores the job market and prepares a resume. **(Offered fall and spring online)**

**BU 217 The Legal Environment of Business (3 Cr. Hr.)**

This course enables the student to receive an overview of the legal system including civil law, criminal law, and the legal environment. The student receives an overview of the court system and how it affects and regulates business. The student reviews current cases and learn to apply a critical thinking approach to the legal system. The student gains knowledge about dispute resolution, white collar crime, ethical responsibility, lease and contract law including the UCC, torts, product liability, property relationship including bankruptcy and consumer protection. **(Offered spring face-to-face and fall online)**

**BU 221 Human Resource Management (3 Cr. Hr.)**

This course enables the student to explore the general field of human resource management (HRM). The student practices equal employment opportunity and affirmative action; workforce diversity; job specification, design and analysis; HR planning, recruiting and selecting; employee development; performance appraisals; discipline and grievances; termination, layoffs and transfers; compensation and benefits; health and safety factors; labor relations and collective bargaining. **(Offered fall online)**

**BU 222 Customer Service (3 Cr. Hr.)**

This course focuses on the needs and requirements of internal and external customers, the enhancement of customer relationships, the significance of market research with respect to customers, the design and redesign of customer service strategies, and differentiate between internal and external customers in a service and manufacturing organization. **(Offered fall online)**

**BU 225 Marketing (3 Cr. Hr.)**

This course enables the student to demonstrate strategic concepts in a global environment, social responsibility and ethics, customer behavior, digital marketing, product and distribution decisions, promotion and pricing. The student explores the marketing strategic planning process, creating a marketing plan, and implementing strategies. **(Offered online and spring face-to-face)**

**BU 237 Principles of Management (3 Cr. Hr.)**

This course enables the student to gain knowledge regarding the evolution of management and to develop management skills. The student practices teamwork, leadership, motivation and the basic management functions of planning, organizing, leading and controlling. The student explores current management topics such as globalization, diversity, ethics, social responsibility, quality, productivity and participative management. **(Offered spring face-to-face and online fall)**

**BU 241 Management of Small Business (3 Cr. Hr.)**

This course enables the student to explain the dynamic role of small business in our economy. The student explores the planning and organization of a business, marketing goods and services, managing and operating a business, and planning for the financial aspects of a small business. **(Offered fall online and face-to-face)**

**BU 244 Retail Management (3 Cr. Hr.)**

This course enables the student to explain a strategic approach to fundamental retail principles. The student explores planning and decision making in a complex, changing retail environment. Types of retailing, consumer analysis and targeting, retail locations, operations management, merchandise planning, inventory control; pricing and promotion are also be explored. **(Offered fall online)**

### **BU 245 Principles of Selling (3 Cr. Hr.)**

This course enables the student to explain the fundamentals of relationship selling. The student learns how to communicate with potential buyers by applying personal selling strategies to prospecting, sales dialogue, handling objections, and then preparing a sales presentation. **(Offered spring online and face-to-face)**

### **BU 253 Business Finance (3 Cr. Hr.)**

This course enables the student to develop skill in the mathematics of business and finance that provides the necessary foundation for a student interested in business careers. The student applies business math/finance concepts including fractions, percentages, bank services, payroll, taxes, insurance, purchasing merchandise, markup and markdown, interest, consumer credit and mortgages, metrics and currency, invoicing, depreciation, amortization and present value/future value. **(Offered fall semester)**

### **BU 281 Effective Time Management (1 Cr. Hr.)**

This course enables the student to improve their productivity and strengthen their time management skills through multiple ways of thinking about and using time more effectively. It provides strategies, techniques and tips to set priorities and manage the daily pressures of meeting important and urgent commitments in your life. Students explore how to deal with change so that they can enjoy less stress and more success, and focus on personal growth. **(Offered fall semester)**

### **BU 298 Seminar in Business (3 Cr. Hr.)**

This capstone course enables the student to demonstrate measurable program objectives and skills by completing a research project in the student's area of concentration. The student creates an e-portfolio, a resume, a cover letter, and various employment documents related to the student's field of study. The student has the opportunity to complete a job shadow/internship. **(Offered spring online)**

## **Business Technology**

### **BT 210 Creating a Virtual Office (3 Cr. Hr.)**

This course enables the student to explore issues to be addressed when creating a virtual office. The student applies time management skills. The student practices setting up a home-based business, customizing the workplace, evaluating hardware and software, marketing the business, using business ethics, and communicating effectively and efficiently utilizing technology. **(Offered fall online)**

### **BT 212 Applied Office Procedures (5 Cr. Hr.)**

This course enables the student to develop the specialized skills and abilities needed to perform at both the operational and managerial levels in today's office. The student gains knowledge regarding telephone dynamics, organizational structure, time management, meetings and travel arrangements, communication services, postal and private shipping services, records management, reference materials, supplies, human relations, supervisory and administrative responsibilities utilizing current technologies. **(Offered spring online)**

### **BT 218 Advanced Word Processing (3 Cr. Hr.)**

This course enables the student to build on existing knowledge of Word to complete and solve business problems using advanced Microsoft Word features. **(Offered fall online)**

# Chemistry

## **CH 150 Chemistry in Society (w/Lab) (5 Cr. Hr.)**

A general education course that presents chemistry to non-science majors who must function and make decisions in a society shaped by science and technology. Chemistry knowledge is presented in its relationship to the environment, health and everyday items. **(Offered fall and spring semesters)**

## **\*CH 176 Fundamentals of Chemistry (w/Lab) (5 Cr. Hr.)**

This course enables the student to apply the basic principles, laws and theories of physical science, and is designed for the student needing five or more hours of general chemistry. Topics include atomic theory, stoichiometry, quantum mechanics, bonding theory, equilibrium, electrochemistry, radioactivity, and various aspects of modern materials. The student applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. This course is recommended for certain students of agriculture, home economics, nursing, biology and general education. **(Offered fall, spring and summer semesters)**

## **\*CH 177 Chemistry I (w/Lab) (5 Cr. Hr.)**

**Prerequisite or Corequisite:** MA177 Intermediate Algebra. This course enables the student to apply the basic principles, laws and theories of physical science, and is designed for the student needing a more rigorous background in chemistry in preparation for more advanced courses. This course is designed to give the student a better understanding of various aspects of modern chemistry, including an understanding of atomic structure, stoichiometry, chemical bonding, properties of gases, liquids, and solids, thermodynamics, and quantum mechanics. This course is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. The student also applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. **(Offered fall semester)**

## **\*CH 178 Chemistry II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH177 Chemistry I. This course is a continuation of Chemistry I, with the intention of giving the student an understanding of colligative properties, electrochemistry, thermodynamics, chemical kinetics, chemical equilibrium, acids and bases, and coordination chemistry. The student also applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. **(Offered spring semester)**

## **CH 225 Organic Chemistry I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH178 Chemistry I or concurrent enrollment. This course enables the student to apply the basic principles, laws and theories of organic chemistry, with an emphasis on modern spectroscopy, including UV, IR, MS, <sup>1</sup>H, <sup>13</sup>C and DEPT NMR, as well as mechanisms of reactions and bonding in organic compounds. This is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. The student also applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving with more advanced organic laboratory techniques with an emphasis on the basic techniques for the preparation, separation, and purification of organic compounds, as well as the application of modern spectroscopic methods for determining the structure and purity of organic compounds. **(Offered fall semester)**

## **CH 235 Organic Chemistry II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH225 Organic Chemistry I.

This course is a continuation of Organic Chemistry I, with the intention of giving the student an increased understanding of reaction mechanisms, aromaticity, oxidations, reductions, applications of carbonyl chemistry, organic acids and acid derivatives, various aspects of synthetic chemistry, as well as applications to biochemistry, including a study of carbohydrates, amino acids, proteins, lipids, and nucleotides. This course is for the student needing 10 hours of organic chemistry: chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. The student also applies the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving with more advanced organic laboratory techniques with an emphasis on modern spectroscopic methods for determining the structure and purity of organic compounds. **(Offered spring semester)**

## **Computer**

### **\*CO 176 Computer Concepts & Applications (3 Cr. Hr.)**

Prior knowledge of keyboarding is essential. Minimum Keyboarding: 25wpm/5 errors/5 minutes is recommended. This course enables the student to explain computing technology concepts and the basic structure and organization of computers. The student practices using application software by completing projects to provide students with a hands-on experience using Windows, word processing, spreadsheets, presentations, database applications, and web browsers. Students explore how to make purchasing decisions for computers and programs. **(Offered fall and spring face-to-face and online)**

### **CO 223 Advanced Electronic Spreadsheets (3 Cr. Hr.)**

This course enables the student to build on existing knowledge of Excel and gain experience using analysis tools, analyzing data with pivot tables, exchanging data with other programs, and programming Excel macros using Visual Basic applications. **(Offered spring online)**

### **CO 276 Webpage Design (3 Cr. Hr.)**

This course enables the student to use HTML programming language and WYSIWYG software to create basic websites that will meet various business needs. The student explores style sheets, database-driven sites, forms, tags, tables and frames, basic design principles, color and typography, scripting, hosting, and web mastering concepts. **(Offered spring face-to-face)**

## **Criminal Justice**

### **CJ 105 Police Administration (3 Cr. Hr.)**

This course enables the student to survey management practices associated with police agencies. The student explores legal issues and liabilities associated with organizational policies and procedures.

### **\*CJ 110 Introduction to Criminal Justice (3 Cr. Hr.)**

This course is an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student illustrates how these interrelated components result in the administration of justice today. **(Offered fall semester)**

### **CJ 210 Juvenile Delinquency and Justice (3 Cr. Hr.)**

This course enables the student to examine the historical precedents and philosophical reasons for treating juveniles differently from adults. The student reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. Students study the major theories that have been proposed as explanations of delinquent behavior. The course also provides a detailed overview of the juvenile justice system, from its beginnings to the current state of the institutions. **(Offered fall semester)**

### **CJ 211 Law Enforcement Operations and Procedures (3 Cr. Hr.)**

This course enables the student to examine the role of police in society and the application of key concepts to policing scenarios. The student identifies, discusses, and assesses critical police practices and processes which include deployment, arrest procedures, search strategies and other operational considerations. **(Offered spring semester)**

### **CJ 212 Introduction to Corrections (3 Cr. Hr.)**

This course enables the student to understand the correctional field as a function of the administration of justice. The student explores historical and contemporary trends within the various agencies involved with corrections work.

### **CJ 213 Introduction to the Judicial Function (3 Cr. Hr.)**

In this course the student examines the criminal court system and criminal process. The student analyzes the major judicial decision-makers such as prosecutors, defense attorneys, judges, and the courtroom workgroup. The student discusses the historical development and contemporary structure of state and federal trial courts and courts of appellate review. The student reviews the empowerment of the judiciary and its influences on social policies.

### **CJ 214 Criminal Investigation (3 Cr. Hr.)**

This course enables the student to explore issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation. **(Offered spring semester)**

### **CJ 215 Criminal Law (3 Cr. Hr.)**

This course enables the student to examine the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It covers the elements of misdemeanor and felony crimes. **(Offered fall semester)**

### **CJ 216 Criminal Justice Interview and Report Writing (3 Cr. Hr.)**

This course enables students to focus on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system. **(Offered fall semester)**

### **CJ 220 Loss Prevention & Private Security (3 Cr. Hr.)**

In this course the student discusses the legal restrictions, scope of authority, and functional role of security in modern society. The student reviews loss prevention, internal theft, property and personal protection, and the three "C's" associated with fraud; cash, checks, and credit card. The student examines the history, nature and scope of private security in modern society. The student explores the basic principles of physical security, internal loss prevention, defensive systems, force prevention and safety, and the security function in the corporate structure. The student review operations and career opportunities exemplified in such specific areas as retail, hospital, cargo and computer security, and contract and proprietary security services.

### **CJ 222 Introduction to Forensic Science (3 Cr. Hr.)**

In this course the student examines the basic science concepts and techniques used in a forensic science laboratory. Students explore the nature and significance of physical evidence and the underlying chemical and biological principles of the scientific techniques employed for analysis and interpretation. The student considers the basics of career options in forensic science and its application in criminal cases through various scientific forensic disciplines such as pathology, anthropology, engineering, and bloodstain pattern analysis.

### **CJ 223 Criminalistics (3 Cr. Hr.)**

In this course the student explores the underlying principles to understand the laboratory procedures of forensic science. The student recognizes the potential value and limitations of evidence recovery and analysis as practiced in laboratory settings. Students participate in simulations and mock crime scene investigation. The student articulates informed opinions about crime scene analysis and investigative response. **(Offered spring semester)**

### **CJ 224 Medico legal Death Investigation (3 cr. hr.)**

In this course the student analyzes systems and methods of determining time, cause, and means of death in criminal investigations and trials. The student demonstrates and describes the basic principles and the role of crime scene investigators in forensic and legal procedures. The student recognizes the legal and criminalistic concepts and procedures for the medico legal investigation of death due to natural, accidental, suicidal or criminal cause. The student examines basic concepts of forensic science and crime solving techniques of establishing identity through human remains.

### **CJ 225 Biohazard Readiness (3 Cr. Hr.)**

In this course the student review the basic facts and fundamental principles in biological and chemical hazard preparedness and response. The student participates in critical incident exercises about biohazard readiness and preparedness. The student analyzes case study methods.

### **CJ 227 Victimology (3 Cr. Hr.)**

This course enables the student the conceptual boundaries and basic concepts and literature of Victimology as a subfield of criminology. The student examines the historical and emerging roles of Victimology and apply personal experiences with the human dimensions of victimization.

### **CJ 230 Introduction to Homeland Security (3 Cr. Hr.)**

In this course the student identifies the important components of homeland security. The student recognizes the agencies associated with homeland security and their interrelated duties and relationships. The student explores the historical events that have impacted homeland security, the state, national, and international laws affecting homeland security, and the most critical threats, especially terrorism, confronting homeland security. The student develops critical skills to become a better evaluator of cutting-edge public policy questions and to prepare for a career in homeland security-related professions. The student focuses on the intelligence and counterintelligence aspects of homeland security as they relate to the four central missions of a homeland security agency: domestic security, emergency preparedness, technology policy, and timely intelligence for preemptive action and improved policy making.

### **CJ 233 Criminal Procedures (3 Cr. Hr.)**

This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics included confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence. **(Offered spring semester)**



**CJ 235 Citizen Involvement in Law Enforcement (3 Cr. Hr.)**

This course enables the student to focus on the relationship between the police and communities. The student explores recommendations for ways of working together to reduce crime and the practice of policing a culturally diverse society.

**CJ 236 Rules of Evidence (3 Cr. Hr.)**

This course enables the student to explore criminal law focusing on the rules and use of evidence in criminal proceedings. The student focuses on federal and state rules of evidence, various types of evidence, legal issues essential to the collection and seizure of admissible evidence, and legal interrogation.

