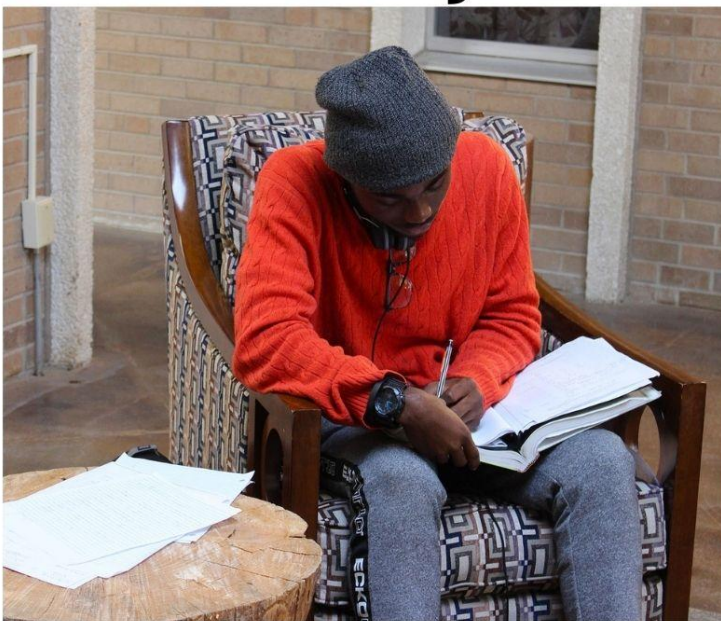


# 2021-2022 CATALOG



**Colby Community College**



**[WWW.COLBYCC.EDU](http://WWW.COLBYCC.EDU)**

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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 provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries, contact the Vice President of Students Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701. Phone: (785) 460-5490. Email: nikol.nolan@colbycc.edu. 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 Vice President of Student Affairs. If unavailable, contact the Vice President of Academic Affairs.

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.

### **Catalog Change Procedure**

Catalog changes are reviewed annually in the spring. The Trojan Advising Center staff sends the forms to faculty in February and checks the systemwide transfer courses. The Request for Catalog Change form should be submitted to the Division Chair. The Division Chair adds it to the Academic Council agenda. Academic Council reviews all course description, curriculum guide, and policy requests. Upon approval, the change(s) will be made to the online catalog and the Registrar updates the PowerCampus catalog. Official records are stored in the Registrars Office.

### **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 have been certified by the Admissions office.

## **Full-Time/Part-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
- ✓ 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 required to provide proof of English proficiency.
  - 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 \$1500 deposit.

Deposit includes: \$150 non-refundable application fee, \$175 housing deposit (if living on campus), and the remainder will be split between fall and spring billing statements to be applied towards student bill.

For additional information, go to [www.colbycc.edu/admissions/internationals/](http://www.colbycc.edu/admissions/internationals/) or contact P/DSO at [international@colbycc.edu](mailto:international@colbycc.edu).

## **Transfer Student**

To be admitted as a transfer student the applicant must:

1. Complete an application for admission;
2. Complete all required documents for general admission.
3. 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.
4. Submit official high school/GED transcripts.

## **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.

- Student and Parent (Guardian) must complete a financial agreement prior to certification day each semester.

## **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 Trojan Advising Center. Advising Center staff will assist in creating an education plan 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) 460-4612 for the proper enrollment procedures. It is the student's responsibility to stay in contact with the Veterans Coordinator regarding all schedule changes.

## **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.

## **Community Enrichment**

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

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**

Prospective students are welcome and encouraged to visit campus. Visits are hosted on campus, and virtually, by appointment Monday through Friday on days offices are open. In addition to a campus tour, campus visits offer students the opportunity to meet with faculty and staff. Visits can be requested on the CCC website by clicking “Arrange a Visit”, and completing the visit request form. Admission will correspond via email to confirm or request a new date. Students can also make arrangements by calling the Admissions Office at 785-460-4690.

## **Determination of Residency**

A student wishing to be determined as a Kansas resident for state entitlements when enrolling in Colby Community College is 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 a Trojan Enrollment Day conducted during the spring and summer prior to the fall semester. This Trojan Enrollment Day 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 Vice President of Academic Affairs 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.

## Administrative Drop Policy

Students are expected to be regular and punctual in class attendance and to fully participate in the course. Students who have not participated in an on-campus course(s) or given notice of intention to participate within the first seven calendar days of the term/session will be administratively dropped from the course(s). For online courses, attendance is defined as completion of at least one gradable assignment within the first seven calendar days. For accelerated courses (4-week and late fall) the administrative drop date will adhere to the published dates from the Registrar's office.

The start of the semester is defined as the first calendar day classes are offered, including online classes. Students who do not physically attend classes on-campus within 10 class days of the start of the semester will be dropped from **all** on-campus classes.

## 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 Vice President of Academic Affairs. 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 dropping 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 Vice President of Academic Affairs.

To add a class after enrollment is closed the student must receive written approval from the instructor and the Vice President of Academic Affairs. 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 60% 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.**

## **Waitlist Policy**

### **Waitlist Overview**

- Waitlist is a feature which allows a student to add themselves to a waitlist in a course that has met its maximum enrollment limit.
- A student attempts to enroll in a closed course that has the waitlist option.
- The student can choose to be added to the waitlist;
  - If student elects to waitlist, this does not mean they are registered
- A seat may become available due to an enrolled student dropping the course;
  - The student first in line on the waitlist is notified via Trojan email
  - The student then has 24 hours to complete the registration process
  - The student may then register for the course via TrojanWeb
  - If student decides not to register (either drops the waitlisted course or the time expires), the next student in line is notified

### **Waitlist Guidelines**

- Waitlisting is based on a first-come, first-served basis.
- In the event that a waitlisted course is required for graduation during the final spring semester, student will see the Registrar to determine course placement/options.
- A waitlisted student does not have a guaranteed seat in the course. He/she has a spot held "in line," should a seat become available.
- Waitlisting does not mean the student is officially registered in the course.
- Registration error checking still applies before students can be added to a waitlist.
- The student in the first position will be notified via automatic email notification to the student's

TROJAN EMAIL once a seat becomes available. Then, the student will have 24 hours to register.

- Students are not automatically registered for the course when a seat becomes available. They must register for the course via TrojanWeb.
- If a student does not register for the course during the 24-hour notification period, they will be automatically dropped from the waitlist, and the next person is notified.
- **Waitlisting ends 7 days prior to the start of the part-of-term in which the course is held.**

## **Official Withdrawal**

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 Vice President of Academic Affairs.

## **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 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 to receive a refund of personal monies.

## **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.
- 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 courses dropped 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 courses dropped 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 courses dropped 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 courses dropped prior to the start of the class.
- **Late Fall Classes**-100% of tuition and fees will be refunded for courses dropped prior to the end of the 3<sup>rd</sup> 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**

Federal Title IV student funds will be returned according to the “Return of Title IV Aid Funds Policy” established by the *Higher Education Reconciliation Act of 2005*.

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 with unpaid balances.

# **\*\*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 Vice President of Academic Affairs 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 Vice President of Academic Affairs prior to enrollment. Enrollment includes hours taken on-and off- campus, as well as online.

## **Performance Based Scholarship Policy**

CCC students receiving a performance-based (i.e. athletic, co-curricular, band, and/or vocal) scholarship will be required to take a minimum of 15 credit hours each semester they are receiving the scholarship. Also, these students shall have 40 percent of their degree completed by the end of their first year (excluding zero level courses). These students will be required to attend at least one Financial Aid Workshop each semester, unless they can provide evidence that their FAFSA and all necessary paperwork has been completed. Failure to meet these expectations may result in academic probation or revocation of the scholarship in extreme circumstances. This includes, but is not limited to, the NJCAA Letter of Intent and Scholarship Agreement.

Students transferring in credit hours and receiving a scholarship must be granted written permission by the Vice President of Academic Affairs to take less than 15 credit hours a semester, as long as they meet or on track to meet, 40 percent completion towards their degree.

All scholarship grade point average requirements and eligibility rules remain applicable.

## **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 other students may enroll in them, for credit. Courses numbered 200-299 are primarily for sophomores, but freshmen and other students may be admitted in them for credit, if they meet all qualifications.

## **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 or 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, with no changes being 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, but 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 Vice President of Academic Affairs 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 (tuition only) must be paid for before the credits will be added to their transcript.
- Any questions regarding Life Experience Credit should be directed to the Vice President of Academic Affairs.

## **Academic Renewal**

The 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 Vice President of Academic Affairs.

- 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 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 Vice President of Academic Affairs 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 CCC may contact the appropriate Division Chairperson to obtain information on credit by examination. The student must petition the Vice President of Academic Affairs 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 student's 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 Vice President of Academic Affairs. 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs 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 assess 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 helps ensure accurate and appropriate course placement.

Students who are exempt from placement testing include:

1. A student determining course placement is inaccurate 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 course mastery and provide reasonable proof of their mastery to receive approval from the Vice President of Academic Affairs.
2. Students who have earned a Bachelor’s and/or Associate degrees;
3. Those students who have successfully completed the developmental education sequence in math, reading, and/or writing are exempt from the assessment requirements for those subjects;
4. Those students who successfully completed (with a "C" or higher) English Composition I or its equivalent are exempt from the assessment requirement for English and reading;
5. Those students who successfully completed (with a "C" or higher) a 100-level or above algebra course are exempt from the assessment requirement in mathematics;
6. Those students who have taken the ACT/SAT and/or Accuplacer test within two years prior to enrollment and have scores that meet or exceed the acceptable scoring range in English, reading, and/or math sections (*see Placement Matrix*) are exempt from placement testing in those subject areas where they met or exceeded and acceptable score (*see Placement Matrix*).

Students who test into developmental education courses must follow the sequence of developmental courses and earn at least a "C" or higher, to move to the next course level, unless retesting results indicate a higher course placement.

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

1. Students who feel placement test results do not accurately reflect their academic abilities;
2. Students who feel they have improved their skills through a course refresher or through the successful completion of developmental education coursework;
3. Students who feel the course grade earned inaccurately reflects their academic abilities and prevents them from advancing in the course sequence.

Students planning to use accommodations for the Accuplacer placement test should follow the steps below:

- A. Contact Disability Services at [disability@colbycc.edu](mailto:disability@colbycc.edu) or 785-460-5510.
- B. Submit proper documentation to Disability Services. See the [Disability Services](#) page for information regarding proper documentation.
- C. After you hear back from the Disability Services that your documentation has been approved, you can schedule an appointment to take your exam at 785-460-5510.

	<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>English Courses</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 Vice President of Academic Affairs.

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

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

## **Advanced Placement Program**

CCC 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 CCC, as indicated in 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 CCC.

## **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 Vice President of Academic Affairs 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, those hours will count toward graduation requirements. A "Fail" grade will affect the student's GPA and the hours still count in their hours attempted at CCC.

## Honor Roll

President's Honor Roll--A student must be enrolled in 12 or more hours receiving letter grades only with no Fs or Incompletes and a GPA of 4.0.

Vice President's Honor Roll--A student must be enrolled in 12 or more hours receiving letter grades only with no Fs or Incompletes and a GPA of 3.75-3.99.

## 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 CCC. Attempted course work is defined as any course that received a grade of A, B, C, D, or F. Courses in which a student earned 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 Vice President of Academic Affairs.
- 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

### 4. Academic Probation

### 5.

The student has one semester to make progress toward the minimum standards outlined above or the student will be suspended from CCC for one year. The student will be notified by letter of the suspension by the Trojan Advising Center. Upon return to CCC, 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 Vice President of Academic Affairs. All appeals must provide written documentation substantiating the student's reinstatement request.

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

## **Academic Calendar**

For the most current [Academic Calendar](#), refer to the CCC website.