**CJ 237 Professional Responsibility in Criminal Justice (3 Cr. Hr.)**

The course enables the student to explore the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is on the code of conduct and the ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is producing 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. **(Offered fall semester)**

**CJ 240 Agency Administration (3 Cr. Hr.)**

This course conducts a practical analysis of modern administration theory and supervisory management principles and their application to the unique operating problems of criminal justice organizations. Topics include operations and functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Legal issues and liabilities associated with organizational policies and procedures are also explored. **(Offered fall semester)**

**CJ 241 Justice and the Community (3 Cr. Hr.)**

This course enables the student to understand the challenges of the justice system developing and maintaining meaningful community relationships. The student participates in topics of discussion that include public/community relations, community policing, crime prevention programs, media relations, and special issues associated with juveniles, the elderly and cultural diversity.

**CJ 242 Communications Strategy (3 Cr. Hr.)**

This course enables the student to be introduced to specific communication skills and techniques designed to reduce offender resistance and individual criminal risk. The student applies these skills and techniques at a personal level.

**CJ 245 Critical Incident Management (3 Cr. Hr.)**

In this course the student practices direct response, operations and management of man-made and natural critical incidents. The student analyzes the theoretical and applied models with concepts for managing disasters, terrorism, school/workplace violence, or other critical incidents. The student recognizes the incident command concepts and examines mitigation, prevention and preparedness issues. The student critiques actual incidents. The student identifies and discusses managerial techniques, legal issues, and response procedures to critical incidents.

**CJ 261 Directed Study in Criminal Justice (1-3 Cr. Hr.)**

This course enables the student to conduct individual research on an advanced level. The student explores a specialized topic of interest in the criminal justice field as approved and directed by the instructor. Permission of instructor required.

## **CJ 262 Internship in Criminal Justice (3-12 Cr. Hr.)**

This course enables the student to gain exposure to the work environment and/or apply classroom learning to the work site. The student works a minimum of 50 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

# **Dental Hygienist**

*To apply to the Dental Hygienist program, students need to follow the steps listed below. Applicants for the Dental Hygienist program must submit an application portfolio containing the items below. After all steps are completed and all documentation is collected, mail the application portfolio to the CCC Dental Hygiene department. Annual portfolios must be postmarked no later than January 10 of the current year. Please note: incomplete portfolios will be returned. It is recommended that the applicant complete two portfolios--one to submit to CCC, and one to keep for his/her own records.*

**Refer to the CCC Dental Hygiene [webpage](#) for complete instructions.**

**Step 1:** Request three unofficial copies of your high school transcript or GED scores.

**Step 2:** Request three unofficial copies of your post-secondary education transcripts (if applicable).

**Step 3:** Prerequisite coursework is Chemistry, Microbiology, and Anatomy & Physiology. Biochemistry w/lab, Fundamentals of Oral Communication, English Composition I, General Psychology, Principles of Microeconomics OR Developmental Psychology, and Intro to Sociology, (All passing with a "C" or higher.)

Students may take either Principles of Microeconomics or Developmental Psychology. Students do not need both courses. Students **must** show on their transcript(s) that they have completed 2 semesters of high school chemistry with a "C" or better, or one semester of college chemistry with a "C" or better before submitting the portfolio. Two semesters of high school chemistry or one semester of college chemistry must have been taken during the previous five years.

**Step 4:** Request three copies of ACT scores. Minimum scores are listed on the website. Note: ACT scores are not required from applicants with an associate's degree or a bachelor's degree. ACT scores are required within the last five years. If outdated, retake ACT test or another admission test offered by CCC. Required ACT scores are located on the Dental Hygiene website.

**Step 5:** Complete the Transfer Credit Evaluation form located on the webpage.

**Step 6:** Complete the Permission to Exchange Student Information form located on the webpage.

**Step 7:** Complete the Application for Admissions to NTC located on the webpage.

**Step 8:** Attach your non-refundable application fee to the portfolio. (The amount is located on the webpage.)

**DH = Colby Community College courses**

**10-508 = Northcentral Technical College courses**

## **DH 100 Dental Hygiene Orientation (1 Cr. Hr.)**

This course assists entering college students adjust to college life and prepares them for success in college and in the work place.

## **DH 103/10-508-101 Dental Health Safety (1 Cr. Hr.)**

This course prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite. Students will be required to show proof of certification before beginning the course. This course is WTCS aligned.

**DH 104/10-508-105 Dental Hygiene Process I (4 Cr. Hr.)**

Introduces dental hygiene students to the basic technical/clinical skills required for practicing Dental Hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, students integrate hands-on skills with entry-level critical thinking and problem-solving skills. This course also reinforces the application of Dental Health Safety skills.

**DH 105/10-508-113 Dental Materials (2 Cr. Hr.)**

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resinrestorative materials, gypsum products, and impression materials. They also learn to take alginate impressions and clean removable appliances.

**DH 109/10-508-103 Dental Radiography (2 Cr. Hr.)**

Discuss and apply basic principles of the nature, effects, generation, control, and use of dental x-rays. Radiation safety, operation of equipment, film placement, exposure, processing, mounting, and interpreting dental x-rays. Attainment of correct x-ray taking techniques on mannequins and clinical patients.

**DH 112/10-508-106 Dental Hygiene Process II (4 Cr. Hr.)**

This clinical course builds on and expands the technical/clinical skills student dental hygienists developing Dental Hygiene Process I. Under the direct supervision of an instructor, students apply patient care assessment, planning, implementation, and evaluation skills to provide comprehensive care for calculus case type 1 and 2 patients and perio case type 0, I, and II patients. Dental Hygiene Process II introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, they gain further experience in exposing radiographs on patients. The course also reinforces the application of Dental Health Safety skills.

**DH 115/10-508-108 Periodontology (3 Cr. Hr.)**

The course prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and to evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatment modalities that minimize risk and restore periodontal health.

**DH 122/10-508-102 Oral Anatomy, Embryology, and Histology (4 Cr. Hr.)**

Prepares dental hygiene students to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Students identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption, and health.

**DH 203 Transition into DH Practice (1 Cr. Hr.)****Co or Prerequisite: DH212 (Process IV)**

This course prepares the learner or graduate for licensure. Simulated written and practical examinations, individualized study plans, stress/test anxiety management strategies, and dental hygiene licensure obtainment are addressed. Course goal is to strengthen learner performance on written board and clinical practical examinations. No challenge test is available for this course.

**DH 210/10-508-112 Dental Hygiene Process III (5 Cr. Hr.)**

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process II. In consultation with the instructor, students apply independent problem-solving skills in the course of providing comprehensive care for calculus case type 1, 2, and 3 patients and perio case type 0, I, II, and III patients. Dental Hygiene Process III introduces root detoxification using hand and ultrasonic instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxes treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs.

**DH 212/10-508-117 Dental Hygiene Process IV (4 Cr. Hr.)**

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process I, II, & III. With feedback from the instructor, students manage all aspects of cases in the course of providing comprehensive care for calculus case type 0, 1, 2, and 3 patients and for perio case type 0, I, II, and III patients. This course also emphasizes maximization of clinical efficiency and effectiveness. Prepares student dental hygienists to demonstrate their clinical skills in a formal examination situation.

**DH 215 Dental Anxiety & Pain Management (2 Cr. Hr.)**

This course encompasses basic and current concepts in administration of local anesthesia and pain management. Principles of drug interactions, emphasizing dental related therapeutics and drugs associated with common system disorders; information on the selection of professional anesthesia armamentarium; and, principles necessary for administering local anesthesia will be incorporated in the learning process. Content of this course meets educational requirements for certification in Kansas. There is no challenge test available for this course.

**DH 280/10-806-197 Dental Hygiene Microbiology (4 Cr. Hr.)**

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology.

**DH 298/10-806-186 Dental Hygiene Biochemistry (3 Cr. Hr.)**

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.

**10-508-107 Dental Hygiene Ethics and Professionalism (1 Cr. Hr.)**

Helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team and the community. Emphasis is placed on maintaining confidentiality and obtaining informed consent. Students enhance their ability to present a professional appearance.

**10-508-109 Cariology (1 Cr. Hr.)**

This course focuses on the characteristics and contributing factors of dental decay. Dental hygiene students help patients minimize caries risk by developing treatment plans, communicating methods to patients, and evaluating treatment results.

**10-508-110 Nutrition and Oral Health (2 Cr. Hr.)**

Prepares student dental hygienists to counsel patients about diet and its impact on oral health. Students learn to distinguish between balanced and unbalanced diets and to construct diets that meet the needs of patients with compromised dental/oral health. Students also learn to counsel patients about the effect of eating disorders on dental health.

### **10-508-111 General and Oral Pathology (3 Cr. Hr.)**

This course prepares the student dental hygienist to determine when to consult, treat or refer clients with various disease, infection or physiological conditions. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasm of the oral cavity.

### **10-508-114 Dental Pharmacology (2 Cr. Hr.)**

Prepares student dental hygienists to select safe and effective patient pre-medication, local anesthetic, chemo therapeutic and anti-microbial agents within the scope of dental hygiene practice. Students will also learn to recognize potential pharmacological contraindications for specific patients and to take measures to avoid negative impact or alert other members of the dental team to possible negative impact.

### **10-508-115 Community Dental Health (2 Cr. Hr.)**

This course prepares the dental hygiene student to play a proactive role in improving the dental health of community members of all ages. Students perform and interpret dental health research to determine community dental health needs. They also participate in the development, implementation and evaluation of a community dental health program.

## **Drama**

### **\*DR 120 Theatre Appreciation (3 Cr. Hr.)**

The course enables the student to increase their appreciation and evaluation of theatre presentations. Through lecture, discussion, reading, video and live presentations, students are exposed to an overview of theatre history, the various elements of theatrical production, and dramatic literature. **(Offered fall, and spring semesters)**

### **DR 135, 145, 235, 245 I-IV (1-3 Cr. Hr.)**

Students participate in all aspects of theatrical production (excluding acting or performing). These include: building and painting scenery, lighting, costumes, makeup, gathering properties, designing, stage managing assistant directing, box office and design research.

### **DR 130, 140, 230, 240 I-IV (3 Cr. Hr.)**

Students participate in the performing arts of theatrical production. This includes character development, appropriate singing style, acting study, and any dance requirements for the production.

### **DR 271 Introduction to Acting Experience (3 Cr. Hr.)**

This course introduces the student to basic acting technique for the stage. It is designed to develop the ability to play dramatic action honestly and believably, using realistic/naturalistic material as well as self-scripted autobiographical writing.

## **Education**

### **\*ED 177 Foundations of Modern Education (3 Cr. Hr.)**

This course is an introductory course for students considering teaching as a career. Covered in this course are the historical, philosophical and sociological foundations, and the organization of teaching and learning. Includes a variety of classroom activities. Students examine and develop basic concepts and attitudes toward teaching. Some critical issues of education are examined.

### **ED 236 Observation and Participation (1-3 Cr. Hr.)**

**Prerequisite:** ED 177 Foundations of Modern Education.

This course allows the student to be placed in an internship with competent teachers in areas of special interests. Credit is earned on the basis of time spent in the classroom and work with the supervising teacher and college coordinator. Faculty is supervised and coordinated. **(Offered fall and spring semesters)**

### **ED 277 Children's Literature (3 Cr. Hr.)**

This course enables the student to focus on criteria for choosing and using literature with children. The course provides an in-depth look at the various genres and explores the teaching, planning and evaluating of a literature based program. **(Offered fall semester)**

The following elective courses are not required for a degree but may be offered "on demand."

### **ED 124 Expressive Media for Children (3 Cr. Hr.)**

**Prerequisite:** None. This course provides the student with extended practical and theoretical studies based on learning about and through visual arts, drama, movement and music in early childhood. The student focuses on how to design, implement and evaluate an arts-centered unit of work suitable for young children, informed by theoretical knowledge of project-based learning and arts-centered pedagogies.

### **ED 199 Problems in Education (3 Cr. Hr.)**

This course provides the student the opportunity to explore changing trends and challenges in America's schools and to address current issues affecting education. Educational issues on the national agenda, state and national initiatives, and/or important developments in areas such as curriculum, instruction, assessment, or technology and also discussed.

### **ED 299 Direct Independent Study (1-3 Cr. Hr.)**

This course is designed for the student who desires to study selected topics in a specific field. The student investigates a topic that is one not normally investigated in depth in existing courses.

## **Economics**

### **\*EC 276 Principles of Macroeconomics (3 Cr. Hr.)**

This course will enable the student to explain nature, method, and scope of economic analysis regarding the macroeconomic performance of nations, and the trade and finance between nations. Indicators of a nation's macroeconomic performance include the economic growth rate, the tendency toward inflation, and the level of unemployment. The student will apply the process of monetary and fiscal policy, and each policy's impact on national economic performance. Recommended at the sophomore level. **(Offered fall and spring face-to-face and online)**

### **\*EC 277 Principles of Microeconomics (3 Cr. Hr.)**

This course enables the student to explain the economic way of thinking by applying the following: scarcity, specialization, opportunity cost, marginal analysis, and production possibilities. The student applies the supply/demand model for economic analysis. The student analyzes the relationship between production and cost as it pertains to total, average, and marginal cost. The student compares and contrasts the operation of different market structures and critique the cause and effect of market failures. Recommended at the sophomore level. **(Offered fall and spring face-to-face and online)**

# Energy

## **AE 177 Energy Efficiency (3 Cr. Hr.)**

This course enables the student to gain a fundamental understanding in energy conservation, energy efficiency, and energy auditing. The student applies techniques that will reduce the customer's utility bill. The student also proposes a solar photovoltaic array and/or wind turbine to further reduce the customer's utility bill. **(Offered spring semester)**

## **AE178 AG/Rural Wind Applications (3 Cr. Hr.)**

This course enables the student to understand practical field applications regarding the use of small wind turbines supplying electrical needs on farms and other rural environments. The student explores global applicants in developing countries and the use of small wind turbines in remote areas of the world. **(Offered fall semester)**

## **AE 179 Community Wind (3 Cr. Hr.)**

This course enables the student to understand the economics of incorporating community wind technology to reduce utility expense for groups, organizations, or single entities. The student applies an analysis of utilities and proper sizing of the turbines and matching customer electrical load to required number of turbines. **(Offered spring semester)**

## **AE 180 Wind/Solar PV Hybrid Systems (3 Cr. Hr.)**

This course enables the student to design and install hybrid wind/solar PV systems and incorporate them into an overall renewable energy plan. The student applies research of global hybrid applications and possible application in developing countries. **(Offered spring semester)**

## **AE 181 Small Wind Turbine (3 Cr. Hr.)**

This course enables the student to explore small wind construction from site analysis to the safety and maintenance of an installed system. The student explores the different types of small wind turbines, determining wind potential, system sizing types of towers and installation, and the essential steps toward a successful wind-electric system. **(Offered fall semester)**

## **AE 190 Electronics (3 Cr. Hr.)**

This course enables the student to understand basic electrical principles and laws associated with resistance, power, voltage, and current. The student applies electric fundamentals that are pertinent to both wind and solar PV systems. The student explores topics including charge controllers, inverters, proper grounding and lock-out, tag-out requirements. **(Offered fall semester)**

## **AE 199 Introduction to Construction (5 Cr. Hr.)**

This course enables the student to gain knowledge in construction. The student explores the fundamentals necessary to advance to different areas in the industry such as Solar Photovoltaic Systems Installer, Wind Turbine Maintenance Technician, Alternative Energy, and many more majors in the construction industry. **(Offered summer semester)**

## **AE 200 Solar PV Battery-Based (3 Cr. Hr.)**

This course enables the student to explore battery-based solar photovoltaic systems. The student installs a battery bank for an AC coupled solar photovoltaic system as well as an off grid system. The student wires and tests the battery banks to determine the correct voltage on each system. The student gains hands on experience with a multi-meter. **(Offered spring semester)**

**AE201 Solar PV Technical Sales (3 Cr. Hr.)**

This course enables the student to explore solar business and finance. Students study what it takes to enter the solar PV industry. Students learn about marketing and sales for solar integration businesses, electricity rates, savings, and incentive structures. The student is exposed to financial benefit analysis and financing options. (Offered spring semester)

**AE 241 Power Storage/Transmission and Conversion (3 Cr. Hr.)**

This course enables the student to gain knowledge with battery-based systems. Students install, test, and commission a battery-based PV and/or wind system in the one day boot camp in this course. The student explores both stand-alone and grid-tied with battery back-up systems, and includes both AC and DC coupled systems. The student explores generators used as a back-up. The student practices battery safety, wiring, and maintenance, and will wire balance of system components including: combiner boxes, disconnects, power centers, controllers, battery banks, and inverters. Students set-up equipment, perform basic programming, and test components for specific battery-based applications. Students learn fundamental procedures for safe installation and commissioning practices. (Offered fall semester)

**AE 276 Introduction to Energy Technologies (3 Cr. Hr.)**

This course enables the student to explore Alternative Energy, Biomass and Biofuels, Nuclear Power, Solar Power, and Wind Power. The student practices working on both stand-alone and grid-tied photovoltaic and wind turbine systems at the one-day boot camp. (Offered spring semester)

**AE 277 Solar PV Fundamentals & Applications (3 Cr. Hr.)**

This course enables the student to perform a site survey for a photovoltaic system. The student explores photovoltaic applications, installation planning, system components, and preparing proposals. The student explores how to effectively incorporate photovoltaic systems into stand-alone or interconnected electrical systems. The student practices using standard industry tools such as a Solar Path Finder, angle finder, irradiance meter, multi-meter, and temperature gun. (Offered fall semester)

**AE 279 Solar Photovoltaic Grid-Direct (3 Cr. Hr.)**

This course enables the student to explore cells, modules, arrays, batteries, charge controllers, inverters, system sizing, and mechanical integration. The student practices using irradiance meter, multi-meter, and temperature gun. The student practices installing and testing system components. (Offered spring semester)

**AE 298 Internship (4 Cr. Hr.)**

This course enables the student to gain real world hands-on experience outside of the traditional classroom and lab environment. The student performs work in the solar photovoltaic and/or the wind turbine industry. This course enables the student to gain 160 hours of training and experience to qualify him or her for permanent future employment in the industry. (Offered summer semester)

## English

**EN 014 Reading and Study Skills I (3 Cr. Hr.)**

This course will enable the student to be successful in his or her college classes. The student will learn to study efficiently using good time management, memory techniques, note-taking and test-taking skills. The student will improve reading comprehension and fluency skills. The student must complete with a "C" or better to advance to EN 160 Reading Across the Disciplines. This course does not meet graduation or transfer requirements. (Offered fall and spring semesters)



**EN076 Fundamentals of Reading and Writing (3 Cr. Hr.)**

**Prerequisite:** This course is for students who test into it through Accuplacer, ACT, or SAT score. This course is designed to prepare students for the demands of college level reading and writing, through emphasis on basic organizations, sentence skills, and reflection. This course does not fulfill requirements for graduation.

**EN 077 Fundamentals of Writing I (3 Cr. Hr.)**

This developmental course enables the student to learn how to write effective paragraphs and how to revise and edit his or her writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements. **(Offered fall and spring semesters)**

**EN 078 Fundamentals of Writing II (3 Cr. Hr.)**

**Prerequisite:** Appropriate COMPASS or ACT score or successful completion of Fundamentals of Writing I with a "C" or better. This developmental course enables the student to learn how to write effective essays, how to revise, and how to edit his or her writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements. **(Offered fall and spring semesters)**

**EN079 English Composition I Workshop (3 Cr. Hr.)**

**Corequisite EN176:** Students who enroll in Workshop must also enroll in the corresponding section of Comp I.

**Prerequisite:** This course is for students who tested into the Accelerated Learning Program through Accuplacer, ACT, or SAT score, high school GPA or who have completed Fundamentals of Reading and Writing with a "C" or better.

This course follows the Accelerated Learning Program (ALP) model, which is designed to enable students to succeed in a traditional Comp I class. This opportunity enables students to refine their reading and writing skills. This course does not fulfill requirements for graduation. **(Offered fall and spring semesters)**

**EN 107 Creative Writing (3 Cr. Hr.)**

This course enables the student to use an imaginative and satisfying form of self-expression and help the student prepare work for publication. The student explores the writing of poetry, fiction, drama, and nonfiction.

**EN 160 Reading Across the Disciplines (3 Credit Hours)**

This course enables the student to learn basic vocabulary and comprehension skills as well as inferential and critical reading skills. The student learns essential reading skills needed in the academic disciplines. **(Offered fall and spring semesters)**

**\*EN 176 English Composition I (3 Cr. Hr.)**

**Prerequisite:** Appropriate COMPASS or ACT score or successful completion of Fundamentals of Writing II and, if test scores warrant, Reading Across the Disciplines with a "C" or better. This course enables the student to write essays using sources. A grade of "D" may not transfer to four-year colleges and universities. **(Offered fall and spring semesters)**

**\*EN 177 English Composition II (3 Cr. Hr.)**

**Prerequisite:** EN176 (English Composition I) with a "C" or better. This course enables the student to write persuasively and argumentatively. The student learns and applies techniques of evaluating and using sources as he or she completes a major argumentative research project. A grade of "D" may not transfer to four-year colleges and universities. **(Offered fall and spring semesters)**

**EN 202 American Literature I (3 Cr. Hr.)**

This course enables the student to read and examine American literature up to the Civil War. The student studies representative works in non fiction, prose and poetry, with emphasis placed upon those writers whose works still affect and illustrate modern American thought.

**EN 203 American Literature II (3 Cr. Hr.)**

This course enables the student to survey American literature from the Civil War to the present. The student studies representative works in prose and poetry, with emphasis placed upon those writers whose works still affect and illustrate modern American thought.

**EN 211 American Frontier Literature (3 Cr. Hr.)**

This course enables the student to examine the times and places that are identified with American frontier literature. The student analyzes and applies the tie between the literature and frontier culture.

**\*EN 219 Introduction to Literature (3 Cr. Hr.)**

This course enables the student to critically analyze and interpret a variety of classic and modern literature. The student learns and applies literary terminology in the study of fiction, poetry, and drama.

**LI 176 World Literature (3 Cr. Hr.)**

This course enables the student to critically analyze and interpret literature from around the world. The student explores many cultures, studying humanity's differences because of cultural norms and humanity's similarities because of basic human needs and desires. The student applies these ideas in a focused study dealing with influences on the creation of a literary work.

The following elective courses are not required for a degree but may be offered "on demand."

## Geography

**\*GE 176 World Regional Geography (3 Cr. Hr.)**

In this course students locate regions and realms of the world using outline maps, atlas, and text. Students discuss geographic spatial realities and perspectives. Students map and analyze cultural and natural environments. Students overview major topical subfields of physical and human/cultural geography. This course is an interdisciplinary study that bridges the humanities and the physical and social sciences. **(Offered fall and spring semesters)**

## History

**\*HI 104 World Civilization to 1600 (3 Cr. Hr.)**

This course is a survey of the major civilizations of the world from the first developed societies of Mesopotamia (3500 B.C.E.) through the European conquest of the "New World" in the 1500s. This course enables the student to explore principal themes of the course centering on interactions of religion, knowledge, and political power within European, African, and Asian civilizations and the dynamics of cultural exchange and conflict among them. **(Offered fall semester)**

**HI 122 Contemporary European History (3 Cr. Hr.)**

This course enables the student to examine political, social, and cultural developments facing the contemporary Europeans.

**HI 124 American Military History (3 Cr. Hr.)**

The course enables students to investigate the military history of the United States from colonial times to the 21st century. In addition to military developments, the course also covers the political and social environments that lead to the major conflicts in American History.

**HI 135 Genealogy & Family History (3 Cr. Hr.)**

Genealogy & Family History is an introductory study of all aspects of personal and family history and genealogical research in North America. This course enables the student to apply methods used to identify individuals and their ancestors by using the scientific approach of research rather than chance. The course has potential value to the student in any field of study and becomes an asset especially in the fields of sociology, psychology, history, geography, English, law, library science, elementary and secondary education, genetics, anthropology, and the humanities.

**\*HI 176 American History to 1865 (3 Cr. Hr.)**

This course enables the student to explore the events of colonial and revolutionary America, the Federal Union, Civil War, and Reconstruction. (Offered fall and spring semester)

**\*HI 177 American History 1865 to Present (3 Cr. Hr.)**

This course enables the student to explore the history of the United States from Reconstruction to the present with emphasis on political, economic, and social development. (Offered fall and spring semester)

**HI 201 The Great Plains Experiences (3 Cr. Hr.)**

This course enables the student to study Great Plains history by community-based learning activities. Classes meet at local historical societies and field locations with authentic learning experience. The class include information from museum-based classes and field trips on local culture, history, geography, and visits to historical sites.

**\*HI 204 World Civilization 1600 to Present (3 Cr. Hr.)**

This course enables the student to study a broad-based survey of the history of world civilization from 1600 to present. Major topics include the scientific and intellectual advances of the 17th and 18th centuries; the American and French Revolutions followed by the reign of Napoleon and later industrialization, colonization and imperialism; Cultural developments of the 19th and 20th centuries such as romanticism, evolution, Marxism and modernism; the rise of militarism and Fascism and resulting world wars followed by the Cold War and the resulting challenges and conflicts facing contemporary Europe and America up to the global terrorism threat of today. (Offered spring semester)

## Massage Therapy

**MT 120 Structural Anatomy (2 Cr. Hr.)**

In this course, the student learns to identify, locate, and palpate areas of the body's skeletal, muscular and connective tissue structures for the purpose of assessment and the performance of safe, effective massage therapy techniques. (Offered fall semester)

**MT 130 Basic Massage Techniques (2 Cr. Hr.)**

This course is the beginning foundation for the basic massage techniques necessary to provide the student hands-on work in the massage therapy field. The student studies axial and appendicular skeleton along with muscle attachment to skeleton with joints. (Offered fall semester)

**MT 140 Ethics and Business Practices for Massage Therapy (2 Cr. Hr.)**

This course enables the student to learn the basics needed for being self-employed, proper documentation needed for meeting all state, insurance, and health field requirements, and professional ethics vs. situational ethics. Case scenarios are presented and addressed by the student. (Offered fall semester)

**MT 150 Massage Lab 1 (4 Cr. Hr.)**

This course exposes the student to an active learning environment with teamed pairs utilizing massage tables. The student develops skills in the practical implementation of learned massage strokes and their application to the actual physical body. The student realizes the emphasis given to physical danger zones, the development of cohesive massage routines and the importance of proper table dressing as well as patient draping. **(Offered fall Semester)**

**MT 160 Massage Clinic 1 (2 Cr. Hr.)**

The student interviews, charts, and administers massage therapy techniques according to his or her level of learning to members of the community-at-large under direct supervision. Fees will be set for community participants. **(Offered fall Semester)**

**MT 178 Anatomy and Physiology for Massage Therapy (2 Cr. Hr.)**

This course provides the student an introduction to the human body as well as the skeletal, muscular, integumentary and nervous systems. **(Offered fall Semester)**

**MT 220 Pathology Basics I for Massage Therapy (2 Cr. Hr.) MT 221 Pathology Basics II for Massage Therapy (2 Cr. Hr.)**

In this course the student covers the major pathologies of the body systems along with their indications and contraindication for massage therapy. **(Offered spring Semester)**

**MT 230 Advanced Massage Techniques (2 Cr. Hr.)**

The student covers these topics: Prenatal Massage, Reflexology, Trigger Point Release, Hot Stone massage, Reiki, Shiatsu and Modalities from the Far East. **(Offered spring semester)**

**MT 240 Kinesiology for Massage Therapy (2 Cr. Hr.)**

The student covers the muscular-skeletal systems and how these systems provide the body with both support and movement. The student will develop an understanding of how to assess and correct deviations in body movement. **(Offered spring semester)**

**MT 250 Massage Lab 11 (4 Cr. Hr.)**

This course enables the student to be part of an active learning environment with teamed pairs utilizing massage tables. The student develops skills in the practical implementation of learned massage techniques and their application to the actual physical body. Emphasis is given to the continued development of cohesive massage routines utilizing advanced skills for specific problem correction with careful examination of contraindications. **(Offered spring semester)**

**MT 260 Massage Clinic 11 (2 Cr. Hr.)**

The student interviews, charts, and administers massage therapy techniques according to his or her level of learning to members of the community-at-large under direct supervision. Proceeds will be used to provide program funding. **(Offered spring semester)**

**MT 278 Anatomy and Physiology for Massage Therapy 11 (2 Cr. Hr.)**

This course enables the student to understand the major body systems, their functions. Students also understand how these systems are affected by massage. This course covers the circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. **(Offered spring semester)**

**MT299 Massage Therapy Externship (3 Cr. Hr.)**

The student works in a non-paid capacity in a professional setting under adult supervision. **(Offered spring semester).**

# Math

## **MA 050 Mathematics Essentials (3 Cr. Hr.)**

This course enables the student to add, subtract, multiply, and divide integers, fractions, and decimals. The student applies these operations to working with ratios and proportions, percent, and geometry. The student also learns about the real number system and will also learn simple algebra. This course does not count toward graduation. **(Offered fall and spring semesters)**

## **MA 076 Beginning Algebra (3 Cr. Hr.)**

**Prerequisite:** Either “C” or above in Math Essentials or high enough score on testing determined by the Mandatory Placement Guide. This course enables the student to solve simple linear equations. Also, the student is able to solve, graph, and create simple linear equations. The course enables the student to work with exponents. Another component of the course give the student the ability to multiply and divide polynomials. The course enables the student to factor second degree polynomials. This course does not count toward graduation. **(Offered fall and spring semesters)**

## **MA 109 Math for Health Professionals & Veterinary Nurses (On-campus Program) (2 Cr. Hr.)**

This course enables students enrolled in the Veterinary Nursing program and health professional program to work with fractions, decimals, percents, ratio and proportions, and systems of measure. The course enables the student to accurately determine solutions, medication, and dosage. **(Offered spring semester)**

## **MA 177 Intermediate Algebra (3 Cr. Hr.)**

**Prerequisite:** Either “C” or above in Beginning Algebra or high enough score on testing determined by the Mandatory Placement Guide.