# **\*\*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.

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 (100 level or above).
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 (100 level or above).
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

#### WRITTEN

<i>Number Name</i>	<i>Hr</i>
EN176 --- English Composition I.....	3
EN177 --- English Composition II .....	3

#### ORAL

<i>Number Name</i>	<i>Hr</i>
SP101 --- Fundamentals of Oral Communication.....	3
SP106 --- Interpersonal Communications .....	3
SP176 --- Public Speaking .....	3

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

#### ANTHROPOLOGY

<i>Number Name</i>	<i>Hr</i>
AN177 --- Cultural Anthropology .....	3

#### ECONOMICS

<i>Number Name</i>	<i>Hr</i>
EC276 --- Principles of Macroeconomics .....	3
EC277 --- Principles of Microeconomics .....	3

#### GEOGRAPHY

<i>Number Name</i>	<i>Hr</i>
GE176 --- World Regional Geography.....	3

#### POLITICAL SCIENCE

<i>Number Name</i>	<i>Hr</i>
PO105 --- State and Local Government .....	3
PO176 --- American Government .....	3

#### PSYCHOLOGY

<i>Number Name</i>	<i>Hr</i>
PS176 --- General Psychology .....	3
PS214 --- Abnormal Psychology.....	3
PS230 --- Adolescent Psychology .....	3
PS276 --- Developmental Psychology .....	3
PS280 --- Child Development.....	3

#### SOCIOLOGY

<i>Number Name</i>	<i>Hr</i>
*SO176 --- Introduction to Sociology.....	3
*SO182 --- Sociology of Families .....	3
*SO186 --- Social Problems.....	3

### Courses that fulfill HUMANITIES REQUIREMENTS

### Must be taken from more than one area unless program guidelines state differently.

#### FINE ARTS – ART

<i>Number Name</i>	<i>Hr</i>
AR175 --- Art Appreciation .....	3
AR176 --- Art History I.....	3
AR177 --- Art History II.....	3

#### FINE ARTS – MUSIC/THEATRE

<i>Number Name</i>	<i>Hr</i>
DR120 --- Theatre Appreciation.....	3
DR271 --- Introduction to Acting Experience .....	3
MU176 --- Introduction to Music .....	3

#### HISTORY

<i>Number Name</i>	<i>Hr</i>
HI104 --- World Civilization to 1660.....	3
HI176 --- American History to 1865 .....	3
HI177 --- American History 1865 to Present .....	3
HI204 --- World Civilization 1600 to Present .....	3

#### LITERATURE

<i>Number Name</i>	<i>Hr</i>
EN202 --- American Literature I.....	3
EN203 --- American Literature II .....	3
EN219 --- Introduction to Literature .....	3
*LI176 --- World Literature .....	3

#### MODERN LANGUAGES

<i>Number Name</i>	<i>Hr</i>
FL176 --- Elementary Spanish I.....	5
FL177 --- Elementary Spanish II .....	5
ML237 --- Spanish Composition & Conversation .....	3
<b>ML237 Does not fulfill transfer and articulation agreement</b>	

#### PHILOSOPHY/RELIGION

<i>Number Name</i>	<i>Hr</i>
PI101 --- Introduction to Philosophy .....	3
PI200 --- Philosophy of Thought & Logic .....	3
*PI276 --- Introduction to Ethics .....	3
*RE104 --- World Religions .....	3
RE106 --- Survey of New Testament .....	3

\*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 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 not been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving financial aid
- 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
- 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 cost of attendance. 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 Registrar's office 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.

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, or P. 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 Vice President 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 F. 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 Vice President of Academic Affairs.



### *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 Vice President of Academic Affairs.

### **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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President of Academic Affairs.
- Second Offense – The student will receive a failing grade in the class and be reported to the Vice President of Academic Affairs and removed from the class in which the second offense occurred.
- Third Offense – The student will be reported to the Vice President of Academic Affairs and dismissed from the college.

Questions about this policy may be referred to the Vice President of Academic Affairs.

### **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 Vice President of Student Affairs, Vice President of Academic Affairs, 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, Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President of Academic Affairs or the Vice President 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 Vice President of Student Affairs and Vice President of Academic Affairs 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 Vice President of Academic Affairs for resolution.

3. The Vice President of Academic Affairs 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs' 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 Vice President of Academic Affairs 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 Vice President 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 Vice President 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 Vice President 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. Vice President of Student Affairs
4. Vice President of Academic Affairs

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 Vice President of Student Affairs or Vice President of Academic Affairs 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 Vice President of Student Affairs and the Vice President of Academic Affairs.

### **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 Vice President 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 Vice President of Student Affairs or Vice President of Academic Affairs 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 Vice President of Academic Affairs 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	Vice President 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 Vice President of Student Affairs or the Director of Residence Life. All crimes committed on campus should be reported to the Campus Security Office, Dorm Coordinators, Vice President of Student Affairs, or Vice President of Academic Affairs.

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 Vice President 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://hfdavismemoriallibrary.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	Bookkeeping
Associate of General Studies	Solar Photovoltaic	Business Essentials
Associate of Science	Vet Nursing Office Assistant	Marketing
Business Administration/Accounting	Wind Technology	Solar Photovoltaic
Business Education		Telecom Networking Technician
Business Management & Administration		Veterinary Office Assistant
Early Childhood Education		Wind Technology
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.

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**AGRI-BUSINESS OR AGRICULTURE ECONOMICS OR AGRICULTURE EDUCATION**


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**ASSOCIATE OF SCIENCE**

This course of study is 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"/>	College Algebra	MA178	3
<input type="checkbox"/>	Fundamentals of Chemistry w/Lab	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"/>	PE (100 level or above)		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"/>	General Biology w/Lab	BI100	4
<input type="checkbox"/>	Principles of Macroeconomics	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"/>	Computer Concepts & Applications	CO176	3
<input type="checkbox"/>	Accounting Fundamentals	AC101	3
<input type="checkbox"/>	Accounting I	AC177	3
<input type="checkbox"/>	Introduction to Business	BU178	3
<input type="checkbox"/>	Marketing	BU225	3

\*Students transferring should take both AG149 and AG150.

**Credits Required: 62**

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.

**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, Kansas 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.

## AGRONOMY OR ANIMAL SCIENCE

### ASSOCIATE OF SCIENCE

This course of study is 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"/> College Algebra	MA178	3	
<input type="checkbox"/> Fundamentals of Chemistry w/Lab	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"/> PE (100 level or above)		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"/> General Biology w/Lab	BI100	4	
<input type="checkbox"/> Principles of Macroeconomics	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"/> Computer Concepts & Applications	CO176	3	
<input type="checkbox"/> Accounting Fundamentals	AC101	3	
<input type="checkbox"/> Accounting I	AC177	3	
<input type="checkbox"/> Introduction to Business	BU178	3	
<input type="checkbox"/> Marketing	BU225	3	

\*Students transferring should take both AG149 and AG150.

### Credits Required: 62

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.

### 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 for the student interested in equine industry, including an opportunity to specialize in the area of management, breeding, selection, nutrition or training.

Equine Science is offered on-campus or online.

<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"/> College Algebra	MA178		3
<input type="checkbox"/> Biology I w/Lab	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"/> PE (100 level or above)			1
<b>Recommended Courses</b>			<b>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"/> Chemistry I w/Lab	CH177		5
<input type="checkbox"/> Chemistry II w/Lab	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"/> Computer Concepts & Applications	CO176		3

\*Students transferring should take both AG149 and AG150.

#### Credits Required: 62

CCC Equine is designed to prepare students for careers in the equine industry. Students supplement their classroom learning with hands-on experience at the CCC Equine Unit.

The CCC Equine 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.

#### 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.



## HORSE PRODUCTION AND MANAGEMENT

### 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"/> Computer Concepts & Applications	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"/> Fundamentals of Hunt Seat Discipline	AG157	1
<input type="checkbox"/> Fundamentals of Western Discipline	AG158	1
	AG162	
	AG163	
<input type="checkbox"/> Horsemanship	AG165	1
	AG167	
<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
<input type="checkbox"/> Beginning Equine Training	AG263	3
<input type="checkbox"/> Advanced Equine Training	AG265	3
<input type="checkbox"/> Equine Massage	AG270	3

### Credits Required: 62

The Horse Production and Management course of study is designed for students who wish to pursue a career in the equine production field, and for students who desire direct entry into occupations relating to the equine industry. The curriculum involves both classroom and applied study, primarily aimed at the production aspects of the equine industry. Students learn the basics of equine health, genetics, nutrition, reproduction, training, equine event planning, equine business, conformation, riding instruction certification, judging and more. CCC students are fortunate to have a herd of college-owned horses to aid in their learning as well as the management of the 60-acre college farm and CCC Equine Unit. The Associate of Applied Science Degree is awarded to students who fulfill the requirements.

### 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

This course 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.

### Credits Required: 62

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.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 30

##### Oral & Written 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"/> College Algebra	MA178	3
<input type="checkbox"/> Natural Science Gen. Ed.	BI177 or CH177	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"/> PE (100 level or above)		1
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#### Recommended Courses 32/42

<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	AG209	2
<input type="checkbox"/> Applied Livestock Nutrition	AG226	3
<input type="checkbox"/> Biology I w/Lab	BI177	5
<input type="checkbox"/> Chemistry I w/Lab	CH177	5
<input type="checkbox"/> Chemistry II w/Lab	CH178	5

#### Ag Electives

<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"/> Computer Concepts & Applications	CO176	3

### 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.





## FARM AND RANCH MANAGEMENT (AAS)

### ASSOCIATE OF APPLIED SCIENCE

Farm and Ranch Management 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

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED 12-14</b>		
<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	AG118	3
OR Range Management	AG131	
<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	AG232	4
<input type="checkbox"/> Farm & Ranch Management Techniques I	AG233	4
<input type="checkbox"/> Farm & Ranch Management Techniques II		
<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

<b>Required Courses 32</b>		
<input type="checkbox"/> Principles of Ag Economics	AG106	3
<input type="checkbox"/> Farm Records & Accounts	AG109	3
<input type="checkbox"/> Marketing of Agricultural Products	AG118	3
Or Range Management	AG131	
<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	AG232	4
Techniques I		
<input type="checkbox"/> Farm & Ranch Management	AG233	4
Techniques II		
<input type="checkbox"/> Agriculture Equipment Safety	AG290	1

### Credits Required: 64

Farm and Ranch Management is designed for students who plan to pursue a career in some phase of production agriculture. It requires knowledge in both agribusiness as well as an in-depth knowledge of the production sector. Students gain hands-on knowledge of production methods by daily work with the college-maintained livestock. Students enrolled have the opportunity to complete a Technical Certificate in Beef Management, and then an Associate of Applied Science in Farm and Ranch Management.

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

### Required Course Sequence

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

#### First Semester

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

#### Second Semester

AG109, AG209, AG233, AG226, EN176, Oral Communications Gen. Ed.,

#### Third Semester

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

#### Fourth Semester

AG125, AG151, AG153, AG253, Social & Behavioral Science Gen. Ed.

### 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

#### Required Course Sequence

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

#### First Semester (16 credit hours)

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

#### Second Semester (16 credit hours)

AG106, AG109, AG226, AG151, AG233

## DENTAL HYGIENIST

### ASSOCIATE OF APPLIED SCIENCE

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

Locations: Wausau, Wisconsin and Colby, KS

### Credits Required: 70-77

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.

### Entry:

**Dental Hygiene requires selective admission by Wausau and Colby.**

1. Students apply for admission by contacting the CCC 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 by February 10.
3. CCC students will be interviewed each spring.
4. Complete all prerequisite classes with a "C" or higher before entering.

### Graduate Goals / Outcomes

The graduate of the Dental Hygiene 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 26-33

<input type="checkbox"/> Anatomy & Physiology I w/ Lab	<b>and</b>	BI276	4
<input type="checkbox"/> Anatomy & Physiology II w/ Lab	<b>or</b>	BI277	4
<input type="checkbox"/> Anatomy & Physiology		BI278	4-5
<input type="checkbox"/> Principles of Microbiology		BI280	4-5
<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	3-4
<input type="checkbox"/> English Composition I		EN176	3
<input type="checkbox"/> General Psychology		PS176	3
<input type="checkbox"/> Introduction to Sociology		SO176	3
<input type="checkbox"/> Oral Communications Gen. Ed.			3
<input type="checkbox"/> Developmental Psychology		PS276	3

### Required Courses 44

<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	*10-508-108	3
<input type="checkbox"/> OA Embryology & Histology	DH122	4
<input type="checkbox"/> Transition Into Dental Practice	DH203	1
<input type="checkbox"/> Dental Hygiene Process III	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"/> Community Dental Health	*10-508-115	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, 10-508-114, \*10-508-115

#### Fourth Semester (spring)

DH203, DH212, DH215

## 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 require selective admission.**

### PRACTICAL NURSING CERTIFICATE

The certificate is offered at the Colby and Norton campuses.