This course enables students to build on the competencies obtained in previous courses. This course enables students to learn to work with rational expressions; rational exponents and radicals; linear relations and functions; and quadratic equations and inequalities, absolute value equations and new factoring methods. **(Offered fall and spring semesters)**

## **\*MA 178 College Algebra (3 Cr. Hr.)**

**Prerequisite:** MA 177 Intermediate Algebra with a grade of "C" or better or placement. This course enables the student to work and solve mathematics and quantitative problems involving functions and graphs, the algebra of functions, inverse functions, linear functions, exponential and logarithmic functions, quadratic and other polynomial functions and their zeros, rational functions, circles, absolute value equations and inequalities, radical equations, rational equations and inequalities, quadratic inequalities, systems of equations and inequalities. **(Offered fall, spring and summer semesters)**

## **\*MA 185 Plane Trigonometry (3 Cr. Hr.)**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent. This course enables students to work with trigonometric functions and their applications, solution of triangles, trigonometric identities and equations, and graphical analysis of the trigonometric functions. **(Offered spring semester)**

**MA 190 Pre-Calculus (3 Cr. Hr.)**

**Prerequisite:** MA 178 College Algebra with a grade of "C" or better or the equivalent. This course enables the student to solve mathematical and quantitative problems involving college algebra and trigonometry, function analysis (including the use of graphing calculators with a Computer Algebra System), introductory analytic geometry and introductory concepts of limits. Pre-Calculus is designed to be a "stepping stone" course between College Algebra (MA 178) and Calculus (MA 210) or (MA 220). This course is explicitly designed for students who completed their Algebra block but who would like additional preparation prior to taking a Calculus course. No textbook is required for the course, but a TI-89, TI92, TI-Voyage or TI-Inspire CAS calculator is required. **(Offered spring semester)**

**\*MA 205 Elements of Statistics (3 Cr. Hr.)**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent. This course enables the student to work and solve mathematic and quantitative problems involving statistics and statistics terminology, descriptive, probability, the normal distribution, hypothesis testing, tests of significance appropriate to populations, correlations, regression analysis, and analysis of variance. **(Offered fall and spring semesters)**

**\*MA 210 Calculus: For Business & Liberal Arts (3 Cr. Hr.)**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent.

This course enables the student to work and solve mathematic and quantitative problems involving concepts of differential and integral pertaining to problems found in business, social science and general science. The course does not include trigonometric limits, differentiation or integration. **(Offered spring semester)**

**\*MA 220 Analytical Geometry & Calculus I (5 Cr. Hr.)**

**Co or Prerequisite:** MA 178 College Algebra and MA 185 Plane Trigonometry or equivalent. This course enables the student to work and solve mathematic and quantitative problems involving limits, differentiation applications, integration and integration applications of polynomial, rationale, trigonometric, exponential and logarithmic functions. **(Offered fall semester)**

**MA 230 Analytical Geometry & Calculus II (5 Cr. Hr.)**

**Prerequisite:** MA 185 Plane Trigonometry and MA 220 Analytical Geometry and Calculus I. This course enables the student to work and solve mathematic and quantitative problems involving integration methods and methodology, applications of the definite integral, derivatives and integrals associated inverse and hyperbolic trigonometric functions, alternate representations of functions (polar and parametric functions), introductory analytic geometry, sequences & series and differential equations. **(Offered spring semester)**

**MA 240 Analytical Geometry & Calculus III (5 Cr. Hr.)**

**Prerequisite:** MA 230 Analytical Geometry and Calculus II. This course enables the student to work and solve mathematic and quantitative problems involving vector algebra, partial differentiation, multiple integration, polar, cylindrical, and spherical coordinates, parametric equations, vector fields, and line integrals. **(Offered fall semester)**

**MA 245 Differential Equations (3 Cr. Hr.)**

**Prerequisite:** MA 240 Analytic Geometry and Calculus III. This course enables the student to work and solve mathematic and quantitative problems involving first-order differential equations and linear differential equations of higher order, initial-value and boundary-value applications, series solutions of linear differential equations, and Laplace transforms. **(Offered spring semester)**

# Modern Languages

## **ML 237 Spanish Composition and Conversation (3 Cr. Hr.)**

This course enables the student to develop basic skills in conversational Spanish. This course emphasizes that students determine career and professional performance language pathways. Students utilize verbal, written, and auditory skills to build vocabulary and composition activities. The student recognizes everyday terms and expressions. Students enact scenarios, simulations, and dialogues. The student converses with authentic language methods.

## **\*FL 176 Elementary Spanish I (5 Cr. Hr.)**

The course is a study of basic skills in conversational Spanish with reference to reading and writing. Emphasis is placed on the development of language proficiency for careers and for improvement of foreign language abilities. The student demonstrates comprehension of simple written material in Spanish through speaking, writing or other appropriate response. The student compares and contrasts aspects of Spanish-speaking cultures with their own cultures.

## **\*FL 177 Elementary Spanish II (5 Cr. Hr.)**

This course is a continuation of Spanish I. Additional emphasis is placed on developing oral proficiency for technical, professional and occupational careers especially in social work, education and medical fields. The student will converse in Spanish at phrase/sentence level using everyday vocabulary to convey and request basic information related to personal and course topics. The student demonstrates a basic understanding of temporal references (past, present, and future) through speaking, writing, listening, and reading.

# Music

## **\*MU 102 Harmony I (3 Cr. Hr.)**

In this course the student studies the rudiments of music and the skills of elementary music theory. The course comprises a study of elementary diatonic harmony including primary triads and inversions, dominant sevenths and inversions, cadences, part-writing procedures from thorough-bass figures or given melodies and simple harmonization of original diatonic melodies in major and harmonic minor. Appropriate scores including those from performing groups are analyzed. **(Offered fall semester)**

## **MU 103 Ear Training I (2 Cr. Hr.)**

**Co-requisite:** MU102 Harmony I. This course enables the student to aurally dictate musical intervals, scales (Major and 3 types of minor), rhythms, melodies, and harmonic passages. The student applies knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student explores different methods of listening, sight-singing, solfege, and types of rhythms. **(Offered fall semester)**

## **MU 108 Fundamentals of Music (3 Cr. Hr.)**

This course enables the student to fully understand the rudiments of music and skills of simple notation (basic note and rhythm reading). Musical terms, intervals, chords, key signatures, and scales are introduced. The student applies this knowledge in their respective ensemble classes as well as demonstrating basic proficiency on the piano. **(Offered fall and spring semesters)**

**MU 113, 123, 233, 243 Choir I, II, III, IV (0-1 Cr. Hr.)**

This course enables the student to perform a wide range of music in various styles and present in concerts during each semester. There is an emphasis on high performance standards through the achievement of good choral blend, intonation, diction, tone, quality, musical interpretation, and excellence of ensemble. Public performance is considered part of the course requirement. Enrollment is open to all students who wish to sing. **(Offered fall and spring semesters)**

**MU 114, 124, 234, 244 Concert Band I, II, III, IV (0-1 Cr. Hr.)**

This course enables the student to work effectively in a group setting using a team approach. This performance ensemble is open to the instrumental student wishing to expand his or her knowledge of wind ensemble literature. Quality of musicianship is emphasized. Public performance is considered part of the course requirement. **(Offered fall and spring semesters)**

**MU 115, 125, 235, 245 Chorale I, II, III, IV (0-1 Cr. Hr.)**

This course enables the student to place emphasis on superior performance standards. The music is selected for its broad public appeal. There are numerous public performances throughout the school year. This group is also known as the Sunflower Singers. College choir members audition for this group. **(Offered both semesters)**

**MU 116, 126, 236, 246 Instrumental Ensemble I, II, III, IV (0-1 Cr. Hr.)**

This course enables the student to hone his or her technique on a selected instrument. This performing group is open to all qualified wind and percussion players. The nature of the ensemble varies according to enrollment (examples: brass quintet, clarinet choir). Public performance is considered part of the course requirement. **(Offered on demand)**

**MU 118, 128, 238, 248 Jazz Ensemble I, II, III, IV (0-1 Cr. Hr.)**

This class enables the student to recognize harmonic progressions and construct basic improvisational solos, within an ensemble setting. The student is expected to operate within this atmosphere with a “team-first” approach. This performing group is open to all qualified wind and percussion players selected by audition. Emphasis is given to a broad spectrum of jazz styles and improvisation. Public performance is considered part of the course requirement. **(Offered fall and spring semesters)**

**MU 119, 129, 239, 249 Pep Band I, II, III, IV (0-1 Cr. Hr.)**

This performing group is open to all qualified wind and percussion players. The pep band student helps create school spirit and enthusiasm during basketball games. Attention is given to the performance of current popular tunes. **(Offered fall and spring semesters)**

**MU 121, 122, 221, 222 Keyboard Skills I, II, III, IV (0-1 Cr. Hr.)**

This course is designed for students wishing to improve their piano skills. Emphasis is placed on helping the students gain sufficient knowledge and skills to use the piano in a functional manner. This includes proficiency in all major and minor scales, chord progressions, harmonization and sight-reading. **(Offered fall and spring semesters)**

**MU 150 Music Literature (3 Cr. Hr.)**

This course is recommended for the second year student in preparation for a 4-year institution. Depending upon the student’s needs, the course will cover key events in history, composers and literature. The student(s) will also obtain critical listening skills to identify key components in music literature. The student will study music scores, listen to recordings, observe in the classroom, and attend live performances. **(Offered spring semester)**



### **MU 152 Harmony II (3 Cr. Hr.)**

This is a continued study of diatonic harmony, secondary triads and inversions and secondary seventh chords and inversions. Special emphasis is given to non-harmonic tones. Expanded work with cadences, part-writing procedures from figured bass symbols, given melodies, harmonization or original diatonic melodies are included. Appropriate scores, including those from performing groups, are analyzed. **(Offered spring semester)**

### **MU 153 Ear Training II (2 Cr. Hr.)**

**Co-requisite:** MU152 Harmony I. This course enables the student to aurally dictate musical intervals, scales (Major and 3 types of minor), rhythms, melodies, and harmonic passages. The student is able to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student explores different methods of listening, sight-singing, solfege, and types of rhythms. This class is a continuation of MU 103 and build on those skills. **(Offered spring Semester)**

### **\*MU 176 Introduction to Music (3 Cr. Hr.)**

This course enables the student to increase his or her knowledge and understanding of music through classroom activities and discussion. The purpose is to provide an opportunity for the student to become a more discriminating consumer of music. This course is offered for all general education students. It satisfies a humanities requirement for transfer students. **(Offered fall and spring semesters)**

### **MU Applied Music Courses (1 Cr. Hr.)**

Enrollment in the courses listed below is by instructor permission. Applied Music courses include private lessons designed to build the student's musical techniques, improve basic musicianship, and increase repertoire. Outside practice time is required for each hour of credit received. Specific goals are set to meet each student's individual needs. Lessons are given by appointment with the instructor. Private lessons may be offered in the following areas: **(Offered fall and spring semesters by appointment)**

**MU 160, 161, 260, 261 Applied Music Voice I, II, III, IV**

**MU 162, 163, 262, 263 Applied Music Piano I, II, III, IV**

**MU 166, 167, 266, 267 Applied Music Woodwind I, II, III, IV**

**MU 168, 169, 268, 269 Applied Music Brass I, II, III, IV**

**MU 170, 171, 270, 271 Applied Music Percussion I, II, III, IV**

### **MU 202 Harmony III (3 Cr. Hr.)**

This is a study of chromatic harmony including secondary dominant and secondary diminished chords, augmented sixth chords and other altered chords. Modulatory techniques are emphasized and appropriate scores including those from performing groups are analyzed. **(Offered fall semester)**

### **MU 203 Ear Training III (2 Cr. Hr.)**

**Co-requisite:** MU202 Harmony III. This course enables the student to aurally dictate musical intervals, scales (major and 3 types of minor), rhythms, melodies, and harmonic passages. The student learns to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student explores different methods of listening, sight-singing, solfege, and types of rhythms. This class is a continuation of MU 153 and will builds on those skills. **(Offered fall semester)**

### **MU 252 Harmony IV (3 Cr. Hr.)**

This course enables the student to demonstrate 20th century harmonic practices, including quartet harmony, pandiatonicism, polytonality and twelve-tone technique. Appropriate scores, including those from performing groups, are analyzed. **(Offered spring semester)**

### **MU 253 Ear Training IV (2 Cr. Hr.)**

**Co-requisite:** MU252 Harmony IV. This course enables the student to aurally dictate musical intervals, scales (major and 3 types of minor), rhythms, melodies, and harmonic passages. The student learns to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student explores different methods of listening, sight-singing, solfege, and types of rhythms. This class is a continuation of MU 203 and will build on those skills. **(Offered spring semester)**

## **Nursing**

*The following courses require admission into the nursing program. The courses must be taken in the prescribed order. Students must pass the courses with a grade of "C" or better to progress in the nursing program.*

### **NS 100 KSPN Leadership, Roles, and Issues (1 Credit Hour)**

**Prerequisite:** Admission into the Practical Nursing Program. This course provides orientation to leadership roles of the LPN and related responsibilities. It also introduces issues to students they will encounter in the workplace.

### **NS 112 KSPN Care of Aging Adults (2 Credit Hours)**

**Prerequisite:** NS178 KSPN Nursing Care of Adults II and NS178 KSPN Nursing Care of Adults II Clinical. This course is designed to explore issues related to aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.

### **NS 122 KSPN Fundamentals of Pharmacology and Safe Medication Administration (3 Cr. Hr.)**

**Prerequisite:** NS100 KSPN Leadership, Roles, and Issues. This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. Medication administration, and medication math is included.

### **NS 134 KSPN Foundations of Nursing (4 Cr. Hr.)**

**Prerequisite:** NS122 KSPN Fundamentals of Pharmacology and Safe Medication Administration. This course provides an introduction to 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 are presented and an introduction to the nursing process provides the student with a framework for decision making.

### **NS 134 KSPN Foundations of Nursing Clinical (2 Cr. Hr.)**

**Prerequisite:** NS122 KSPN Fundamentals of Pharmacology and Safe Medication Administration. This course provides an introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills are presented and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given the opportunity to apply the nursing process to client-related situations.

### **NS 145 KSPN Maternal Child Nursing (2 Cr. Hr.)**

**Prerequisite:** NS134 KSPN Foundations of Nursing and NS134 KSPN Foundations of Nursing Clinical. 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.

**NS 145 KSPN Maternal Child Nursing Clinical (2 Cr. Hr.)**

**Prerequisite:** NS134 KSPN Foundations of Nursing and NS134 KSPN Foundations of Nursing Clinical This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students 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.

**NS 156 KSPN Mental Health Nursing (2 Cr. Hr.)**

**Prerequisite:** NS145 KSPN Maternal Child Nursing and NS145 KSPN Maternal Child Nursing Clinical. 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.

**NS 167 KSPN Nursing Care of Adults I (4 Cr. Hr.)**

**Prerequisite:** NS156 KSPN Mental Health Nursing. 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 cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed.

**NS 167 KSPN Nursing Care of Adults I Clinical (3 Cr. Hr.)**

**Prerequisite:** NS156 KSPN Mental Health Nursing. This course focuses on the care of adult clients with common medical/surgical health alterations. The clinical laboratory experience gives students the opportunity to apply theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.

**NS 178 KSPN Nursing Care of Adults II (4 Cr. Hr.)**

**Prerequisite:** NS NS167 KSPN Nursing Care of Adults I and NS167 KSPN Nursing Care of Adults I Clinical. 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. NOTE: This course can be offered as a 4 or 5 credit course due to the integration of Pharmacology.

**NS 178 KSPN Nursing Care of Adults II Clinical (3 Cr. Hr.)**

**Prerequisite:** NS NS167 KSPN Nursing Care of Adults I and NS167 KSPN Nursing Care of Adults I Clinical. This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience gives students the opportunity to apply theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are also given the opportunity to practice leadership skills while managing a caseload of clients.

**NS 210 Mental Health Nursing II (3 Cr. Hr.)**

This advanced course will enable the student to explore advanced concepts and trends in mental health nursing. Care of mental health alterations across the lifespan utilizing a nursing process approach are examined. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required.) Pre-requisite - Current LPN license and admission into the Associate Degree Nursing Program.

**NS 215 Leadership, Roles and Issues II (1 Cr. Hr.)**

**Prerequisite:** Current LPN license and admission in A.D.N. Nursing Program. Current issues relevant to the associate degree nurse from transition into practice are identified. Legal and ethical issues, leadership roles and responsibilities, and communication among the inter-professional health care team are explored. Pre-requisite: Admission into the Associate Degree Nursing Program.

### **NS 220 Maternal Child Nursing II (3 Cr. Hr.)**

**Prerequisite:** NS 210 Mental Health Nursing II with a grade of “C” or better. This course is an advanced course enabling students to provide individualized nursing care to parents, infants, and children. Antepartum, intrapartum and postpartum stages are included in addition to complex disorders of pregnancy, childbirth and childhood. Nursing application of theoretical knowledge to the well and hospitalized child and family is emphasized. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required.)

### **NS 225 Nursing Care of Adults III (4 Cr. Hr.)**

**Prerequisite:** NS 220 Maternal Child Nursing II with a grade of “C” or better. The care of clients experiencing complex alterations in health is examined within the scope of practice of associate degree nursing. The concepts of life span, nursing process, and the wellness/illness continuum are emphasized. Prevention and rehabilitation are incorporated. The roles of the nurse as a client teacher and client care manager are included. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required.)

### **NS 235 Nursing Care of Adults IV (4 Cr. Hr.)**

**Prerequisite:** NS 225 Nursing Care of Adults III with a grade of “C” or better. The care of clients experiencing multi-system alterations in health is examined within the scope of practice of associate degree nursing. The concepts of life span, nursing process and the wellness/illness continuum are emphasized. Prevention and rehabilitation are incorporated. The roles of the nurse as a client teacher and client care manager are included. Emergent situations in the selected body system units are explored. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required.)

### **NS 240 Health Assessment (3 Cr. Hr.)**

The course is designed to help students acquire the skills they needed to perform assessments in today’s health care environment. Content includes collection of objective and subjective data, and use of critical thinking skills to detect client problems. (Elective course)

### **NS 250 RRT/MICT to A.D.N. Transition Concepts. (2 Cr. Hr.)**

This course provides content that orients the student to the conceptual framework, philosophy and expectations of Colby Community College Nursing Program. The student is expected to come with basic concepts of therapeutic communication and client care process. The relationship of this knowledge to the total curriculum is explored. An emphasis is placed on the use of critical thinking in the nursing process to develop care plans. Other topics include client safety, health promotion, and documentation. The legal and ethical responsibilities affecting the transition to the RN role are explored. (**Offered summer semester**)

### **NS 251 RRT/MICT to A.D.N. Articulation Course (2 Cr. Hr.)**

This course enables the RRT/MICT to transition to the clinical role of nursing. The content includes pharmacokinetics, drug dosage calculation and medication administration. Assessment and treatment of pain, including cultural differences is also presented. Care of the client with fluid imbalances and various disease conditions are explored. Nursing responsibilities for lab and diagnostic tests are applied to client care. (**Offered summer semester**)

### **NS 252 RRT/MICT to A.D.N. Concepts of Care (4 Cr. Hr.)**

This course enables the student to expand on the concepts necessary to provide a safe caring environment for clients whose psychosocial and physiological integrity is compromised. The course explores care that supports homeostatic regulation for clients with endocrine, oncologic, metabolic, surgical care needs and tissue perfusion concerns in a culturally-diverse population. Course experiences incorporate the nursing process and critical thinking while caring for patients in diverse settings. Communication and documentation skills are applied to the multi-disciplinary health care team. Didactic and clinical experience integrate with teaching and learning activities that enhance wellness, health promotion and maintenance. (**Offered summer semester**)

# Philosophy/Religion

## **\*PI 101 Introduction to Philosophy (3 Cr. Hr.)**

This course enables the student to explore the love of wisdom as reflected in philosophical language, distinctions, and concepts; examines major historical, contemporary thinkers, issues and traditions of philosophy (metaphysics, epistemology, value-theory, ethics and aesthetics); discusses relevant issues; and shows the connections, roots and influences of contemporary philosophy. **(Offered spring semester)**

## **\*PI 200 Philosophy of Thought and Logic (3 Cr. Hr.)**

This course is an introduction both to logic and critical thinking. The student learns the distinction between logic and rhetoric, the distinction between deductive and inductive arguments, the analysis of ambiguities and the nature of common fallacies in reasoning. Through the works of great philosophers the student develops a system of symbolic logic, to probabilistic reasoning and evaluation of deductive arguments. The student will also look at extensions of classical logic (such as modal logics, epistemic and deontic logics, multi-valued logics), as well as discuss some fundamental issues pertaining to the nature of reasoning and logic more generally. The student develops skills in analysis and evaluation of reasoning in everyday situations; improves insights into argument construction and exact methods of proof. **(Offered fall semester)**

## **\*PI 276 Introduction to Ethics (3 Cr. Hr.)**

This course takes up the central problems of thinking rationally about moral questions and critically examines the best-known efforts by philosophers to deal with problems. Issues explored include ethical relativism, diversity of moral rules, and determinism. **(Offered fall and spring semesters)**

## **\*RE 104 World Religions (3 Cr. Hr.)**

This is a survey course of major world religions from the prehistoric to the modern world, along with comparative studies of contemporary religions. **(Offered fall and spring semesters)**

# Physical Education

## **PE 064 Physical Activity Water Exercise (1 Cr. Hr.)**

**This course does not meet graduation requirements.**

By the end of this course, the student performs water exercises combining stretching, swimming and a variety of movements providing low to medium intensity.

**(Offered every semester)**

## **PE 172 Theory and Practices of Coaching I (1 Cr. Hr.)**

This course is an introduction to the techniques of coaching, emphasizing a particular sport. By the end of this course students understand theories and techniques applicable to either several sports or an individual sport.

## **PE173 Theory and Practice of Baseball (2 Cr Hr.)**

This course enables the student to be exposed to theories and practices of coaching as they apply to the mental aspect of baseball.

## **\*PE 177 Personal and Community Health (3 Cr. Hr.)**

By the end of this course students explain the following: proper nutrition, fitness, environmental health, psychological health, sexual disease and avoidance, body composition, and drug abuse and avoidance. The course looks at these areas through a global perspective. **(Offered fall semester)**

### **PE 198 History and Foundations of PE (3 Cr. Hr.)**

This course enables students to develop a wide range of perspectives in the fields of P.E., and sports and recreation. Students learn different professions in the field of sport and exercise, gain knowledge of the programs and fields of study available, the settings in which these programs are implemented and the qualifications needed to enter the professional practice, and basic exercise principles/program creation. This course also addresses issues of race, age, gender, and economic status in physical education, participation, coaching and other aspects in the field of sport and exercise.

### **PE 199 Techniques of Officiating (2 Cr. Hr.)**

By the end of this course students will know how to officiate games at the NCAA, NJCAA, and high school level. This does not mean they will get certified at any of these levels.

### **P.E. Lifestyle Courses**

*Lifestyle courses were developed to give students the opportunity to develop a healthy lifestyle. A healthy lifestyle consists of physical fitness, nutritional awareness and stress management. Pre- and post-physical fitness tests are required to determine each student's level of fitness.*

*Lifestyle courses meet the graduation requirements for an Associate of Arts degree, Associate of Science degree and Associate of Applied Science degree.*

### **PE 107 Concepts of Wellness (1 Cr. Hr.)**

This course includes a variety of lectures and tests on a variety of health topics that are combined with circuit training. The course is designed for the fitness beginner. By the end of the course the student explains cardiovascular health, describes flexibility, explains muscle strength and endurance, explains nutrition, and describes proper weight gain and loss. **(Offered fall and spring semesters)**

### **PE 112 Lifestyle Dance (1 Cr. Hr.)**

By the end of this course, the student participates in an exercise program which incorporates different social dances, such as ballroom, line dance, country and modern square dance. This course includes a variety of lectures and tests on a variety of health topics that are combined with circuit training. The course is designed for the fitness beginner. By the end of the course the student explains cardiovascular health, describes flexibility, explains muscle strength and endurance, explains nutrition, and describes proper weight gain and loss. **(Offered fall semester)**

### **PE176 Lifestyle Management (3 Cr. Hr.)**

This is a lifestyle course for the student who is not on campus or cannot enroll in an on-campus course to fulfill the graduation requirement. The course consists of an individualized exercise program and independent academic study format. Appointments with the instructor and instructor's permission are required. By the end of the course the student explains cardiovascular health, describes flexibility, explains muscle strength and endurance, explains nutrition, and describes proper weight gain and loss.

### **P.E. Skill Courses**

*Skill courses meet the graduation credit for the Associate of Arts degree, Associate of Science degree and Associate of Applied Science degree.*

### **PE 203 Bowling (1 Cr. Hr.)**

By the end of this course students know how to bowl at a beginning level. The course begins in the classroom for lectures and moves to the lanes for instruction in techniques. **(Offered fall and spring semesters)**

### **PE219 Lifeguard Training (2 Cr. Hr.)**

The course enables the student to develop the skill and knowledge necessary for non-surf life guarding. Successful completion of the course leads to American Red Cross certification at the lifeguard training level. Students must be at least 15 years of age by the completion date.

### **PE 224 Yoga (1 Cr. Hr.)**

The course enables the student to participate in an exercise program which incorporates yoga poses at different intensities in order to promote health and wellness through aerobic exercise, strength and muscular training. It is an overall fitness program that may become a lifetime skill.

## **P.E. Varsity Sport Courses**

**PE255, 256,257,258 Rodeo I, II, III, IV (1 Cr. Hr.)**

**PE260, 261,262,263 Troians I, II, III, IV (1 Cr. Hr.)**

**PE268, 269,270,271 Varsity Baseball I, II, III, IV (1 Cr. Hr.)**

**PE272, 273 Varsity Cross Country I, II (1 Cr. Hr.)**

**PE276, 277,278,279 Varsity Basketball I, II, III, IV (1 Cr. Hr.)**

**PE280, 281,282,283 Varsity Wrestling I, II, III, IV (1 Cr. Hr.)**

**PE284, 285,286,287 Varsity Track I, II, III, IV (1 Cr. Hr.)**

**PE288, 289 Varsity Volleyball I, II (1 Cr. Hr.)**

**PE290, 291,292,293 Cheerleading I, II, III, IV (1 Cr. Hr.)**

**PE295, 296,297,298 Varsity Softball I, II, III, IV (1 Cr. Hr.)**

## **Physical Science**

### **PH 101 Our Physical World (w/Lab) (5 Cr. Hr.)**

This course includes three hours of lecture and three hours of laboratory per week. The student explores fundamental physical principles which govern nature, including motion, forces, momentum, energy, fluids, heat, electricity, magnetism, waves, sound, light atoms, the periodic table, atomic nuclei and radioactivity. The student will practice these principles in the laboratory. This course is not intended for science majors.

**(Offered fall and spring semester)**

### **PH 103 Earth Science (w/Lab) (5 Cr. Hr.)**

This course includes three hours of lecture and three hours of laboratory per week. The student explores basic principles of geology, meteorology, and astronomy. The geology portion includes rocks and minerals, erosion processes, plate tectonics, earthquakes, and geologic time. The meteorology portion will include oceans, Earth's atmosphere, atmospheric moisture, pressure, wind, fronts, and storms. The astronomy portion includes the solar system, stars, galaxies, cosmology, and relativity. The student practices these principles in the laboratory. This course is not intended for science majors.

### **PH 177 Introduction to Geology**

Three hours of lecture and three hours of laboratory per week are included. Structure of the earth's surface, including minerals and rock types, surface changes by weathering, streams, groundwater, glaciers, wind, shorelines, oceans, time, plate tectonics, earthquakes, volcanoes, crustal deformation and mountain building are included topics. (Offered spring semester)

**\*PH 180 Descriptive Astronomy (w/Lab) (4 Cr. Hr.)**

This course includes three hours of lecture and one and one-half hours of laboratory per week. This course enables the student to explore fundamental physical principles which govern large objects including constellations, moon, planets, smaller solar system objects, telescopes, spectrum analysis, sun, stars, star groups, nebulae, and galaxies. The student practices these principles in the laboratory.