#### Prior to Admission

Students must make a separate application to Practical Nursing. 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.**

Required Course Sequence	40	
<b>Prerequisites</b>		
<input type="checkbox"/> Medical Terminology*	AL102	1
<input type="checkbox"/> Anatomy & Physiology w/Lab*	BI278	5
<input type="checkbox"/> Developmental Psychology*	PS276	3
<input type="checkbox"/> Basic Nutrition*	AL101	3
<b>Fall Semester</b>		
<b>13</b>		
<input type="checkbox"/> KSPN Foundations of Nursing	NS100	4
<input type="checkbox"/> KSPN Foundations of Nursing Clinical	NS100	2
<input type="checkbox"/> KSPN Fundamentals of Safe Medication Administration Pharmacology	NS122	2
<input type="checkbox"/> KSPN Maternal Child Nursing I	NS145	2
<input type="checkbox"/> KSPN Maternal Child Nursing I Clinical	NS145	1
<input type="checkbox"/> KSPN Mental Health Nursing I	NS156	2
<b>Spring Semester</b>		
<b>15</b>		
<input type="checkbox"/> KSPN Care of the Aging Adult	NS112	2
<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"/> KSPN Leadership, Roles, and Issues I	NS189	1

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

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

**Credits Required: Practical Nursing 40  
ADN: 30**

Practical Nursing is approved by the Kansas State Board of Nursing (KSBN).

The Associate Degree Nursing is currently on conditional approval with the Kansas State Board of Nursing (KSBN) and has continuing accreditation with 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. There is a minimum math requirement of beginning algebra or equivalent. See the ADN admissions requirement.

Articulation to the ADN 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 (MCTs) with one-year experience and complete three transition courses prior to the initial ADN course.

Required Course Sequence			29
** Courses can be taken prior to admittance into ADN or concurrently.			
<b>Co-requisites</b>			<b>24-25</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		4-5
<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>			<b>8</b>
<input type="checkbox"/> Nursing Care of Adults III	NS200		4
<input type="checkbox"/> Mental Health Nursing II	NS210		3
<input type="checkbox"/> Leadership, Roles, and Issues II	NS215		1
<b>Spring Semester</b>			<b>8</b>
<input type="checkbox"/> Maternal Child Nursing II	NS220		3
<input type="checkbox"/> Nursing Care of Adults IV	NS235		4
<input type="checkbox"/> NCLEX-RN Exam Preparation	NS245		1
<b>LPN (Credit for Prior Learning)</b>			<b>29</b>
<b>Recommended Courses</b>			
<input type="checkbox"/> Pharmacology	AL236		3
<input type="checkbox"/> Pathophysiology	AL281		3
<b>Total Credit Hours</b>			<b>69</b>

\*Science co-requisites must be completed within the last 10 years.

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

## 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.

Co-requisites	24-25	
<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	4-5
<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>	<b>8</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>	<b>8</b>	
<input type="checkbox"/> Nursing Care of Adults III	NS200	4
<input type="checkbox"/> Mental Health Nursing II	NS210	3
<input type="checkbox"/> Leadership, Roles, and Issues II	NS215	1
<b>Spring Semester</b>	<b>8</b>	
<input type="checkbox"/> Maternal Child Nursing III	NS220	3
<input type="checkbox"/> Nursing Care of Adults IV	NS235	4
<input type="checkbox"/> NCLEX-RN Exam Preparation	NS245	1
<b>Recommended Courses</b>		
<input type="checkbox"/> Pharmacology	AL236	3
<input type="checkbox"/> Pathophysiology	AL281	3
<b>RRT/Paramedic (Credit for Prior Learning)</b>	<b>13</b>	
<b>Total Credit Hours</b>	<b>62</b>	

\*Science co-requisites must be completed within the last 10 years.

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

## 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.

Required Course	Cr. Hrs.	
<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.

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 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*.

Required Courses		
<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.

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 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.	SP101 or SP176 or SP106	3
<input type="checkbox"/> Introduction to Physical Therapy Course to be taken spring semester Freshman year.	PT205	1
<b>Additional Recommended PTA Courses – Not Required for Degree</b>		<b>17</b>
<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 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 Anatomy	PT239	4
<b>Required Courses Spring Semester Sophomore Year</b>		<b>21</b>
<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 w/Lab	PT230	6
<input type="checkbox"/> Physical Therapy Procedures IV w/Lab	PT231	6
<b>Required Courses Summer Semester Sophomore Year</b>		<b>9</b>
<input type="checkbox"/> Clinical education IV	PT227	8
<input type="checkbox"/> Physical Therapy Seminar	PT242	1

\*Will not accept CCC BI278 A&P 5 credit course.

### Credits Required: 75

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 defined as a 2.0 or higher 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 averages 11% for the last three years.

### Contact Information

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

### Requirements

Students must complete all pre-requisites with a "C" or better by August.

Students must complete a minimum of 40 hours of observation prior to interviewing 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. 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 (2018-2020) 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.

### Bridge PTA to DPT

The student can bridge from PTA to DPT by completing the CCC PTA, working as a PTA for two years. During the 2-year time frame, the student will need to obtain a Bachelor's degree. There are currently two bridge programs and one hybrid PT program. On average, these programs take two years.

## SUSTAINABLE/RENEWABLE ENERGY

### ASSOCIATE OF APPLIED SCIENCE

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

This is available online with Saturday boot camps (one every 8-weeks) for designated classes.

**AAS Sustainable/Renewable Energy Degree Completion**

GENERAL EDUCATION HOURS REQUIRED		17
<input type="checkbox"/> Fundamentals of Chemistry or Introduction to Geology w/Lab	CH176 PH177	5
<input type="checkbox"/> English Composition I	EN176	3
<input type="checkbox"/> Interpersonal Communications or Public Speaking	SP106 SP176	3
<input type="checkbox"/> General Education Courses		6
Required Core Courses		22
<input type="checkbox"/> Student Success Seminar	SO100	1
<input type="checkbox"/> Energy Efficiency	AE177	3
<input type="checkbox"/> Electronics	AE190	3
<input type="checkbox"/> Power Storage/Transmission & Conversion	AE241	3
<input type="checkbox"/> Introduction to Energy Technologies	AE276	3
<input type="checkbox"/> Small Wind & Solar PV Installation Professional	AE297	5
<input type="checkbox"/> Internship	AE298	4
Solar Photovoltaic Track		12
<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
Wind Technical Track		12
<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
Technical Elective		3
<input type="checkbox"/> Career Development	SO181	3

The continued expansion and adoption of renewable energy will result in excellent job opportunities for qualified individuals, particularly those who complete courses at a community college! This unique two-year online degree, which concentrates on solar photovoltaic and wind technology, gives the student options that include certificate of completions, one-year technical certificates, and an Associate of Applied Science. 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 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.

**Recommendations and Course Sequence**

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.

**Fall Semester (First Eight Weeks)**

AE190, AE276, AE277, SO100

**Fall Semester (Second Eight Weeks)**

AE241, AE279

**Spring Semester (First Eight Weeks)**

AE177, AE200

**Spring Semester (Second Eight Weeks)**

AE201, SO181

**Summer Semester**

AE297, AE298

**Fall Semester (First Eight Weeks)**

AE181, PH177, Gen. Ed.

**Fall Semester (Second Eight Weeks)**

AE178

**Spring Semester (First Eight Weeks)**

AE179, Gen. Ed., Gen. Ed., Gen. Ed.

**Spring Semester (Second Eight Weeks)**

AE180



## SOLAR PHOTOVOLTAIC

### SOLAR PHOTOVOLTAIC TECHNICAL CERTIFICATE

**Technical Certificate Credits Required: 37**

This is available online with Saturday boot camps (one every 8-weeks).

<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"/> Power Storage/Transmission & Conversion	AE241	3
<input type="checkbox"/> Introduction to Energy Technologies	AE276	3
<input type="checkbox"/> Small Wind & Solar PV Installation Professional	AE297	5
<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>Technical Elective</b>		<b>3</b>
<input type="checkbox"/> Career Development	SO181	3

#### Recommendations and Course Sequence

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.

#### First Semester (First Eight Weeks)

AE190, AE276, AE277, SO100

#### Fall Semester (Second Eight Weeks)

AE241, AE279

#### Spring Semester (First Eight Weeks)

AE177, AE200, AE297

#### Spring Semester (Second Eight Weeks)

AE201, SO181

#### Summer Semester

AE298



## WIND TECHNOLOGY

### WIND TECHNOLOGY TECHNICAL CERTIFICATE

**Technical Certificate Credits Required: 37**

This is available online with Saturday boot camps (one every 8-weeks).

<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"/> Power Storage/Transmission & Conversion	AE241	3
<input type="checkbox"/> Introduction to Energy Technologies	AE276	3
<input type="checkbox"/> Small Wind & Solar PV Installation Professional	AE297	5
<input type="checkbox"/> Internship	AE298	4
<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

#### Recommendations and Course Sequence

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.

#### First Semester (First Eight Weeks)

AE181, AE190, AE276, SO100

#### Fall Semester (Second Eight Weeks)

AE178, AE241

#### Spring Semester (First Eight Weeks)

AE177, AE179, AE297

#### Spring Semester (Second Eight Weeks)

AE180, SO181

#### Summer Semester

AE298



## SOLAR PHOTOVOLTAIC

### SOLAR PHOTOVOLTAIC CERTIFICATE OF COMPLETION

**Certificate of Completion Credits Required: 12**

This is available online with Saturday boot camps (one every 8-weeks).

<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

#### Recommendations and Course Sequence

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.

#### First Semester (First Eight Weeks)

AE277

#### Fall Semester (Second Eight Weeks)

AE279

#### Spring Semester (First Eight Weeks)

AE200

#### Spring Semester (Second Eight Weeks)

AE201

## WIND TECHNOLOGY

### WIND TECHNOLOGY CERTIFICATE OF COMPLETION

**Certificate of Completion Credits Required: 12**

This is available online with Saturday boot camps (one every 8-weeks).

<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

#### Recommendations and Course Sequence

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.

#### First Semester (First Eight Weeks)

AE181

#### Fall Semester (Second Eight Weeks)

AE178

#### Spring Semester (First Eight Weeks)

AE179

#### Spring Semester (Second Eight Weeks)

AE180





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## TELECOMMUNICATIONS NETWORKING TECHNICIAN

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### CERTIFICATE OF COMPLETION

#### Credits Required: 15

The training courses are designed to excite students through hands-on engagement while preparing them for the workforce. Through the cooperation with C-Tech Programs, we have established a network of industry related partners across the nation. C-Tech's programs have successfully certified over 100,000 students for high-wage, in-demand careers. This has industry support from companies such as: Leviton, AT&T, BICSI, IBM and many others.

<b>Required Courses</b>			<b>15</b>
<input type="checkbox"/> Introduction to Telecommunications	TC100	4	
<input type="checkbox"/> Intro to Network Cabling: Fiber	TC101	4	
<input type="checkbox"/> Intro to Network Cabling: Copper	TC102	4	
<input type="checkbox"/> Applied Systems Integrations	TC103	1	
<input type="checkbox"/> Connecting to Business	TC104	1	
<input type="checkbox"/> Student Success Seminar	SO100	1	

#### Recommendations

Students should meet with their advisor to determine specific needs and course schedule.

#### Recommended Course Sequence

All courses are offered every semester.



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## WELDING LEVEL I CERTIFICATE

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### CERTIFICATE OF COMPLETION

Required Courses			16
<input type="checkbox"/> OSHA Safety 10	WD155	1	
<input type="checkbox"/> Oxy-Acetylene and Safety	WD120	3	
<input type="checkbox"/> Gas Tungsten Arc Welding	WD130	3	
<input type="checkbox"/> Shielded Metal Arc Welding	WD150	3	
<input type="checkbox"/> Gas Metal Arc Welding	WD160	3	
<input type="checkbox"/> Pipe Layout and Blueprint Reading	WD180	3	

This certificate is for students seeking an entry-level welding position after completion. Students must successfully complete the WD 155 OSHA Safety 10 course before attempting any other welding course.