**\*PH 207 General Physics I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** MA 185 Plane Trigonometry. This course includes three hours of lecture and three hours of laboratory per week. The student applies fundamental principles of physics including translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. The student practices these principles in the laboratory. **(Offered fall semester)**

**\*PH 208 Engineering Physics I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** MA 220 Analytical Geometry & Calculus I or concurrent enrollment. This course includes three hours of lecture and three hours of laboratory per week. The student applies fundamental principles of physics including translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. The student practices these principles in the laboratory. **(Offered fall semester)**

**\*PH 227 General Physics II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** PH 207 General Physics I. This course includes three hours of lecture and three hours of laboratory per week. The student applies fundamental principles of physics including electricity and magnetism, waves, optics, and an introduction to modern physics using the tools of algebra and trigonometry. The student practices these principles in the laboratory. **(Offered spring semester)**

**\*PH 228 Engineering Physics II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** PH 208 Engineering Physics I. This course includes three hours of lecture and three hours of laboratory per week. The student applies fundamental principles of physics including electricity and magnetism, waves, optics, and an introduction to modern physics using the tools of calculus. The student practices these principles in the laboratory. **(Offered spring semester)**

**PH 249 Statics (3 Cr. Hr.)**

**Prerequisite:** MA 220 Analytical Geometry & Calculus I and PH 208 Engineering Physics I. This course enables students to apply vector algebra, composition and resolution of forces, movements of forces and couples, equilibrium, structural analysis, centers of gravity, internal forces, and friction to rigid bodies. **(Offered spring semester)**



# Physical Therapy

## **PT 205 Introduction to Physical Therapy (1 Cr. Hr.)**

Two hours of lecture per week for the first eight weeks. This course provides a brief history and definition of physical therapy as a profession. Students are oriented to the role of the Physical Therapist Assistant and his or her inter-workings with other health professionals. Students are introduced to ethics, standards and the national organization. Practical and observational skills will be introduced and practiced. By the completion of this course students will summarize and distinguish between correct and incorrect tasks to be performed by a PTA. This course is optional.

*The following courses require admission into the PTA program. Courses must be taken in the prescribed order, and students must pass with a grade of "C" or better to graduate from the program (a grade of "C" is 75% 82%).*

## **PT 210 Physical Therapy Procedures I (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** Admission to PTA program. Three hours of lecture and six hours of lab are included per week. The principles and practices of physical therapy are examined. By the completion of this course a student have clinical competence in the following procedures: range of motion, positioning, body mechanics, bed mobility, transfers, wheelchair management, activities of daily living, bandaging, asepsis, isolation techniques, gait training, architectural barriers and tilt table.

## **PT 215 Clinical Education 1 (3 Cr. Hr.)**

**Prerequisite:** Admission to PTA program. Clinical portion requires passing these courses with a "C" or better: PT210 Physical Therapy Procedures I, PT220 Physical Therapy Procedures II and PT239 Functional Musculoskeletal Anatomy. Sixteen classroom hours and 120 clinical hours are included. By completion of this course a student are able to explain and apply the skills necessary to succeed in a clinical setting including: disablement model, professional behavior, self-management, self-evaluation, documentation, legal issues, safety, and patient rights.

## **PT 220 Physical Therapy Procedures II (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** Admission to P.T.A. program. Three hours of lecture and six hours of lab are included per week. The principles and practices of physical therapy are examined. By the completion of this course a student can show clinical competence in the following procedures: thermal modalities, electrical stimulations, massage, compression, biofeedback, and traction.

## **PT 222 Medical Lectures (5 Cr. Hr.)**

**Prerequisites:** PT210 Physical Therapy Procedures I, PT215 Clinical Education 1, PT220 Physical Therapy Procedures II, and PT239 Functional Musculoskeletal Anatomy. Six classroom hours per week. This course is an introduction to the pathology of orthopedic, medical, neurological and surgical problems as they relate to a physical therapy plan of care written by a physical therapist. By completion of this course student can correctly consider and recommend appropriate PT intervention for common pathologies covered in class.

## **PT 225 Clinical Education 2 (3 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education 1. Sixteen classroom hours and 160 clinical hours are included. This is a continuation of PT215 and includes practical application of physical therapy procedures, professional behavior, and communication principles appropriate in the physical therapy practice setting. Class topics include professional licensure application, professional goal-setting, the responsibilities of a new staff member, diversity in clinical settings, resume and interview skills, billing and reimbursement, and ethical issues. By completion of this course a student can correctly apply all principles covered in class to the clinical setting and prepare application for professional licensure.

**PT 226 Clinical Education 3 (1 Cr. Hr.)**

**Prerequisite:** PT225 Clinical Education 2. Two classroom hours per week for eight weeks. This course provides further application of physical therapy regulation and guidelines, with emphasis on applied theoretical knowledge of job and career including a professional presentation. By completion of this course a student can plan, organize, and critique an appropriate professional presentation. A student will distinguish and select appropriate licensure exam preparation techniques.

**PT 227 Clinical Education 4 (8 Cr. Hr.)**

**Prerequisite:** Completion of all PTA coursework. Forty clinical hours per week for 10 weeks. This course take the student into the final ten weeks in the clinical setting. The student spends five weeks in two different clinical settings under the supervision of a qualified clinical instructor. Upon completion the student applies all previously learned skills to the clinical setting and perform as an entry level physical therapist assistant prepared for employment.

**PT 230 Physical Therapy Procedures III (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education 1. Three classroom hours and six laboratory hours per week are included. By completion of this course a student shows clinical competence in the following procedures: developmental sequence, PNF, neurologic rehabilitation, motor control and learning, cardiopulmonary rehabilitation and therapeutic exercise as it pertains to neurological and medical conditions.

**PT 231 Physical Therapy Procedures IV (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education I. Three classroom hours and six laboratory hours per week are included. By completion of this course a student shows clinical competence in the following procedures: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, joint mobilization, stretching and postural examination.

**PT 239 Functional Musculoskeletal Anatomy for Physical Therapy (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** Admission to PTA program. Six hours of lecture and one and one-half hours of lab per week are included. This course explores normal muscle and joint function as related to physiological and mechanical principles. In addition, it introduces the student to the normal and abnormal functional aspects of the musculoskeletal system. By completion of this course the student can explain, apply and relate musculoskeletal anatomy principles to all aspects of patient care.

**PT 242 Physical Therapy Seminar (1 Cr. Hr.)**

**Prerequisite:** Completion of Clinical Education 4. The student returns to campus for a two day capstone course. The student participates in and explore additional topics not covered in the entry level curriculum. By completion of this course a student can summarize, critique, and apply additional PT techniques in the clinical setting. Students express in written and verbal form a program critique prior to receiving diploma for completion.

## Political Science

**PO 105 State & Local Government (3 Cr. Hr.)**

This course enables the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student recognizes relationships between state and local government and current events as well as the concerns of diverse populations including citizenry, parties, and interest groups.

### **PO120 Current Political Issues (3 Cr. Hr.)**

This class explores the political process and its effects on human lives. Politics is defined as "who gets what, when and how." The political process affecting human lives is an ongoing struggle over available resources needed to survive in society. Awareness of this ongoing struggle revolves around current political issues.

### **\*PO 176 American Government (3 Cr. Hr.)**

This course enables the student to internalize facts related to federalism, including the Constitution, the media, political parties, the branches of government and foreign policy. The student recognizes relationships between the federal government and current events as well as the concerns of diverse populations.

## **Psychology**

### **PS 162 Topics in Applied Psychology**

This course enables the student to have an understanding of sport and exercise psychology with an emphasis on sport coaching and participation. The student covers basic concepts including how psychology can affect sport and exercise experience

### **\*PS 176 General Psychology (3 Cr. Hr.)**

This course enables the student to be introduced to a basic study of behavior and the mental process. The student surveys methods, data and principles of psychology combined with the practical use of psychology for everyday living. **(Offered fall, spring and summer semesters)**

### **PS 214 Abnormal Psychology (3 Cr. Hr.)**

Abnormal psychology is the introductory study of abnormal behavior and mental processes. The course is a survey of methods, data, and principles of abnormal psychology combined with the practical use and understanding of abnormal psychology for the mental health profession. **(Offered spring semester)**

### **PS 230 Adolescent Psychology (3 Cr. Hr.)**

This course is a study of adolescents functioning in a complex society. The course includes a practical look at adolescent problems, needs and potentialities. Specific attention is directed toward adolescents and their relationships, development, growth and interest of the age groups. **(Offered spring semester)**

### **PS 265 Criminal Profiling (3 Cr. Hr.)**

This course enables the student to learn the techniques of sociological and behavioral profiling to establish leads and detect patterns of criminal behavior. Students apply the principles of forecasting and assessing typology, patterns, personality and demographics. Students rely on case studies to analyze details.

### **PS 269 Terrorism (3 Cr. Hr.)**

This course enables the student to articulate the history, nature, characteristics and responses to terrorism. The student studies concepts of terror and terrorism, historical aspects, the role of the media, terrorist groups and their ideologies, methods of terror, and counter responses to terrorism.

### **\*PS 276 Developmental Psychology (3 Cr. Hr.)**

This course is a survey of the development of the individual from birth through old age. The student examines development from the behavioral, social, emotional, intellectual and linguistic areas of development. **(Offered fall and spring semesters)**

**\*PS 280 Child Development (3 Cr. Hr.)**

**Prerequisite:** PS176 General Psychology. This course is a survey of the development of the individual from birth through childhood. The student explores development from the behavioral, social, emotional, intellectual and linguistic areas. (Offered fall semester)

## Sociology

**SO100 Student Success Seminar (1 Cr. Hr.)**

This course is designed to facilitate transition into college life, and prepare students to successfully enter the workforce. All first-time, full-time students, including students who have college credit earned while they were in high school and students who have not earned more than 12 hours of previous college credit, should take the class. Students will become more familiar with career objectives, peers, college faculty, and advisors. **(Offered fall and spring semesters)**

**SO 123 Criminology (3 Cr. Hr.)**

This course enables the student to develop an understanding of the science of crime. The student examines the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student explores the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

**\*SO 135 Women's Studies: A Transnational View (3 Cr. Hr.)**

This course enables students to study women's lives and examines how social, cultural, and political constructions of gender, race, class, sexuality, ability, and nation intersect to shape those lives. This particular course is designed to expose students to the breath of issues and perspectives, as well as the methods and concepts that are encompassed by women's studies as an interdisciplinary academic discipline. This course is designed to achieve a disciplinary balance with an emphasis on transnational issues relating to women's studies.

**\*SO 176 Introduction to Sociology (3 Cr. Hr.)**

This course is a systematic study of social life, ranging in size from small to social institutions to entire societies. Organized around the themes of culture, social interaction, social inequality, and social change, it presents the sociological approach to understanding human interaction action. Sociology considers how particular life experiences, attitudes, and values are shaped by membership in ascribed or achieved social categories such as social class, race/ethnicity, sex, sexuality and nationality and how social justice and inequality are conceived. This course is designed to apply sociology concepts to the interpretation of everyday experiences and connect them to the social world. **(Offered fall and spring semesters)**

**SO 181 Career Development (3 Cr. Hr.)**

Career development outlines the many aspects of career planning and helps prepare students in the areas needed to effectively find and obtain a position in their desired career field.

**SO 182 Sociology of Families (3 Cr. Hr.)**

This course explores the concepts, issues, and theories that point to change and continuity in the field of family. Cultural diversity and gender-inclusive issues will point students toward realistic family experiences. A sociological emphasis investigates how family adjustment and managing family conflict within the context of the attributes of healthy families will define the psychological nature of people in relation to cultural differences.

**\*SO 186 Social Problems (3 Cr. Hr.)**

This course focuses on major social theories, political, economic, and cultural dimensions of social problems using sociological methods. Areas include social inequality, social change, social conflict, the role of globalization in producing social problems and those problems primarily located in private life and institutions.

**SO 210 Sociology of Discrimination (3 Cr. Hr.)**

This course enables the student to evaluate diversity and inequality effect the basic institutions of society, which include family, religion, education, government and medicine. The student examines identity construction, prejudice, immigration, discrimination, and ethic and cultural differences while developing strategies for improving relationships.

## Speech

**SP 101 Fundamentals of Oral Communication (3 Cr. Hr.)**

This course enables the student to focus on workplace skills in the area of oral communication. The student explores the areas of individual and group communication skills. The student practices the best ways to organize and present speeches. Students show proper research and have an understanding about the purpose of the topic and using proper language. This course enables the student to explore and evaluate his or her own speech skills, work relationships, and to learn specific skills designed to improve oral communication. **(Offered fall and spring semesters)**

**\*SP 106 Interpersonal Communications (3 Cr. Hr.)**

This course enables students to focus on communication between two or more persons. The students work on understanding self-concept, exhibiting listening behavior, and understanding how verbal and non-verbal communications affect relationships—topics that are covered by lecture, text, and structured exercises in class.

**\*SP 176 Public Speaking (3 Cr. Hr.)**

This course enables students to show proper research, have a clear understanding of the topic, and use proper language while presenting speeches. The student practices ways to organize speeches and to present them effectively. This course is designed to increase awareness of the importance of oral communication in today's society and to develop competent speakers. **(Offered fall, spring and summer semesters)**

## On-Campus Veterinary Nursing Program

**MA 109 Math for Veterinary Nurses (2 Cr. Hr.)**

**Prerequisite:** ACT Math Score of 14 or above or equivalent. This course enables students to work with fractions, decimals, percent's, ratio and proportions, and systems of measure. This course enables the student to accurately determine solutions, medication and dosage. **(Offered spring, summer, and fall semester)**

**VN 115 Introduction to Veterinary Nursing (1 Cr. Hr.)**

The course enables the student to develop an understanding of career and degree opportunities within the field of veterinary nursing. This course facilitates the student's transition to college life and will cover principles of basic personal finance. **(Offered fall semester)**

**VN 119 Breeds of Domestic Animals (1 Cr. Hr.)**

This course enables the student to understand normal domestic animal behavior and to recognize various breeds of small and large animal species. **(Offered spring, summer, and fall semester)**

### **VN 120 Animal Facility Management I (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. This course enables students to gain experience and practice techniques in hospital team interactions and daily animal care, including sanitation and nutrition, in the animal laboratory facilities. **(Offered spring semester)**

### **VN 121 Medical Records and Veterinary Office Skills (2 Cr. Hr.)**

This course enables the student to understand the veterinary nurse's role in performing physical examinations on animal patients and documentation in the medial record. This course also enables the student to understand the legal aspects of medical record keeping and the business and professional aspects of a veterinary practice including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. The student also gains exposure to computer applications utilizing word processing, spreadsheet, database and veterinary office management software. **(Offered spring, summer, and fall semester)**

### **VN 123 Basic Nutrition of Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. **Prerequisite or Co-requisite:** VN140 Anatomy and Physiology of Domestic Animals or VN122 Anatomy and Physiology of Domestic Animals. This course enables the student to understand basics aspects of nutrition of domestic animals species including pet food evaluation, life stage nutrition for the well dog and cat, client education, nutritional aspects of disease and therapeutic intervention. The course also enables the student to understand livestock feeds and basic feeding principles of large animal species. **(Offered spring, summer, and fall semester)**

### **VN 126 Veterinary Medical Terminology (1 Cr. Hr.)**

This course enables the student to study basic word structure, organization of the body, prefixes, roots, suffixes that form the basics in veterinary language. A variety of applications including written and verbal exercises are used as students learn to decipher and understand veterinary language. **(Offered spring, summer, and fall semester)**

### **VN 130 Veterinary Clinical Procedures (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. **Co-requisite:** VN131 Veterinary Clinical Procedures Laboratory. This course enables the student to understand the basic responsibilities and duties of a veterinary nurse in preparation for the summer work experience with emphasis on operating room techniques, general nursing techniques, and principles of radiology, emergency medicine, large animal nursing and restraint. This course also enables the student to develop the skills necessary to apply for a preceptorship position under the supervision of a licensed veterinarian for the summer semester. The student develops job hunting skills, gain experience preparing a resume and cover letter, and understand how to prepare for the job interview. The student also gains an understanding of the employer-employee relationship, veterinary laws and ethics, euthanasia, and grief. **(Offered spring semester)**

### **VN 131 Veterinary Clinical Procedures Laboratory (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. **Co-requisite:** VN130 Veterinary Clinical Procedures and VN120 Animal Facility Management I. This course enables the student to gain hands-on experience with essential skills of a veterinary nurse in preparation for the summer work experience. The student practices skills including restraint of domestic animals, administration of medications, radiographic positioning, non-sterile surgical assistance, pack preparation, incision site preparation, dental prophylaxis, basic anesthetic machine care, and crash cart maintenance. **(Offered spring semester)**

**VN 140 Anatomy & Physiology of Domestic Animals (3 Cr. Hr.)**

**Prerequisite:** BI177 Biology I with Laboratory, BI100 General Biology with Laboratory, or BI179 Biology II with Laboratory; current standing as a freshman in veterinary nursing. **Co-requisite:** VN141 Anatomy and Physiology of Domestic Animals Laboratory. This course enables the student to understand basic principles of systemic anatomy with an introduction of animal nursing, physiology, pharmacology, pathology and parasitology concepts within the framework of body systems. **(Offered spring semester)**

**VN 141 Anatomy & Physiology of Domestic Animals Laboratory (1 Cr. Hr.)**

**Co-requisite:** VN140 Anatomy and Physiology of Domestic Animals and current standing as a freshman in veterinary nursing. This course enables the student to gain experience with dissection of the dog as well understand the skeletal system of domestic animal species. **(Offered spring semester)**

**VN 145 Veterinary Clinical Pathology I (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. **Co-requisite:** VN146 Veterinary Clinical Pathology I Laboratory. This course enables the student to understand basic veterinary clinical laboratory techniques and basic technical procedures in preparation for the summer work experience. **(Offered spring semester)**

**VN 146 Veterinary Clinical Pathology I Laboratory (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. **Co-requisite:** VN145 Veterinary Clinical Pathology I and VN120 Animal Facility Management I. This course enables the student to practice various veterinary clinical laboratory techniques in preparation for the summer work experience. **(Offered spring semester)**

**VN 150 Veterinary Nursing Pharmacology I (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. This course enables the student to understand federal regulations for ordering, prescribing and dispensing pharmaceuticals. This course also enables the student to understand appropriate methods of drug administration and dispensing in the veterinary hospital, as well as know abbreviations commonly used in drug orders. This course enables the student to understand principles of pharmacokinetics and pharmacodynamics. **(Offered spring, summer, and fall semester)**

**VN 151 Veterinary Nursing Pharmacology II (3 Cr. Hr.)**

**Prerequisite:** VN150 Veterinary Nursing Pharmacology I. This course enables the student to understand selected drug groups, mechanisms of action, and side effects of medications. **(Offered spring, summer, and fall semester)**

**VN 152 Physical Rehabilitation for Veterinary Nurses (1 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures and VN131 Veterinary Clinical Procedures Laboratory. This course enables the student to understand the veterinary nurse's role in performing physical rehabilitation on veterinary patients. **(Offered spring, summer, and fall semester)**

**VN 167 Cooperative Education Experience I (3 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures and VN131 Veterinary Clinical Procedures Laboratory. This course enables the student to gain real-world work experience under the supervision of a licensed veterinarian in practice or in a zoo or animal colony. The veterinary nursing student is required to complete this work experience between the third and fifth terms of the program (summer). **(Offered summer semester)**

**VN 210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)**

**Prerequisite:** Current standing as a spring semester sophomore in veterinary nursing. This course enables the student to review topics covered in the Veterinary Technician National Examination. The student will understand additional methods of preparing for the VTNE. **(Offered spring and fall semester)**

**VN 267 Cooperative Education Experience II (3 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures and VN131 Veterinary Clinical Procedures Laboratory. This course enables the student to gain real-world work experience under the supervision of a licensed veterinarian in practice or in a zoo or animal colony. The veterinary nursing student is required to complete this work experience between the third and fifth terms of the program (summer). **(Offered summer semester)**

**VN 230 Large Animal Medicine and Surgery (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science and current standing as a fall semester sophomore in veterinary nursing. This course enables the student to understand various aspects of large animal medicine and surgery including anesthesia, surgical procedures, reproduction, preventive medicine, and poisonous plants. **(Offered fall semester)**

**VN 236 Principles of Anesthesiology & Radiology (4 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures, VN131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN237 Principles of Anesthesiology and Radiology Laboratory. This course enables the student to understand principles of anesthesia and radiology, including various types of anesthetics, anesthesia machine operation, anesthetic monitoring, anesthetic machine maintenance techniques, radiographic positioning, exposure factors, various diagnostic imaging modalities, and medical record keeping. **(Offered fall semester)**

**VN 237 Principles of Anesthesiology & Radiology Laboratory (2 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures, VN131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN236 Principles of Anesthesiology and Radiology and VN250 Animal Facility Management II. This course enables the student to understand essential skills necessary for the veterinary nurse in the areas of anesthesiology and radiology. **(Offered fall semester)**

**VN 240 Veterinary Clinical Pathology II (2 Cr. Hr.)**

**Prerequisite:** VN145 Veterinary Clinical Pathology I, VN146 Veterinary Clinical Pathology I Laboratory, and current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN241 Veterinary Clinical Pathology II Laboratory. This course enables the student to understand the theory, principles, and practice of performing laboratory tests on feces, urine, and blood. **(Offered fall semester)**

**VN 241 Veterinary Clinical Pathology II Laboratory (2 Cr. Hr.)**

**Prerequisite:** VN145 Veterinary Clinical Pathology I, VN146 Veterinary Clinical Pathology I Laboratory, and current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN240 Veterinary Clinical Pathology II and VN250 Animal Facility Management II. This course enables the student to understand essential skills for the veterinary nurse in the areas of parasitology, urinalysis, and hematology. **(Offered fall semester)**

**VN 246 Laboratory Animal and Exotic Pet Medicine Laboratory (1 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures, VN131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN268 Laboratory Animal and Exotic Pet Medicine and VN250 Animal Facility Management II. This course enables the student to gain hands-on experience with skills necessary for the veterinary nurse to work with laboratory animals, exotic pets, and pet birds. **(Offered fall semester)**



**VN 250 Animal Facility Management II (1 Cr. Hr.)**

**Prerequisite:** VN120 Animal Facility Management I and current standing as a fall semester sophomore in veterinary nursing. This course enables the student to apply practical techniques of daily animal care, including sanitation and nutrition, in the animal laboratory facilities. **(Offered fall semester)**

**VN 260 Large Animal Nursing (1 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures, VN131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary nursing. This course enables the student to assist in treatment and surgery of large animals. **(Offered fall semester)**

**VN 261. Advanced Large Animal Nursing I (1 Cr. Hr.)**

**Prerequisite and/or Co-requisite:** VN230 Large Animal Medicine and Surgery and VN260 Large Animal Nursing and current standing as a fall semester sophomore in veterinary nursing. This course is a continuation of VN260 Large Animal Nursing and includes various medical and surgical topics and procedures to enable the student to further their knowledge and experience in large animal medicine and surgery. **(Offered fall semester)**

**VN 262. Advanced Large Animal Nursing (1 Cr. Hr.)**

**Prerequisite:** VN230 Large Animal Medicine and Surgery and VN260 Large Animal Nursing and current standing as a spring semester sophomore in veterinary nursing. This course is a continuation of VN261 Advanced Large Animal Nursing I and will include various medical and surgical topics and procedures enabling the student to further their knowledge and experience in large animal medicine and surgery. **(Offered spring semester)**

**VN 265 Animal Facility Management III (1 Cr. Hr.)**

**Prerequisite:** VN250 Animal Facility Management II and current standing as a spring semester sophomore in veterinary nursing. This course enables the student to apply practical clinical techniques of daily animal care including facility record keeping, sanitation, nutrition and nursing care of the abnormal animal in the animal laboratory facilities. The student also practices training and supervision of new animal caretaker personnel. **(Offered spring semester)**

**VN 268 Laboratory Animal and Exotic Pet Medicine (2 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures, VN131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN246 Laboratory Animal and Exotic Pet Medicine Laboratory. This course enables the student to understand laboratory animal medicine, exotic pet medicine, and avian medicine. **(Offered fall semester)**

**VN 275 Veterinary Surgical Nursing & Clinical Skills (4 Cr. Hr.)**

**Prerequisite:** VN236 Principles of Anesthesiology and Radiology, VN237 Principles of Anesthesiology and Radiology Laboratory, and current standing as a spring semester sophomore in veterinary nursing. **Co-requisite:** VN276 Veterinary Surgical Nursing and Clinical Skills Laboratory. This course enables the student to understand animal nursing procedures including general nursing care, surgical nursing, anesthesia monitoring, equipment and instrument care, animal care, critical care procedures, and medical record keeping in the ward or animal colony. In addition, this course enables the student to understand techniques of small animal clinical medicine including dentistry, small animal disease, and vaccination protocols for dogs and cats. **(Offered spring semester)**

### **VN 276 Veterinary Surgical Nursing & Clinical Skills Laboratory (2 Cr. Hr.)**

**Prerequisite:** VN236 Principles of Anesthesiology and Radiology, VN237 Principles of Anesthesiology and Radiology Laboratory, and current standing as a spring semester sophomore in veterinary nursing. **Co-requisite:** VN275 Veterinary Surgical Nursing and Clinical Skills and VN265 Animal Facility Management III. This course enables the student to practice skills necessary for surgical assisting, both as a sterile and non-sterile assistant. This student also understands patient management, surgical team roles, and post-operative management. **(Offered spring semester)**

### **VN 277 Veterinary Nursing Microbiology (2 Cr. Hr.)**

**Prerequisite:** Current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN286 Veterinary Nursing Microbiology Laboratory. This course will enable the student to understand the major characteristics and life functions of the bacteria, fungi, protists, and viruses with emphasis upon the disease-producing effects of these microorganisms. The student applies this information to solve pathogenic real-life bacterial problems encountered in the veterinary setting. **(Offered fall semester)**

### **VN 280 Veterinary Clinical Pathology III (2 Cr. Hr.)**

**Prerequisite:** VN240 Veterinary Clinical Pathology II, VN241 Veterinary Clinical Pathology II Laboratory, and current standing as a spring semester sophomore in veterinary nursing. **Co-requisite:** VN281 Veterinary Clinical Pathology III Laboratory. This course enables the student to understand blood chemistries, coagulation testing, blood typing, cross-matching, serologic tests, cytology, and other body fluid examinations. **(Offered spring semester)**

### **VN 281 Veterinary Clinical Pathology III Laboratory (2 Cr. Hr.)**

**Prerequisite:** VN240 Veterinary Clinical Pathology II, VN241 Veterinary Clinical Pathology II Laboratory, and current standing as a spring semester sophomore in veterinary nursing. **Co-requisite:** VN280 Veterinary Clinical Pathology III and VN265 Animal Facility Management III. This course enables the student to practice skills necessary for the veterinary nurse in the areas of cytology, blood chemistries, coagulation testing, cross-matching, blood typing, serologic tests, and other body fluid examinations. **(Offered spring semester)**

### **VN 286 Veterinary Nursing Microbiology Laboratory (0 Cr. Hr.)**

**Prerequisite:** Current standing as a fall semester sophomore in veterinary nursing. **Co-requisite:** VN277 Veterinary Nursing Microbiology. This course enables the student to explore and apply microscopy techniques, bacteria staining techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms. **(Offered fall semester)**

### **VN 289 Common Animal Diseases (2 Cr. Hr.)**

**Prerequisite:** VN140 Anatomy and Physiology of Domestic Animals. This course enables the student to understand infectious and non-infectious disease affecting large and small animal species. **(Offered spring, summer, and fall semester)**

## **Distance Learning Veterinary Nursing Program**

### **MA 109 Math for Veterinary Nurses (2 Cr. Hr.)**

**Prerequisite:** ACT Math Score of 14 or above or equivalent. This course will enable students to work with fractions, decimals, percent's, ratio and proportions, and systems of measure. This course enables the student to accurately determine solutions, medication and dosage. **(Offered spring, summer, and fall semester)**

### **VN 115 Introduction to Veterinary Nursing (1 Cr. Hr.)**

The course enables the student to develop an understanding of career and degree opportunities within the field of veterinary nursing. This course facilitates the student's transition to college life. The student becomes familiar with peers, college faculty, career objectives, and advisors. **(Offered spring, summer, and fall semester)**

### **VN 119 Breeds of Domestic Animals (1 Cr. Hr.)**

This course enables the student to understand normal domestic animal behavior and to recognize various breeds of small and large animal species. **(Offered spring, summer, and fall semester)**

### **VN 121 Medical Records and Veterinary Office Skills (2 Cr. Hr.)**

This course enables the student to understand the veterinary nurse's role in performing physical examinations on animal patients and documentation in the medial record. This course also enables the student to understand the legal aspects of medical record keeping and the business and professional aspects of a veterinary practice including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. The student also gains exposure to computer applications utilizing word processing, spreadsheet, database and veterinary office management software. **(Offered spring, summer, and fall semester)**

### **VN 122 Anatomy and Physiology for Veterinary Nurses (4 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science; BI100 General Biology with Laboratory, BI177 Biology I with Laboratory, or BI179 Biology II with Laboratory; CH176 Fundamentals of Chemistry with Lab or CH177 Chemistry I with Lab. Students with at least 12 credit hours of the DLVNP prerequisite coursework completed with a "C" or better and who have completed AG149, and BI100, BI177, or BI179 and CH176 or CH177 with a grade of "C" or better may enroll in this DLVNP course with the approval of the Veterinary Nursing Program Director. This course enables the student to understand the fundamentals of comparative anatomy in domestic animal species with an emphasis on identifying anatomical regions and landmarks. This course will also enable the student to understand general physiology of major body systems in domestic animals. **(Offered spring, summer, and fall semester)**

### **VN 123 Basic Nutrition of Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. **Prerequisite or Corequisite:** VN122 Anatomy and Physiology for Veterinary Nurses. Students with at least 12 credit hours of the DLVNP prerequisite coursework completed with a "C" or better and who have completed AG149 with a grade of "C" or better and who have either completed VN122 with a grade of "C" or better or who are concurrently enrolled in VN122 may enroll in this DLVNP course with the approval of the Colby Community College Veterinary Nursing Program Director. This course enables the student to understand basics aspects of nutrition of domestic animals species including pet food evaluation, life stage nutrition for the well dog and cat, client education, and nutritional aspects of disease and therapeutic intervention. The course also enables the student to understand livestock feeds and basic feeding principles of large animal species. **(Offered spring, summer, and fall semester)**