#### Credits Required: 16

The demand for highly skilled welders continues to grow each year. With the number of open jobs quickly outpacing the number of professionals entering the industry, the opportunities to pursue a career in welding also increase significantly.

The Colby Community College (CCC) Welding Technology Program at the Norton Correctional Facility (NCF) prepares residents for welding professionals in various career sectors, including manufacturing, fabrication, maintenance, and the construction trades. Through a balanced blend of class and lab time, the certificate programs create an environment that helps develop students in the contemporary industrial technology workplace.

Students learn shielded metal arc welding, gas tungsten arc welding, core wire welding, and gas metal arc welding. Graduates of this program have the opportunity to pursue careers as general welders, layout technicians, cutters, fabricators, and even entrepreneurs (independent welding contractors). Other career opportunities include brazing in the construction, manufacturing, and utility industries. Specific job titles include welding technicians, supervisors, inspectors, instructors, and shop owners.

The CCC Welding program at the Norton Correctional Facility allows residents the opportunity to complete certificates at two levels. The Level I (Cert A) Welding certificate, is for students who intend to seek entry-level employment. The Level II (Cert B) certificate is for students interested in advancing their skill and knowledge level beyond Level I and securing higher-level employment. All graduates will be eligible to sit for the AWS (American Welding Society) Certification exam.

NCF students must maintain the same grades, academic integrity, and behavior standards as all CCC students.

#### Recommendations

Students should meet with their advisor to determine specific needs and course schedule.

#### Recommended Course Sequence

**Semester I:** WD155 (must complete before any attempting other courses); WD120; WD130

**Semester II:** WD140; WD160; WD180

## WELDING LEVEL II CERTIFICATE

### CERTIFICATE

Required Courses			32
<input type="checkbox"/> Level I Certificate Requirements			16
<input type="checkbox"/> Advanced GTAW	WD210		4
<input type="checkbox"/> Advanced GMAW	WD220		4
<input type="checkbox"/> Advanced SMAW	WD240		4
<input type="checkbox"/> Specialized Welding	WD260		4

The Level II (CertB) certificate is for students interested in advancing their welding skill level and welding knowledge beyond the Level I (CertA) certificate.

#### Credits Required: 32

The demand for highly skilled welders continues to grow each year. With the number of open jobs quickly outpacing the number of professionals entering the industry, the opportunities to pursue a career in welding also increase significantly.

The Colby Community College (CCC) Welding Technology Program at the Norton Correctional Facility (NCF) prepares residents for welding professionals in various career sectors, including manufacturing, fabrication, maintenance, and the construction trades. Through a balanced blend of class and lab time, the certificate programs create an environment that helps develop students in the contemporary industrial technology workplace.

Students learn shielded metal arc welding, gas tungsten arc welding, core wire welding, and gas metal arc welding. Graduates of this program have the opportunity to pursue careers as general welders, layout technicians, cutters, fabricators, and even entrepreneurs (independent welding contractors). Other career opportunities include brazing in the construction, manufacturing, and utility industries. Specific job titles include welding technicians, supervisors, inspectors, instructors, and shop owners.

The CCC Welding program at the Norton Correctional Facility allows residents the opportunity to complete certificates at two levels. The Level I (Cert A) Welding certificate, is for students who intend to seek entry-level employment. The Level II (Cert B) certificate is for students interested in advancing their skill and knowledge level beyond Level I and securing higher-level employment. All graduates will be eligible to sit for the AWS (American Welding Society) Certification exam.

NCF students must maintain the same grades, academic integrity, and behavior standards as all CCC students.

#### Recommendations

Students should meet with their advisor to determine specific needs and course schedule.

#### Recommended Course Sequence

**Semester I:** WD 210 and WD 240

**Semester II:** WD 220 and WD 260

#### Acronyms List

GMAW: gas metal arc welding  
 GTAW: gas tungsten arc welding  
 MIG: inert metal gas  
 OSHA: Occupational Safety and Health Administration  
 SMAW: shielded metal arc welding  
 TIG: inert tungsten gas

#### Welding Positions

**1** refers to a flat position – either 1F or 1G  
**2** refers to a horizontal position – either 2F or 2G  
**3** is a vertical position – either 3F or 3G  
**4** is an overhead position – either 4F or 4G

## BUSINESS ADMINISTRATION/ACCOUNTING

### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree in business administration, accounting, management, marketing, or finance. The curriculum may be adapted to meet the requirements of the transfer institutions. This 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"/> PE – 100 level or above		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Required Business Courses</b>		
<b>18</b>		
<input type="checkbox"/> Accounting I	AC177	3
<input type="checkbox"/> Accounting II	AC178	3
<input type="checkbox"/> Managerial Accounting	AC257	3
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Principles of Macroeconomics	EC276	3
<input type="checkbox"/> Principles of Microeconomics	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"/> Personal Finance	BU175	3
<input type="checkbox"/> Introduction to Business	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"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Calculus: For Business & Liberal Arts	MA210	3

### Credits Required: 62

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.

Zero-level courses do not count toward graduation requirements but they are included in tuition costs.

Intermediate Algebra counts toward graduation requirements but students that choose to take College Algebra also will incur additional tuition costs. Students transferring to a 4-year university are encouraged to complete College Algebra at Colby Community College.

There are 4 and 5 credit hour options to fulfill the science requirement. Students striving to earn an Associate of Science degree should take the 5-credit hour option. Students earning an Associate of Arts degree can take the 4-credit hour option.

It is recommended that students meet with an advisor to determine appropriate course placement and sequence.

### 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 in business education. The curriculum may be adapted to meet the requirements of the transfer institutions. This 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"/> PE – 100 level or above		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Required Business Courses</b>		
<input type="checkbox"/> Accounting I	AC177	3
<input type="checkbox"/> Accounting II	AC178	3
<input type="checkbox"/> Managerial Accounting	AC257	3
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Principles of Macroeconomics	EC276	3
<input type="checkbox"/> Principles of Microeconomics	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"/> Personal Finance	BU175	3
<input type="checkbox"/> Introduction to Business	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"/> Foundations of Modern Education	ED177	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Calculus: For Business & Liberal Arts	MA210	3

### Credits Required: 62

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.

Zero-level courses do not count toward graduation requirements but they are included in tuition costs.

Intermediate Algebra counts toward graduation requirements but students that choose to take College Algebra also will incur additional tuition costs. Students transferring to a 4-year university are encouraged to complete College Algebra at Colby Community College.

There are 4 and 5 credit hour options to fulfill the science requirement. Students striving to earn an Associate of Science degree should take the 5-credit hour option. Students earning an Associate of Arts degree can take the 4-credit hour option.

It is recommended that students meet with an advisor to determine appropriate course placement and sequence.

### 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, CO176, EN177, EC277, Natural Science w/Lab Gen. Ed.

#### Third Semester (16 credit hours)

ED177, EC276, Arts & Humanities Gen. Ed., Oral Communication Gen. Ed., AC178 or Business Elective (6 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)**

**ASSOCIATE OF APPLIED SCIENCE**

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

Required credit hours include

31 hours required for the Accounting/Management Certificate  
This 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"/> Principles of Macroeconomics	EC276	3
<input type="checkbox"/> Principles of Microeconomics	EC277	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"/> Personal Finance	BU175	3
<input type="checkbox"/> Introduction to Business	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"/> 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"/> Accounting I	AC177	
<input type="checkbox"/> Accounting I <b>or</b> Accounting II	AC177 or AC178	3
<input type="checkbox"/> QuickBooks	AC219	3
<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"/> Effective Time Management	BU281	1
<input type="checkbox"/> Seminar in Business	BU298	3
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<b>Business Elective Certificate Courses</b>		<b>3</b>
<input type="checkbox"/> Managerial Accounting <b>or</b>	AC257	
<input type="checkbox"/> Advanced Electronic Spreadsheets	CO223	

**ACCOUNTING/MANAGEMENT CERTIFICATE**

**Certificate Credits Required: 31**

This certificate is available on-campus or online.

Business Management and Administration 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.

**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, BU175, EC276, AC178 (optional)

**Fourth Semester (15 credit hours)**

AC257 or CO223, 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



## BUSINESS ESSENTIALS

### CERTIFICATE OF COMPLETION

**Credits Required: 13**

**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)**

BU175, BU281, CO176

**Second Semester (6 credit hours)**

BT212, BU212

CERTIFICATE HOURS REQUIRED		13
<input type="checkbox"/> Applied Office Procedures	BT212	3
<input type="checkbox"/> Personal Finance	BU175	3
<input type="checkbox"/> Business Communications	BU212	3
<input type="checkbox"/> Effective Time Management	BU281	1
<input type="checkbox"/> Computer Concepts & Applications	CO176	3



## BOOKKEEPING

### CERTIFICATE OF COMPLETION

**Credits Required: 15**

**Certificate Required Course Sequence**

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

**First Semester (6 credit hours)**

AC177, CO176

**Second Semester (9 credit hours)**

AC219, BT212, CO223

CERTIFICATE HOURS REQUIRED		15
<input type="checkbox"/> Accounting I	AC177	3
<input type="checkbox"/> QuickBooks	AC219	3
<input type="checkbox"/> Applied Office Procedures	BT212	3
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Advanced Electronic Spreadsheets	CO223	3



## COMPUTER APPLICATION ESSENTIALS

### CERTIFICATE OF COMPLETION

**Credits Required: 15**

This certificate of completion is designed for students who want to master skills in the area of word processing, advanced spreadsheets, 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, CO276

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



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## MARKETING

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### CERTIFICATE OF COMPLETION

CERTIFICATE HOURS REQUIRED		15
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<input type="checkbox"/> Business Communications	BU212	3
<input type="checkbox"/> Customer Service	BU222	3
<input type="checkbox"/> Marketing	BU225	3
<input type="checkbox"/> Principles of Selling	BU245	3
<input type="checkbox"/> Web Page Design	CO276	3

**Credits Required: 15**

#### Certificate Required Course Sequence

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

#### First Semester (6 credit hours)

BU212, BU222

#### Second Semester (9 credit hours)

BU225, BU245, CO276





## EDUCATION

### EARLY CHILDHOOD/ELEMENTARY/SECONDARY/PHYSICAL

#### ASSOCIATE OF ARTS

**Credits Required: 62**

<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"/> General Biology w/Lab	BI100	4
<b>Social/Behavioral Science</b>		
<input type="checkbox"/> Social & Behavioral Gen Ed Developmental Psychology (Recommended)	PS276	6
<b>Humanities/Fine Arts</b>		
<input type="checkbox"/> Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> PE (100 level or above) Personal & Community Health (Recommended)	PE177	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"/> Foundations of Modern Education	ED177	3
<input type="checkbox"/> Observation & Participation	ED236	3
<input type="checkbox"/> Children Literature	ED277	3
<input type="checkbox"/> College Algebra	MA178	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Child Development	PS280	3
<input type="checkbox"/> General Education Courses		9

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 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 specialization (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.



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**EXERCISE SCIENCE OR ATHLETIC TRAINING**


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**ASSOCIATE OF SCIENCE**

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED 31-33</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 Developmental Psychology (Recommended)	PS276	6
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed. Introduction to Ethics (Recommended)	PI276	6
<b>Physical Education</b>		
<input type="checkbox"/> PE (100 level or above) Personal & Community Health (Recommended)	PE177	1-3
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses 30-31</b>		
<input type="checkbox"/> Basic Nutrition	AL101	3
<input type="checkbox"/> Medical Terminology	AL102	3
<input type="checkbox"/> Biology I w/Lab	BI177	5
<input type="checkbox"/> Anatomy & Physiology I w/Lab	BI276	4
<input type="checkbox"/> Anatomy & Physiology II w/Lab	BI277	4
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> Chemistry I w/Lab	CH177	5
<input type="checkbox"/> Chemistry II w/Lab	CH178	5
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> College Algebra	MA178	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Personal & Community Health	PE177	3

**Credits Required: 62**

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 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 is designed for the student planning to transfer to a four-year baccalaureate degree in biology.

<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"/> PE (100 level or above)		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/51</b>
<input type="checkbox"/> Biology I w/Lab	BI177	5
<input type="checkbox"/> Biology II w/Lab	BI179	5
<input type="checkbox"/> Principles of Microbiology	BI280	5
<input type="checkbox"/> Anatomy & Physiology I w/Lab	BI276	4
<input type="checkbox"/> Anatomy & Physiology II w/Lab	BI277	4
<input type="checkbox"/> Chemistry I w/Lab	CH177	5
<input type="checkbox"/> Chemistry II w/Lab	CH178	5
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225	5
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235	5
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Analytic Geometry & Calculus I	MA220	5

### Credits Required: 62

This represents 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.

## WILDLIFE BIOLOGY

### ASSOCIATE OF SCIENCE

This is designed for the student planning to transfer to a four-year baccalaureate degree in wildlife biology.

<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"/> PE (100 level or above)			1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>31/38</b>
<input type="checkbox"/> Biology I w/Lab	BI177		5
<input type="checkbox"/> Biology II w/Lab	BI179		5
<input type="checkbox"/> Principles of Microbiology	BI280		5
<input type="checkbox"/> Chemistry I w/Lab	CH177		5
<input type="checkbox"/> Chemistry II w/Lab	CH178		5
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225		5
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235		5
<input type="checkbox"/> Elements of Statistics	MA208		3
<input type="checkbox"/> Analytic Geometry & Calculus	MA220		5

### Credits Required: 62

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.

## CHEMISTRY

### ASSOCIATE OF SCIENCE

This is designed for the student planning to transfer to a four-year baccalaureate degree in chemistry.

<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"/> PE (100 level or above)			1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>31/36</b>
<input type="checkbox"/> Chemistry I w/Lab	CH177		5
<input type="checkbox"/> Chemistry II w/Lab	CH178		5
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225		5
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235		5
<input type="checkbox"/> Computer Concepts & Applications	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

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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**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 engineering.

<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"/> PE (100 level or above)		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>31/44</b>
<input type="checkbox"/> Chemistry I w/Lab	CH177	5
<input type="checkbox"/> Chemistry II w/Lab	CH178	5
<input type="checkbox"/> Elements of Statistics	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"/> Engineering Physics I w/Lab	PH208	5
<input type="checkbox"/> Engineering Physics II w/Lab	PH228	5
<input type="checkbox"/> Statics	PH249	3

**Credits Required: 62**

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**

If a mathematics or engineering major, students are encouraged to complete College Algebra and Trig while in high school.

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 17 credit 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 is designed for the student planning to transfer to a four-year baccalaureate degree in mathematics.

<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"/> PE (100 level or above)		1	
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100	1	

<b>Recommended Courses</b>			<b>31/44</b>
<input type="checkbox"/> Biology I w/Lab <b>and</b>	BI177	5	
<input type="checkbox"/> Biology II w/Lab <b>or</b>	BI179	5	
<input type="checkbox"/> Chemistry I w/Lab <b>and</b>	CH177	5	
<input type="checkbox"/> Chemistry II w/Lab	CH178	5	
<input type="checkbox"/> College Algebra	MA178	3	
<input type="checkbox"/> Elements of Statistics	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"/> Engineering Physics I w/Lab	PH208	5	
<input type="checkbox"/> Engineering Physics II w/Lab	PH228	5	
<input type="checkbox"/> Statics	PH249	3	

### Credits Required: 62

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

If a mathematics or engineering major, students are encouraged to complete College Algebra and Trig while in high school.

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, BI177 or CH177, MA220, Oral Communications Gen. Ed.

#### Second Semester (17 credit hours)

BI179 or 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.

## PHYSICAL SCIENCE

### ASSOCIATE OF SCIENCE

Students pursuing an emphasis of student within Physical Science will be exposed to a variety of subjects within math and science. Variations help satisfy requirements to teach in the secondary schools of Kansas in chemistry, earth/space science, physics, and science grades 5-8. Students are ready to transfer to a university or to enter the workforce with knowledge focused on applying critical problem-solving skills and the ability to interpret and analyze data.

In Kansas, students are required to complete licensures in two of the areas (chemistry, earth/space science, physics) or one of these plus an additional licensure area (mathematics or biology, for example)

GENERAL EDUCATION HOURS REQUIRED			31
<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"/> PE (100 level or above)			1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>31/44</b>
<input type="checkbox"/> Chemistry I w/Lab	CH177		5
<input type="checkbox"/> Chemistry II w/Lab	CH178		5
<input type="checkbox"/> Computer Concepts & Applications	CO176		3
<input type="checkbox"/> College Algebra	MA178		3
<input type="checkbox"/> Elements of Statistics	MA205		3
<input type="checkbox"/> Trigonometry	MA185		3
<input type="checkbox"/> Introduction to Geology w/Lab	PH177		5
<input type="checkbox"/> Descriptive Astronomy w/Lab	PH180		4
<input type="checkbox"/> General Physics I w/Lab	PH207		5
<input type="checkbox"/> Engineering Physics I w/Lab	PH208		
<input type="checkbox"/> General Physics II w/Lab	PH227		5
<input type="checkbox"/> Engineering Physics II w/Lab	PH228		

### Credits Required: 62

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, MA178, Oral Communications Gen. Ed.

#### Second Semester (15 credit hours)

PH177 or PH180, EN177, MA185, Physical Education Gen. Ed., Social & Behavioral Science Gen. Ed.

#### Third Semester (17 credit hours)

CO176, PH207 or PH208, Arts & Humanities Gen. Ed., Social & Behavioral Science Gen. Ed., Gen. Ed.

#### Fourth Semester (14 credit hours)

MA205, PH227 or PH228, Arts & Humanities Gen. Ed., Elective Course

### Secondary Education in Physical Sciences

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.

### Physical Sciences Core Courses

PH207 General Physics I w/Lab  
CH 177 Chemistry I w/Lab  
P177 Introduction to Geology

### Courses for EACH licensure selected.

#### Chemistry

CH 178 Chemistry II w/Lab  
CH 225 General Organic Chemistry w/Lab

#### Earth-Space Science

PH180 Descriptive Astronomy

#### Physics

PH207 General Physics I w/Lab  
PH208 General Physics II w/Lab  
MA178 College Algebra

### Middle School Endorsement 5th – 8<sup>th</sup> Grades

B177 Principles of Biology & Lab  
PH208 General Physics II w/Lab or CH 178: Chemistry II w/Lab  
P177 Introduction to Geology or PH180 Descriptive Astronomy

### 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 is designed for the student planning to transfer to a four-year baccalaureate degree in physics.

<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"/> PE (100 level or above)			1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>31/34</b>
<input type="checkbox"/> Computer Concepts & Applications	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"/> General Physics I w/Lab	PH207		
<input type="checkbox"/> General Physics II w/Lab	PH227		5
<input type="checkbox"/> Engineering Physics I w/Lab	PH208		5
<input type="checkbox"/> Engineering Physics II w/Lab	PH228		5
<input type="checkbox"/> Statics	PH249		3

**Credits Required: 62**

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.

ENGLISH

ASSOCIATE OF ARTS

Credits Required: 62

This is designed for those students wishing to transfer to a four-year institution and complete a Bachelor's Degree.

Composition prepares students in the art and practice of writing. This 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, 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.

Literature Concentration

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 concentration 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.

<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"/> PE (100 level or above)	1
<b>Orientation</b>	
<input type="checkbox"/> Student Success Seminar	SO100 1
<b>Recommended Courses</b>	
<input type="checkbox"/> Computer Concepts & Applications	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"/> Introduction to Literature	EN219 3
<input type="checkbox"/> World Literature	LI176 3
<b>Required General Education &amp; Electives</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**

Graphic Design is designed for the art student majoring in Graphic Design. The Visual Art is for the art student majoring in studio art, art education or art therapy. Both 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"/> PE (100 level or above)		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Required General Education 9**

<input type="checkbox"/> Additional Gen. Ed. Courses		9
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**Recommended Courses for Visual Arts 33**

<input type="checkbox"/> Drawing I	AR103	3
<input type="checkbox"/> Watercolor Painting I	AR104	3
<input type="checkbox"/> Oil Painting I	AR105	3
<input type="checkbox"/> Ceramics I	AR111	3
<input type="checkbox"/> Beginning Sculpture	AR115	3
<input type="checkbox"/> Printmaking	AR119	3
<input type="checkbox"/> Synthetic & Mixed Media	AR118	3
<input type="checkbox"/> Art History I	AR176	3
<input type="checkbox"/> Art History II	AR177	3
<input type="checkbox"/> Drawing II	AR203	3
<input type="checkbox"/> Beginning Photography	GR105	3

**Recommended Courses for Graphic Design 24**

<input type="checkbox"/> 2-D Design	AR102	3
<input type="checkbox"/> Drawing I	AR103	3
<input type="checkbox"/> Watercolor Painting I	AR104	3
<input type="checkbox"/> Art History I	AR176	3
<input type="checkbox"/> Art History II	AR177	3
<input type="checkbox"/> 3-D Design	AR203	3
<input type="checkbox"/> Beginning Photography	GR105	3
<input type="checkbox"/> Advanced Photography	GR155	3

**Art Elective Courses 21**

<input type="checkbox"/> Lettering & Design	AR116	3
<input type="checkbox"/> Introduction to Crafts	AR123	3
<input type="checkbox"/> Computer Graphics	AR125	3
<input type="checkbox"/> Watercolor Painting II	AR204	3
<input type="checkbox"/> Problems in Drawing	AR205	3
<input type="checkbox"/> Ceramics II	AR214	3
<input type="checkbox"/> Projects in Ceramics (for community members)	AR220	3

## 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"/> PE (100 level or above)		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 23**

<input type="checkbox"/> Harmony I, II, III, IV	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"/> Introduction to Music	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**

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).

**GENERAL STUDIES (AA)**

**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"/> PE (100 level or above)			1
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar	SO100		1
<b>Recommended Courses</b>			<b>23</b>
Computer Concepts & Applications	CO176		3
Electives			20
<b>Required Hours In Concentration</b>			<b>9</b>
<input type="checkbox"/> General Education Courses			9

**Credits Required: 62**

The course of study is for the student still deciding on a major and will transfer.

**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.



## GENERAL STUDIES (AS)

### ASSOCIATE OF SCIENCE

MINIMUM GENERAL EDUCATION HOURS REQUIRED		30
<b>Written/Oral 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
Principles of Macroeconomics <u>or</u>	EC276	
Principles of Microeconomics (recommended)	EC277	
<b>Arts &amp; Humanities</b>		
<input type="checkbox"/> Arts & Humanities Gen. Ed.		6
<b>Physical Education</b>		
<input type="checkbox"/> Personal & Community Health (recommended)	PE177	1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar	SO100	1
<b>Recommended Courses</b>		<b>12</b>
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Basic Nutrition	AL101	3
<input type="checkbox"/> Medical Terminology	AL102	3
<input type="checkbox"/> Natural Science w/ Lab		4-5
<input type="checkbox"/> College Algebra	MA178	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Electives		9

All transferable Ag classes, Natural Science, Mathematics, & Business hours count towards Hours of Concentration for the Associate of Science degree.



#### Credits Required: 62

The course of study is for the student still deciding on a major and will transfer.

#### 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.

## ASSOCIATE OF APPLIED SCIENCE: APPLIED TECHNOLOGIES

MINIMUM GENERAL EDUCATION HOURS REQUIRED		15
<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>		<b>45</b>
A student must complete 45 credit hours from at least two approved Kansas Board of Regents Technical Certificates.		
<b>Additional Electives</b>		<b>2</b>

#### Credits Required: 62

The Applied Technologies degree allows students to design an individualized concentration 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 45 credit hours from at least two technical disciplines and a minimum of 15 credit hours in general education.