### **VN 124 Mentorship Preparation (1 Cr. Hr.)**

**Prerequisite:** Students with at least 12 credit hours of the DLVNP prerequisite coursework completed with a "C" or better may enroll in this DLVNP course with the approval of the Colby Community College Veterinary Nursing Program Director. This course enables the student to develop the skills necessary to prepare for mentorship and veterinary clinical experience positions under the supervision of a licensed veterinarian. The student will develop job hunting skills, gain experience preparing a resume and cover letter, and understand how to prepare for the job interview. The student also gains an understanding of the employer-employee relationship, veterinary ethics, euthanasia, and grief. **(Offered spring, summer, and fall semester)**

**VN 126 Veterinary Medical Terminology (1 Cr. Hr.)**

This course enables the student to study basic word structure, organization of the body, prefixes, roots, suffixes that form the basics in veterinary language. A variety of applications including written and verbal exercises are used as students learn to decipher and understand veterinary language. (Offered spring, summer, and fall semester)

**VN 134 Veterinary Immunology (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN122 Anatomy and Physiology for Veterinary Nurses. This course enables the student to understand concepts of basic immunology, vaccination, core and non-core vaccinations, and diseases commonly prevented through vaccination. (Offered spring, summer, and fall semester)

**VN 135. Small Animal Clinical Procedures (3 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN136 Small Animal Clinical Procedures Mentorship. This course enables the student to understand basic responsibilities and duties of the small animal veterinary nurse with emphasis on small animal nursing and restraint. This course also enables the student to understand zoonotic diseases and laws relating to veterinary medicine. (Offered spring and fall semester)

**VN 136 Small Animal Clinical Procedures Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN135 Small Animal Clinical Procedures. This course enables the student to gain hands-on experience with essential small animal skills for the veterinary nurse including restraint and handling, physical examination, nail trimming, anal gland expression, otic examination, enema administration, venipuncture, and administration of medications in the dog and cat. (Offered spring and fall semester)

**VN 137 Animal Facility Management and Sanitation. (1 Cr. Hr.)**

**Prerequisite:** VN119 Breeds of Domestic Animals and VN124 Mentorship Preparation. **Co-requisite:** VN138 Animal Facility Management and Sanitation Mentorship. This course enables the student to understand principles of general sanitation and basic veterinary hospital sanitation in regards to both large and small animal facilities. The student also understands appropriate interactions with veterinary health care team members and routine animal care procedures, including animal behavior issues that arise in a group housing setting. (Offered spring, summer, and fall semester)

**VN 138 Animal Facility Management and Sanitation Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN124 Mentorship Preparation. **Co-requisite:** VN137 Animal Facility Management and Sanitation. This course enables the student to gain experience with regard to practical techniques in veterinary health care team interactions, sanitation of hospital facilities, and routine animal care, including nutrition, in the veterinary hospital setting. (Offered spring, summer, and fall semester)

**VN 143 Veterinary Parasitology (3 Cr. Hr.)**

**Prerequisite:** VN124 Mentorship Preparation. **Co-requisite:** VN144 Veterinary Parasitology Mentorship. This course enables the student to understand common parasites of domestic animals and their life cycles, method of transmission, basic pathogenesis, clinical manifestation, and methods for control. This course also enables the student to understand parasite identification and parasitic zoonotic diseases. (Offered spring and fall semester)

**VN 144 Veterinary Parasitology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN124 Mentorship Preparation. **Co-requisite:** VN143 Veterinary Parasitology. This course enables the student to understand and practice techniques for sample analysis and identify common domestic animal parasites. (Offered spring and fall semester)

**VN 148 Veterinary Clinical Chemistry (2 Cr. Hr.)**

**Prerequisite:** VN124 Mentorship Preparation and VN122 Anatomy and Physiology for Veterinary Nurses. **Co-requisite:** VN149 Veterinary Clinical Chemistry Mentorship. This course enables the student to understand essential skills necessary for the veterinary nurse in the area of clinical chemistries. (Offered fall semester)

**VN 149 Veterinary Clinical Chemistry Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN124 Mentorship Preparation. **Co-requisite:** VN148 Veterinary Clinical Chemistry. This course enables the student to gain hands-on experience in the area of veterinary clinical chemistries. (Offered fall semester)

**VN 150 Veterinary Nursing Pharmacology I (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN122 Anatomy and Physiology for Veterinary Nurses. Students with at least 12 credit hours of the DLVNP prerequisite coursework completed with a “C” or better and who have completed VN122 with a grade of “C” or better or who are concurrently enrolled in VN122 may enroll in this DLVNP course with the approval of the Veterinary Nursing Program Director. This course enables the student to understand federal regulations for ordering, prescribing and dispensing pharmaceuticals. This course also enables the student to understand appropriate methods of drug administration and dispensing in the veterinary hospital, as well as know abbreviations commonly used in drug orders. This course enables the student to understand principles of pharmacokinetics and pharmacodynamics. (Offered spring, summer, and fall semester)

**VN 151 Veterinary Nursing Pharmacology II (3 Cr. Hr.)**

**Prerequisite:** VN150 Veterinary Nursing Pharmacology I. This course enables the student to understand drug groups, mechanisms of action, and side effects of medications. (Offered spring, summer, and fall semester)

**VN 152 Physical Rehabilitation for Veterinary Nurses (1 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN136 Small Animal Clinical Procedures Mentorship. This course enables the student to understand the veterinary nurse’s role in performing physical rehabilitation on veterinary patients. (Offered spring, summer, and fall semester)

**VN 199 Directed/Independent Study: Veterinary Nursing (1-3 Cr. Hr.)**

This course enables the student to discuss work experiences, industry and/or facility tours, and problems and phases of the veterinary medical profession. Students become acquainted with the skills, jobs and knowledge required of personnel in the field of Veterinary Nursing and Veterinary Medicine. (Offered spring, summer, and fall semester)

**VN 210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN298 Veterinary Critical Care and Clinical Skills. This course is taken during the semester immediately prior to graduation. This course enables the student to review topics covered in the Veterinary Technician National Examination. The student understands additional methods of preparing for the VTNE. (Offered spring and fall semester)

**VN 263 Large Animal Clinical Procedures (3 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN264 Large Animal Clinical Procedures Mentorship. This course enables understanding of basic responsibility and duties of large animal veterinary nurses with emphasis on large animal nursing and restraint. This course also enables the students understanding of various aspects of large animal medicine and surgery including instruments commonly used in large animal practice, physical examinations, identification methods, anesthesia monitoring, surgical procedures, reproduction, neonatal care, preventative medicine, and external cooptation. The student will also understand plants poisonous to large animals and necropsy techniques. (Offered fall semester)

**VN 264 Large Animal Clinical Procedures Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN263 Large Animal Clinical Procedures. This course enables the student to gain hands-on experience with essential large animal tasks for the veterinary nurse such as restraint of large animals and administration of medications. The student also gains experience with assisting in treatment and surgery of large animals. (Offered fall semester)

**VN 268 Laboratory Animal and Exotic Pet Medicine (2 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures. **Co-requisite:** VN269 Laboratory Animal and Exotic Pet Medicine Mentorship. This course enables the students understanding of laboratory animal medicine, exotic pet medicine, and avian medicine. (Offered fall semester)

**VN 269 Laboratory Animal and Exotic Pet Medicine Mentorship (1 Cr. Hr.)**

**Prerequisite:** VN136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VN268 Laboratory Animal and Exotic Pet Medicine. This course enables the student to gain hands-on experience with essential tasks for the veterinary nurse working with laboratory animals, exotic pets, and pet birds. (Offered fall semester)

**VN 272 Veterinary Clinical Experience I (2 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN136 Small Animal Clinical Procedures Mentorship and VN138 Animal Facility Management and Sanitation Mentorship. This course enables the student to gain the veterinary clinical experience required of all Distance learning Veterinary Nursing Program students. The student obtains veterinary clinical experience under the supervision of a licensed veterinarian in a veterinary hospital or zoo. (Offered spring, summer, and fall semester)

**VN 273 Veterinary Hematology (3 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN274 Veterinary Hematology Mentorship. This course enables the student to understand the theory, principles, and practice of performing laboratory tests on blood and also understand veterinary coagulation and transfusion medicine. (Offered spring and fall semester)

**VN 274 Veterinary Hematology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN273 Veterinary Hematology. This course enables the student to gain hand-on experience with essential skills necessary for the veterinary nurse in the area of hematology and also understand veterinary coagulation and transfusion medicine. (Offered spring and fall semester)

**VN 277 Veterinary Nursing Microbiology (2 Cr. Hr.)**

**Prerequisite:** BI100 General Biology with Laboratory, BI177 Biology I with Laboratory, or BI179 Biology II with Laboratory; VN124 Mentorship Preparation. **Co-requisite:** VN278 Veterinary Nursing Microbiology Mentorship. This course enables the student to understand the major characteristics and life functions of the bacteria, fungi, protists, and viruses with emphasis upon the disease-producing effects of these microorganisms. The student applies this information to solve pathogenic real-life bacterial problems encountered in the veterinary setting. (Offered fall semester)

**VN 278 Veterinary Nursing Microbiology Mentorship (0 Cr. Hr.)**

**Prerequisite:** BI100 General Biology with Laboratory, BI177 Biology I with Laboratory, or BI179 Biology II with Laboratory; VN124 Mentorship Preparation. **Co-requisite:** VN277 Veterinary Nursing Microbiology. This course enables the student to explore and apply microscopy techniques, bacteria staining techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms. (Offered fall semester)

**VN 279 Veterinary Clinical Experience II (2 Cr. Hr.)**

**Prerequisite:** VN272 Veterinary Clinical Experience I. This course enables the student to gain the veterinary clinical experience required of all Distance Learning Veterinary Nursing Program students. The student obtains veterinary clinical experience under the supervision of a licensed veterinarian in a veterinary hospital or zoo. **(Offered fall semester)**

**VN 283 Veterinary Anesthesiology and Analgesia (5 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN151 Veterinary Nursing Pharmacology II. **Co-requisite:** VN284 Veterinary Anesthesiology and Analgesia Mentorship. This course enables the student to understand principles of anesthesia, including various types of anesthetics and anesthetic adjuncts, pre-anesthetic procedures, endotracheal intubation, anesthetic machine operation, anesthetic monitoring, and anesthetic machine maintenance techniques. This course also enables the student an understanding of management of anesthetic emergencies and various aspects of pain management. **(Offered spring semester)**

**VN 284 Veterinary Anesthesiology and Analgesia Mentorship. (0 Cr. Hr.)**

**Prerequisite:** VN136 Small Animal Clinical Procedures Mentorship and VN151 Veterinary Nursing Pharmacology II. **Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia. This course enables the student to gain hands-on experience with essential skills necessary for the veterinary nurse in the area of anesthesiology, including anesthesia monitoring, endotracheal tube intubation, and pain management. **(Offered spring semester)**

**VN 287 Veterinary Cytology (2 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN288 Veterinary Cytology Mentorship. This course enables the student to understand normal and abnormal cytology in domestic animals. **(Offered fall semester)**

**VN 288 Veterinary Cytology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN124 Mentorship Preparation. **Co-requisite:** VN287 Veterinary Cytology. This course enables the student to gain hand-on experience with essential skills necessary for the veterinary nurse in the area of cytology. **(Offered fall semester)**

**VN 289 Common Animal Diseases (2 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN134 Veterinary Immunology. This course enables the student to understand infectious and non-infectious disease affecting large and small animal species. **(Offered spring, summer, and fall semester)**

**VN 290 Veterinary Imaging (3 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures. **Co-requisite:** VN291 Veterinary Imaging Mentorship. **Prerequisite or Co-requisite:** VN263 Large Animal Clinical Procedures, VN268 Laboratory Animal and Exotic Pet Medicine. This course enables the student to understand radiographic positioning, and exposure factors with respect to dogs, cats, horses, birds, and laboratory animals. This course also enables the student to understand digital radiography, ultrasonography, endoscopy, and advanced imaging modalities. **(Offered fall semester)**

**VN 291 Veterinary Imaging Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VN290 Veterinary Imaging. **Prerequisite or Co-requisite:** VN264 Large Animal Clinical Procedures Mentorship, VN269 Laboratory Animal and Exotic Pet Medicine Mentorship. This course enables the student to gain essential skills necessary for the veterinary nurse in the areas of veterinary radiology, ultrasonography, and endoscopy. **(Offered fall semester)**

### **VN 292 Veterinary Dentistry (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia and VN290 Veterinary Imaging. **Co-requisite:** VN293 Veterinary Dentistry Mentorship. This course enables the student to understand dental charting, dental instruments, teeth cleaning, and dental radiographic positioning of companion animals. (Offered fall and spring semester)

### **VN 293 Veterinary Dentistry Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN284 Veterinary Anesthesiology and Analgesia Mentorship and VN291 Veterinary Imaging Mentorship. **Co-requisite:** VN292 Veterinary Dentistry. This course enables the student to gain hand-on experience with skills relating to veterinary dentistry including dental charting, teeth cleaning, and dental radiography. (Offered fall and spring semester)

### **VN 296 Veterinary Surgical Nursing (3 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia. **Co-requisite:** VN297 Veterinary Surgical Nursing Mentorship. This course enables the student to understand veterinary surgical nursing procedures including general nursing care, surgical assisting, and equipment and instrument care. (Offered spring semester)

### **VN 297 Veterinary Surgical Nursing Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VN296 Veterinary Surgical Nursing. This course enables the student to gain hands-on experience with surgical assisting, both as a sterile and non-sterile assistant. This course also enables the student to understand patient management, surgical team roles, and post-operative management. (Offered spring semester)

### **VN 298 Veterinary Critical Care and Clinical Skills (3 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia. **Co-requisite:** VN299 Veterinary Critical Care and Clinical Skills Mentorship. This course enables the student to understand veterinary critical care and clinical skills including emergency medicine, triage, the crash cart, shock, oxygen therapy, fluid therapy, ventilation, electrocardiograms, and ophthalmology. (Offered spring semester)

### **VN 299 Veterinary Critical Care and Clinical Skills Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VN298 Veterinary Critical Care and Clinical Skills. This course enables the student to practice hands-on skills related to critical care and clinical skills including placement of nasogastric tubes, urinary catheterization, oxygen therapy, and ophthalmology. (Offered spring semester)

## **Veterinary Science**

### **VM 101 Pre-Veterinary Medicine Orientation (1 Cr. Hr.)**

This course enables the student to develop an understanding of career opportunities in veterinary medicine and become familiar with the college of veterinary medicine application process. This course facilitates the student's transition to college life and will cover principles of basic personal finance. (Offered fall semester)

### **VM 108 Obedience Training (1 Cr. Hr.)**

This course enables the student to understand the techniques required to train dogs in basic obedience and the requirements of responsible pet ownership.

## **Directory**