## HISTORY

### 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"/> PE (100 level or above)		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 23/33**

<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> World Regional Geography	GE176	3
<input type="checkbox"/> World Civilization to 1600	HI104	3
<input type="checkbox"/> American History to 1865	HI176	3
<input type="checkbox"/> American History 1865 to Present	HI177	3
<input type="checkbox"/> World Civilization 1600 to Present	HI204	3
<input type="checkbox"/> American Government	PO176	3
<input type="checkbox"/> Electives		12

**Required General Education 9**

<input type="checkbox"/> General Education Courses		9
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**Credits Required: 62**

This area 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"/> PE (100 level or above)		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"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Introduction to Criminal Justice	CJ110	3
<input type="checkbox"/> Philosophy of Thought & Logic	PI200	3
<input type="checkbox"/> State and Local Government	PO105	3
<input type="checkbox"/> American Government	PO176	3
<input type="checkbox"/> Social Problems	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**

This 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

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>		<b>16</b>
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EN176	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	SO100	1
<b>General Education</b>		
<input type="checkbox"/> General Education Course		3

<b>Required AAS Courses</b>		<b>27</b>
<input type="checkbox"/> Introduction to Criminal Justice	CJ110	3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ210	3
<input type="checkbox"/> Law Enforcement Operations & Procedures	CJ211	3
<input type="checkbox"/> Criminal Investigations	CJ214	3
<input type="checkbox"/> Criminal Law	CJ215	3
<input type="checkbox"/> Criminal Justice Interview & Report	CJ216	3
<input type="checkbox"/> Criminal Procedures	CJ233	3
<input type="checkbox"/> Professional Responsibility in Criminal Justice	CJ237	3
<input type="checkbox"/> Agency Administration	CJ240	3

<b>Recommended Courses</b>		<b>9/18</b>
<input type="checkbox"/> Introduction to Forensics	AN185	3
<input type="checkbox"/> Introduction to Corrections Anthropology	CJ212	3
<input type="checkbox"/> Criminalistics	CJ223	3
<input type="checkbox"/> Victimology	CJ227	3
<input type="checkbox"/> Introduction to Homeland Security	CJ230	3
<input type="checkbox"/> Rules of Evidence	CJ236	3

#### ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS

<b>Required Certificate Hours</b>	<b>52</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 student 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>	<b>64</b>

#### **Credits Required: 52-Certificate / AAS-64**

This 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.

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**CRIMINAL JUSTICE/PRE-LAW**


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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"/> PE (100 level or above)		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"/> Introduction to Criminal Justice	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

**Required General Education 9**

<input type="checkbox"/> General Education Courses		9
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**Credits Required: 62**

This 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.

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**POLICE SCIENCE**


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**CERTIFICATE of COMPLETION****Police Science****Required Certificate Courses 15**

<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
<input type="checkbox"/> Elective Hours (Choose One Course)		
<input type="checkbox"/> Criminalistics	CJ223	3
<input type="checkbox"/> Criminal Procedures	CJ233	3
<input type="checkbox"/> Agency Administration	CJ240	3

**Credits Required: 15**

This certificate of completion prepares a student to work as a detention officer, institutional corrections officer or a community corrections surveillance officer.

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**PSYCHOLOGY OR SOCIAL WORK**


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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		
General Psychology (Recommended)	PS176	6
Intro to Sociology (Recommended)	SO186	

**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		
Philosophy of Thought & Logic <b>OR</b>	PI200	6
Intro to Philosophy (Recommended)	PI101	

**Physical Education**

<input type="checkbox"/> PE (100 level or above)		1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses and Electives 23**

<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Abnormal Psychology	PS214	3
<input type="checkbox"/> Adolescent Psychology	PS230	3
<input type="checkbox"/> Developmental Psychology	PS276	3
<input type="checkbox"/> Child Development	PS280	3
<input type="checkbox"/> Sociology of Families	SO182	3
<input type="checkbox"/> Social Problems	SO186	3
<input type="checkbox"/> Sociology of Discrimination	SO210	3

**Credits Required: 62**

This 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-BSN)**


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**ASSOCIATE OF SCIENCE****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.		5

**Social & Behavioral Science**

<input type="checkbox"/> Social & Behavioral Gen. Ed.		
Intro to Sociology (Recommended)	SO176	6
General Psychology (Recommended)	PS176	

**Arts & Humanities**

<input type="checkbox"/> Arts & Humanities Gen. Ed.		
Intro to Ethics (Recommended)	PI276	6

**Physical Education**

<input type="checkbox"/> Personal & Community Health (Recommended)	PE177	1
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**Orientation**

<input type="checkbox"/> Student Success Seminar	SO100	1
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**Recommended Courses 38**

<input type="checkbox"/> Basic Nutrition	AL101	3
<input type="checkbox"/> Medical Terminology	AL102	3
<input type="checkbox"/> Biology I w/Lab	BI177	5
<input type="checkbox"/> Anatomy & Physiology I w/Lab	BI276	4
<input type="checkbox"/> Anatomy & Physiology II w/Lab	BI277	4
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> Fundamentals of Chemistry w/Lab	CH176	5
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> College Algebra	MA178	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Developmental Psychology	PS276	3

**Credits Required: 62**

This 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 in Pre-Chiropractic. The curriculum may be adapted to meet the requirements of the transfer institutions. This 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"/> College Algebra	MA178	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"/> PE (100 level or above)		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Recommended Courses</b>		<b>31/53</b>
<input type="checkbox"/> Biology I w/Lab	BI177	5
<input type="checkbox"/> Anatomy & Physiology I w/Lab	BI276	4
<input type="checkbox"/> Anatomy & Physiology II w/Lab	BI277	4
<input type="checkbox"/> Principles of Microbiology	Bi280	5
<input type="checkbox"/> Chemistry I w/Lab	CH177	5
<input type="checkbox"/> Chemistry II w/Lab	CH178	5
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225	5
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235	5
<input type="checkbox"/> Computer Concepts & Applications	CO176	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> General Physics I w/Lab	PH207	5
<input type="checkbox"/> General Physics II w/Lab	PH208	5
<input type="checkbox"/> General Psychology	PS176	3
<input type="checkbox"/> Introduction to Sociology	SO176	3

### Credits Required: 62

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/PRE-MEDICINE/ PRE-OPTOMETRY**


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**ASSOCIATE OF SCIENCE**

This degree is designed for the student planning to transfer to a four-year baccalaureate degree in Dentistry or Medicine. The area of study may be adapted to meet the requirements of the transfer institutions. This 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"/>	College Algebra	MA178	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"/>	PE (100 level or above)		1
<b>Orientation</b>			
<input type="checkbox"/>	Student Success Seminar		1
<b>Recommended Courses</b>			<b>31/61</b>
<input type="checkbox"/>	Biology I w/Lab	BI177	5
<input type="checkbox"/>	Biology II w/Lab	BI179	5
<input type="checkbox"/>	Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/>	Chemistry I w/Lab	CH177	5
<input type="checkbox"/>	Chemistry II w/Lab	CH178	5
<input type="checkbox"/>	Organic Chemistry I w/Lab	CH225	5
<input type="checkbox"/>	Organic Chemistry II w/Lab	CH235	5
<input type="checkbox"/>	Elements of Statistics	MA205	3
<input type="checkbox"/>	Analytical Geometry & Calculus I	MA220	5
<input type="checkbox"/>	General Physics I w/Lab	PH207	5
<input type="checkbox"/>	General Physics II w/Lab	PH227	5

**Credits Required: 62**

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.

Pre-Optometry needs Analytical Geometry & Calculus I.

**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-PHARMACY

### ASSOCIATE OF SCIENCE

This degree is designed for the student planning to transfer to a four-year baccalaureate degree in Pharmacy. The area of study may be adapted to meet the requirements of the transfer institutions. This 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"/> College Algebra	MA178	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"/> PE (100 level or above)		1	
<b>Orientation</b>			
<input type="checkbox"/> Student Success Seminar		1	
<b>Recommended Courses</b>			<b>31/43</b>
<input type="checkbox"/> Biology I w/Lab	BI277	5	
<input type="checkbox"/> Anatomy & Physiology I w/Lab	BI276	4	
<input type="checkbox"/> Anatomy & Physiology II w/Lab	BI277	4	
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5	
<input type="checkbox"/> Chemistry I w/Lab	CH177	5	
<input type="checkbox"/> Chemistry II w/Lab	CH178	5	
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225	5	
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235	5	
<input type="checkbox"/> Analytical Geometry & Calculus I	MA220	5	

### Credits Required: 62

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 area 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"/> College Algebra	MA178	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"/> PE (100 level or above)		1
<b>Orientation</b>		
<input type="checkbox"/> Student Success Seminar		1
<b>Recommended Courses</b>		<b>31/52</b>
<input type="checkbox"/> Biology I w/Lab	BI277	5
<input type="checkbox"/> Anatomy & Physiology I w/Lab	BI276	4
<input type="checkbox"/> Anatomy & Physiology II w/Lab	BI277	4
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5
<input type="checkbox"/> Chemistry I w/Lab	CH177	5
<input type="checkbox"/> Chemistry II w/Lab	CH178	5
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225	5
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235	5
<input type="checkbox"/> Plane Trigonometry	MA185	3
<input type="checkbox"/> Elements of Statistics	MA205	3
<input type="checkbox"/> Analytical Geometry & Calculus I	MA220	5

### Credits Required: 62

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 a 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"/> College Algebra	MA178	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"/> PE (100 level or above)		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"/> Biology I w/Lab	BI177	5	
<input type="checkbox"/> Biology II w/Lab	BI179	5	
<input type="checkbox"/> Principles of Microbiology w/Lab	BI280	5	
<input type="checkbox"/> Chemistry I w/Lab	CH177	5	
<input type="checkbox"/> Chemistry II w/Lab	CH178	5	
<input type="checkbox"/> Organic Chemistry I w/Lab	CH225	5	
<input type="checkbox"/> Organic Chemistry II w/Lab	CH235	5	
<input type="checkbox"/> Plane Trigonometry*	MA185	3	
<input type="checkbox"/> General Physics I w/Lab	PH207	5	
<input type="checkbox"/> General Physics II w/Lab	PH227	5	

### Credits Required: 62

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 at 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 (20 credit hours)

AG149, CH178, EN177, MA185\*, Social & Behavioral Science Gen. Ed. (6 credit hours)

\*This course is not required if the student has a background in Trigonometry from high school.

#### 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 Colby Community College On-Campus Veterinary Nursing Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians.

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 educational 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 Nurses, 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	AG149	3
<input type="checkbox"/> General Biology w/Lab <b>or</b>	BI00	4-5
<input type="checkbox"/> Biology I w/Lab (preferred) <b>or</b>	BI177	
<input type="checkbox"/> Biology II w/Lab <b>or</b>	BI179	
<input type="checkbox"/> Zoology	BI285	
<input type="checkbox"/> English Composition I	EN176	3
<input type="checkbox"/> Fundamentals of Chemistry w/Lab <b>or</b> Chemistry I w/Lab	CH176	4-5
	CH177	
<input type="checkbox"/> Introduction to Veterinary Nursing	VN115	1
<input type="checkbox"/> Veterinary Medical Terminology <b>or</b> Medical Terminology	VN126	1
	(preferred) or AL102	1 or 3
<input type="checkbox"/> Oral Communications Gen. Ed.	SP101 or SP176	3
	or SP106	
<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"/> Basic Nutrition 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"/> Anatomy & Physiology of Domestic Animals	VN140	3
<input type="checkbox"/> Anatomy & Physiology 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 *	VN151	3
<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

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.

#### 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 Vice President of Academic Affairs.

#### 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
VM108 Obedience Training	1
VN261 Advanced Large Animal Nursing	1
VN262 Advanced Large Animal Nursing	1

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## DISTANCE LEARNING VETERINARY NURSING

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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 fully 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 by a Kansas licensed veterinarian 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 Colby Community College Distance Learning Veterinary Nursing Program is accredited by the AVMA CVTEA as a program for educating veterinary technicians. 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 Aid 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 Admission's 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, Microsoft Excel, and Microsoft PowerPoint to access course material.

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

### 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. 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 Vice President of Academic Affairs.
2. Students who have earned a Bachelors or an Associate's degree.;
3. 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;
4. 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;
5. Students who have successfully completed ("C" or higher) a 100-level or above algebra courses are exempt from the requirement for assessment in mathematics;
6. 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	English Composition I
CH176	Fundamentals of Chemistry w/Lab or
CH177	Chemistry I w/Lab
BI100	General Biology w/Lab or
BI177	Biology I w/Lab w/Lab (preferred) or
BI179	Biology II w/Lab or
BI285	Zoology
AG149	Principles of Animal Science
	Oral Communication Gen. Ed.
AL102	Medical Terminology or
VN126	Veterinary Medical Terminology (preferred)
	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 (full-time curriculum) or First and Second Term (except VN137/VN138) (part-time curriculum), 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, BI285 Zoology, 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 and VN122 Anatomy and Physiology for Veterinary Nurses is a prerequisite or co-requisite for VN123 Basic Nutrition

MA109 Math for Veterinary Nurses and 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

### ASSOCIATE OF APPLIED SCIENCE Suggested Part-Time Curriculum

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 (except VN137 and VN138) with the approval of the Director of the On-Campus and Distance Learning Programs.

#### Credits Required: 82

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.

#### 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 Vice President of Academic Affairs.

#### Associate of Applied Science Required Course Sequence

Ask your advisor for details as you plan your class schedule as some courses are only offered during the fall and spring semesters.

#### First Term (courses offered summer, fall, & spring semester)

MA109, VN119, VN121, VN124

#### Second Term (courses offered summer, fall, & spring semesters)

VN122, VN123, VN137, VN138

#### Third Term (courses offered fall & spring semesters)

VN135, VN136, VN143, VN144, VN148, VN149

#### Fourth Term (courses offered fall & spring semesters)

VN150\*, VN272\*, VN273, VN274, VN287, VN288

#### Fifth Term (courses offered fall & spring semesters)

VN134\*, VN151\*, VN279, VN289\*

#### Sixth Term (courses offered fall & spring semester)

VN283, VN284, VN296, VN297

#### Seventh Term (courses fall & spring semester)

VN263, VN264, VN268, VN269, VN277, VN278

#### Eighth Term (courses offered fall & spring semesters)

VN210\*, VN290, VN291, VN292, VN293, VN298, VN299

\*These courses are also offered during the summer semester.

#### 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 Nurses	MA109	2
<input type="checkbox"/> Breeds of Domestic Animals	VN119	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	1
<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	VN274	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



## DISTANCE LEARNING VETERINARY NURSING

### 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"/> 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 1
<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**

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.

**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 Vice President of Academic Affairs.

**Associate of Applied Science Required Course Sequence**

Some courses are offered only during the fall and spring semesters. 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)**

VN135, VN136, VN137, VN138, VN143, VN144, VN148, VN149, VN272, VN273, VN274, VN287, VN288

**Year 2**

**Third Term (16 credit hours)**

VN151, VN263, VN264, VN268, VN269, VN277, VN278, VN279, VN290, VN291

**Fourth Term (16 credit hours)**

VN134, 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 or spring semesters. Enrollment for the fly-in courses is limited.

**Elective Courses**

VN152 Physical Rehabilitation for Veterinary Nurses	1
VN199 Directed/Independent Study: Veterinary Nursing	1-3



## VETERINARY NURSING OFFICE ASSISTANT

### CERTIFICATE Online Program

This program will prepare individuals for positions working in veterinary hospitals.

<b>CERTIFICATE HOURS REQUIRED</b>		<b>16</b>
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<input type="checkbox"/> Principles of Animal Science	AG149	3
<input type="checkbox"/> English Composition 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 Medical Terminology	VN126	1
<input type="checkbox"/> Oral Communication Gen. Ed.		3

**Credits Required: 16**

Individuals completing this certificate will obtain training in veterinary office and computer skills, communication skills, veterinary 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, VN119, VN121, Oral Communication Gen. Ed.



## VETERINARY OFFICE ASSISTANT

### CERTIFICATE Online Program

This program will prepare individuals for positions working in veterinary hospitals.

<b>CERTIFICATE HOURS REQUIRED</b>		<b>13</b>
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<input type="checkbox"/> Principles of Animal Science	AG149	3
<input type="checkbox"/> English Composition 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 Medical Terminology	VN126	1

**Credits Required: 13**

Individuals completing this certificate will obtain training in veterinary office and computer skills, veterinary 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 (13 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

**Second Semester**

MA109, VN119, VN121, VN126





# Course Descriptions

Colby Community College:



\*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.)**

If accounting sounds intimidating to you, you need to take this class. Accounting Fundamentals introduces the basics of accounting and builds on that knowledge. We will cover the purpose of accounting, the steps of the accounting process, T-accounts, debit, credits, the accounting equation, and reporting with the basic financial statements: the income statement, statement of owner's equity, and the balance sheet. **(Offered fall and spring face-to-face)**

### **\*AC 177 Accounting I (3 Cr. Hr.)**

You'll develop a thorough knowledge of the fundamental accounting principles and basic accounting procedures applicable to the sole proprietorship form of business enterprise. You'll learn basic principles and assumptions, cash receipts, cash payments, purchases, sales, receivables, payables, accruals and deferrals, fixed assets, depreciation, and inventory. You must achieve a grade of "C" or better to proceed to AC178 Accounting II. **(Offered online and fall and spring face-to-face)**

### **\*AC 178 Accounting II (3 Cr. Hr.)**

**Prerequisite:** AC177 Accounting I. This enables you to develop a solid understanding of liabilities, payroll and payroll tax reports, partnerships, limited liability companies, corporations, stocks, earnings per share, dividends, bonds, notes, investments, fair value accounting, statement of cash flows, financial statement analysis, and an introduction into Managerial Accounting. You must achieve a grade of "C" or better to proceed to AC257 Managerial Accounting. **(Offered online and fall and spring face-to-face)**

### **AC 219 QuickBooks (3 Cr. Hr.)**

Do you plan on running a business one day? This class walks you through setting up and managing a business in QuickBooks Online, Intuit's cloud-based accounting software. We will walk through adding accounts, tracking inventory, customer information, vendor information, invoices, sales receipts, bills, purchases, payroll, reporting, and more. **(Offered spring online and face-to-face)**

### **\*AC 257 Managerial Accounting (3 Cr. Hr.)**

**Prerequisite:** AC178 Accounting I. You'll develop analytical tools for accounting information necessary to manage a business and to make sound business decisions that are typically made in the business world. You'll explore product and job costing, job-order costing, process costing, cost behavior, cost-volume-profit (breakeven) analyses, activity-based costing, budgeting and budget variance analyses, and an introduction into Cost Accounting and Finance. You must achieve a grade of "C" or better for this class to transfer to the university level. **(Offered fall online and spring face-to-face)**

# Agriculture

## **AG 101 Agriculture Orientation (1 Cr. Hr.)**

Starting your college career is a new and exciting experience. An orientation to CCC is designed to set students up for success by facilitating the transition into college life. Students are exposed to a regional study of agriculture. The student considers career opportunities for graduates in agriculture and related areas and examines the role of the agricultural college in the industry. **(Offered fall and spring semesters)**

## **AG 102 Agriculture Seminar (1 Cr. Hr.)**

Students interested in learning additional information about agriculture will enjoy this course. Students can discuss job experiences, take industry tours, and discuss problems and phases of the agricultural industry. Focus is placed on exploring 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.)**

The principles of economics will challenge students to "think like an economist" in the context of agricultural issues: past, present, and future. Students will become acquainted with producers' and consumers' decisions in agricultural markets and the economic challenge of scarcity. This understanding will lead to the discovery markets will have in the production, distribution, and consumption of food and fiber in the U.S. economy. **(Offered fall and spring semesters)**

## **AG 107 Crop Science (w/Lab) (4 Cr. Hr.)**

For success in the field of agronomy, students will find this course beneficial. Principles underlying the practices used in the culture of grain and forage crops are studied. Crop classification, structure, growth, and improvement are discussed. In addition, crop response to environmental factors, soils, pests, and associated management practices are addressed. Laboratories enable students to discuss management decisions on planting, harvesting, irrigation, production economics, and problem-solving. **(Offered fall semester)**

## **AG 109 Farm Records & Accounts (3 Cr. Hr.)**

Time is spent learning the application of accounting concepts and principles to farms and other agribusiness firms. Cash and accrual accounting methods, whole farm and enterprise analysis, income tax management, and electronic farm accounting technology are also considered. **(Offered face-to-face spring semester)**

## **AG 117 Soils (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** AG 107 Crop Science; CH176 Fundamentals of Chemistry or CH177 Chemistry I. A strong foundation in the study of soils is paramount to a degree in Agronomy. An introduction to the fundamentals of soils' physical, chemical, and biological properties is the focus. In addition, soil development, classification, distribution, and management are included. **(Offered spring semester)**

## **AG 118 Marketing of Agricultural Products (3 Cr. Hr.)**

The practices and processes of marketing agricultural goods, cash and futures prices, and commodity marketing techniques are examined in this course. Attention is given to the market organization and price analysis, marketing functions, standards and grading, and specific marketing practices related to crops and livestock. Methods of price analysis and marketing strategies are developed. **(Offered fall semester)**

## **AG 120 Beef Cattle Clipping and Handling (2 Cr. Hr.)**

Preparing cattle for show and exhibition is a lucrative skill that can benefit anyone interested in cattle production. Student hones their skills of halter breaking, training hair, and clipping cattle through hands-on teaching. CCC calves are used in the class to be included in the Annual CCC Bull Sale. **(Offered fall and spring semesters)**

### **AG 124 Techniques of Livestock Selection (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. Focus is giving to livestock selection and evaluation of cattle, hogs, sheep, and goats. Students gain an understanding of form and function as it relates to livestock selection. Time is spent learning descriptive terminology, evaluating structural correctness, body capacity, balance, and muscularity. Students gain an in-depth understanding of genetic tools used in each species to aid in evaluation, such as Expected Progeny Differences. **(Offered fall semester) Required for Livestock Judging Team Members.**

### **AG 125 Techniques of Livestock Selection (2 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. Focus is giving to beef selection and evaluation. Students gain an understanding of form and function as it relates to beef cattle selection. Time is spent evaluating structural correctness, body capacity, balance, and muscularity. Students gain an in-depth understanding of genetic tools used in cattle evaluation, such as Expected Progeny Differences. In addition, the different beef breeds are evaluated for strengths and weaknesses. **(Offered spring semester)**

### **AG 126 Principles of Livestock Nutrition (3 Cr. Hr.)**

**Co-requisite:** AG149 Principles of Animal Science. An introduction to essential livestock nutrition is the emphasis of this course. Students will learn the basic anatomy of the digestive system and the process of nutrition. Time is spent learning the origin, chemistry, and feeding value of different feeds; the nutritional requirements of various livestock species; and the theory of practical economics for the maintenance and growth of livestock. **(Offered fall semester)**

### **AG 131 Range Management (3 Cr. Hr.)**

This course emphasizes the principles and practices of grass and grazing management for resource sustainability and environmental stewardship. Students gain experience identifying regional grasses, forbs, and invader plant species. In addition, students gain knowledge of pasture management practices designed for maximum production and learn to calculate stocking rates. **(Offered fall semester)**

### **AG 149 Principles of Animal Science (3 Cr. Hr.)**

The basic principles of Animal Science are of utmost importance for students interested in a career in any segment of animal agriculture. Students explore the different major production systems of cattle, swine, sheep, poultry, and horses. The broad field of animal science requires knowledge of the national and world livestock industry, purpose and products of livestock, nutrition, genetics, selection, reproduction, animal health, animal husbandry, marketing, and management. **(Offered fall and spring semesters)**

### **AG 150 Principles of Animal Science Laboratory (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** AG 149 Principles of Animal Science or instructor permission. Basic knowledge of good animal health is vital for any livestock producer. Students will learn anatomy and physiology as it relates to animal health. Also, time will be spent on immunology, quality assurance plans, common animal diseases, vaccines and vaccinations, and different types of therapeutic drugs and treatments. **(Offered fall and spring semesters)**

### **AG 151 Beef Cattle Science (3 Cr. Hr.)**

Students incorporate best practices in beef production, emphasizing breeding herd management for purebred and commercial phases of the beef cattle industry. Included is the study of selection, breeding, reproduction, nutrition, marketing, and other management practices. **(Offered spring semester)**

**AG 152 Introduction to Animal Health (1 Cr. Hr.)**

**Prerequisite:** AG 149 Principles of Animal Science or instructor permission. Basic knowledge of good animal health is important for any livestock producer. Students will learn anatomy and physiology as it relates to animal health. Also, time will be spent on immunology, quality assurance plans, common animal diseases, vaccines, and vaccinations along with different types of therapeutic drugs and treatments. **(Offered fall semester)**

**AG 153 Reproduction of Farm Animals (3 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. An in-depth study of reproduction for the various livestock species. The emphasis is on all phases of the reproductive stages and efficiency of cattle, horses, sheep/goats, and swine. Students have the opportunity to learn 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. **(Offered fall semester)**

**AG 158 Fundamentals of the Western Disciplines (1 Cr. Hr.)**

The course enables students to learn the fundamentals of the riding discipline and apply these fundamentals to the skills used on horseback. **(Offered spring semester)**

**AG 162, 163, 165, 167 I-IV Horsemanship for Horse Training (1 Cr. Hr.)**

Students ride college and privately-owned horses at the college farm to attain the skills necessary to properly exercise and train horses to prepare for competition. Repetitive practice occurs to achieve the horsemanship skills covered in class. Instructor permission is required. This course fulfills the P.E. credit. **(Offered fall and spring semesters) Mandatory for Equestrian Team Members**

**AG 168 Equine Management Technology I (4 Cr. Hr.)**

Students are involved in the daily management operations of the CCC Equine Unit in addition to acquiring specific management skills for the equine industry. Students learn health management, first aid, nutrition, and equine behavior in Tech 1. **(Offered fall semester)**

**AG 169 Equine Management Technology II (4 Cr. Hr.)**

Equine reproduction is the focus of Tech 2. Students actively participate in foaling broodmares, breeding mares, collecting stallions, and processing the collection in the breeding lab at the CCC Equine Unit. **(Offered spring semester)**

**AG 176 Horse Production (3 Cr. Hr.)**

Students gain an overview of the United States horse industry. The course covers equine technology and up-to-date management practices. Students explore and study breeds of horses along with a general overview of the following: genetics, anatomy and physiology, nutrition, reproduction, selection, marketing, business management, facilities and equipment, and health care. **(Offered fall and spring semesters)**

**AG 205 Agricultural Finance (3 Cr. Hr.)**

This is an in-depth study of financial analysis and the financial institutions which serve agricultural businesses. For each type of financial institution, this course will study its sources of capital, its general loan criteria used to evaluate loan requests, and financial performance. This course will also examine agriculture borrowers' financial condition, their projected cash flow, and the importance of risk management. In addition, the student explores property appraisal and valuation, machinery cost management, financial and commodity markets, personal and business insurance, private and corporate farm ownership, and estate planning. **(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 study of law governs agriculture in a practical sense, which includes estate planning, contracts, leasing, water rights, fencing rights, tortes, personal and liability for the producer and agribusiness. This course will consist of guest lectures from regional attorneys. This course is an informative-type course. **(Offered spring semester)**

**AG226 Applied Livestock Nutrition (3 Cr. Hr.)**

**Prerequisite:** AG126 Principles of Livestock Nutrition. The application of livestock feeding is explored in this course. Knowledge gained in AG 126 is built upon to become familiar with formulating and calculating diets for the various classes and species of farm livestock. Particular emphasis is given to anatomical and physiological differences as they affect the use of specific feedstuffs for each species. Equal class time is devoted to ruminant and monogastric species. **(Offered spring semester)**

**AG 232 Farm & Ranch Management Techniques I (4 Cr. Hr.)**

Students are involved in the daily management operations at the CCC Beef Unit. They learn to identify sick cattle and administration of appropriate treatment. In addition, students can also incorporate low-stress handling techniques of livestock and formulate basic feed rations. **(Offered fall semester)**

**AG 233 Farm & Ranch Management Techniques II (4 Cr. Hr.)**

Students are involved in daily management operations of the CCC Beef Unit. Focus is placed on identifying signs of calving and assisting with difficult calving situations. In addition, the student is also able to manage different cattle production seasons, such as calving, breeding, and weaning in a production setting. **(Offered spring semester)**

**AG 240 Market Beef Production (3 Cr. Hr.)**

Students gain an overview of the United States Beef Industry and a basic understanding of all production platforms within the industry. Students explore and study cattle breeds and a general overview of management and marketing strategies within the beef industry from birth to consumption. **(Offered fall semester)**

**AG 245 Advanced Livestock Judging (2 Cr. Hr.)**

**Prerequisite:** AG124 Techniques of Livestock Selection. Sophomore members of the livestock judging team are encouraged to take this course. An in-depth study of the principles of livestock selection and judging, analysis of animals, terminology, and procedures for giving reasons are the focus to become competitive in the livestock judging arena. **(Offered fall and spring semesters)**

**AG 247 Animal (Equine) Breeding (1 Cr. Hr.)**

Equine breeding is learned through hands-on practice at the CCC Equine Unit. This course emphasizes collecting a stallion and processing the collection in the breeding lab. Students learn mare anatomy and sterile artificial insemination of the mare using current breeding techniques. **(Offered spring semester)**

**AG 249 Artificial Insemination (2 Cr. Hr.)**

Artificial Insemination is taught through hands-on practice at the CCC Beef Unit. This short course enables students to successfully incorporate estrous synchronization and artificial insemination methods into a beef production setting. Emphasize is placed on anatomy, artificial insemination procedures, technique, semen handling, and breeding management. **(Offered fall and spring semesters)**

**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 of work experience at the CCC Beef Unit. **(Offered spring semester)**

**AG 252 Beef Management Techniques I (4 Cr. Hr.)**

Students apply hands-on training concerned with various phases of beef management. The students are involved in specific management operations and decisions in addition to acquiring specific skills. Along with the instructor, students organize and host a production bull test and sale. **(Offered fall semester)**

**AG 253 Beef Management Techniques II (4 Cr. Hr.)**

In Tech II, students gain on-the-job training related to specific areas of beef management. Students are assigned specific tasks associated with the management of the cowherd and cattle marketing aspects of the Farm and Ranch Program. Along with the instructor, students will organize and host a production bull test and 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. Students study 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.)**

An understanding of nutrition is vital for any horse owner. Students learn the essential nutrients, digestion, and absorption, anatomy of equine, evaluation of feedstuffs, 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. Students learn the functional anatomy of the horse. The student understands the structural basis for locomotion and can adequately communicate about organs of movement, digestion, respiration, and reproduction. **(Offered fall semester)**

**AG 263 Beginning Equine Training (3 Cr. Hr.)**

Students 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. Students 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.)**

Tech 3 students gain on-the-job training at the CCC Equine Unit related to specific areas of horse production. Students are assigned management tasks associated with operations and decisions of a working equine facility. Students will be introduced to judging stock-type horses. **(Offered fall semester)**

**AG 269 Equine Management Technology IV (4 Cr. Hr.)**

Tech 4 students gain on-the-job training at the CCC Equine Unit related to specific areas of horse production. Students are assigned specific tasks associated with management operations and decisions of a working equine facility. Students prepare for and complete a riding instruction certification through the Certified Horsemanship Association. Discussion related to barn management and risk management of facilities takes place in this course. **(Offered spring semester)**

**AG 290 Agriculture Equipment Safety (1 Cr. Hr.)**

Students will learn to apply safe operation techniques of farm equipment that are necessary for the day-to-day function at the college farm and in an agricultural career. Equipment training will include a tractor, skid-steer, and feed-wagon operating. After this course, students will complete OSHA certification. **(Offered fall and spring semesters)**

**AG 293 Agriculture Entomology (3 Cr. Hr.)**

Gaining knowledge of insects is vital for any student involved in Agriculture and especially any Agronomy related career. Students start the course by collecting insects in a hands-on learning environment and then identify and classify their collection. Students will spend additional time gaining an insight into the identification of other insects and control measures for harmful insects. The morphology, physiology, and ecology of insects are essential aspects are covered in this course. It also includes the insect's life cycle, anatomy, and plant and animal control behavior. **(Offered fall semester)**

**AG 299 Directed/Independent Study: Agriculture (1-4 Cr. Hr.)**

**Prerequisite:** Approval of instructor. 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 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 semesters)**

# Allied Health

## **\*AL 101 Basic Nutrition (3 Cr. Hr.)** COURSE ▶ TRANSFER

The focus of this course is to familiarize students with all classes of nutrients, the importance of nutrition in everyday life, and the growing importance of nutrition in treating conditions and preventing them. **(Offered fall, spring and summer semesters)**

## **\*AL102 Medical Terminology (1 or 3 Cr. Hr.)** COURSE ▶ TRANSFER

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. **(Offered fall, spring, and summer semesters)**

## **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. **(Offered fall, spring, and summer semesters)**

## **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. The student will identify phenomena that produce alterations in human physiologic function and the resulting human response. The student will gain 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, as well as an introduction to therapeutics. **(Offered spring semester)**



# Anthropology

## **\*AN 177 Cultural Anthropology (3 Cr. Hr.)**

COURSE ▶ TRANSFER

Cultures form the basis for human experience. Anthropology is the study of human diversity and cultural universals. Examine worldviews of peoples and the areas where they live from international and interdisciplinary perspectives. You will make a comparative study of past and present human societies and cultures and apply theories and practices of anthropology from field research. You will learn by doing. Express your skills and knowledge from practical experience, involvement, and investigation. **(Offered fall and spring semesters)**

## **AN 185 Introduction to Forensic Anthropology (3 Cr. Hr.)**

When human skeletal remains are first discovered, the forensic anthropologist looks for the skull and lower jaw, especially the teeth to help identify the person. Forensic Anthropologists learn to read the bones and assemble the person's biological profile and cause of death. Students compare human biological diversity and commonalities. Students will 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 the anthropological theories and methods to forensic work significant to the Criminal Justice System and engage in using the theories and practices of forensic work in field research and experiential learning, involvement and investigation. The student will gain practical, analytical, and interpretive skills in forensic archeology for training in discipline skills to pursue careers in Crime Scene Investigation (CSI) and Forensic Archeology. Forensic Anthropology is a significant element in efforts to control crime and at the same time maintaining a high quality of justice. The course is particularly valuable for students in criminal justice, anthropology, history, and social science education, but provides an important knowledge base for other disciplines and areas of study. This disciplined experience will complement and enhance students' academic program of study as well as influence their own lives. **(Offered spring semester)**

# Art

## **AR 102 2-D Design (3 Cr. Hr.)**

Seyyed Hossein Nasr believes 'we are as much in need of beauty as of the air that we breathe.' What do we find beautiful and why? Learn about the visual elements and the principles of design on how to create an appealing composition, and how to effectively evaluate your work and that of others'. This class is completely project based and you will learn how to use the formal elements mentioned as you start and work through the completion of mostly two dimensional compositions. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face fall semester)**

## **\*AR 103 Drawing I (3 Cr. Hr.)**

COURSE ▶ TRANSFER

Yes, you can draw ... everyone can; it's no different than learning to ride a bike, a global skill. We start with the basic elements of drawing and build using graphite, chalk, charcoal, pen and ink, oil pastels and any combination of these while also discussion good composition techniques. Learning to use value, contrast, perspective, and various subject matter will give you the confidence to continue with Drawing II, attend drawing workshops, and spike your own curiosity to continue towards personal growth and the formation of your style. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face fall semester)**

**AR 104 Watercolor Painting I (3 Cr. Hr.)**

Whether it's a landscape, portrait, or ideas of mystique and curiosity from your mind, watercolors are great to learn for on the go paintings, they are easy to start and come back to, and create a great sense of freshness on paper. You will learn to use a variety of application techniques: dry brush, wet on wet/dry, mixed media, as well as build confidence with using transparent washes and further experimentation with the material alone and in combo with other materials. Use watercolors, watercolor pencils, acrylic wash, and gouache in combination with composition skills to create many beginning masterpieces. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence.

**(Offered face-to-face fall semester)**

**AR 105 Oil Painting (3 Cr. Hr.)**

Painting with oils!!! Sounds like a blast and you get to be experimental with technique, ideas, and application. You will experiment painting with a brush, palette knife, impasto, dripping and a variety of other application techniques. Learn to stretch your own canvas and develop compositional strategies to express what's in your mind. Feel confident painting on canvas, wood backgrounds, working with opaque mediums, making frames and introducing mixed medium into the composition. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence.

**(Offered face-to-face fall semester and online summer semester)**

**AR 106 Elementary Art Education (3 Cr. Hr.)**

Art is important in learning! We will learn about the development of children's art, the importance of creativity in the elementary classroom, empower future educators with tools to pursue a thoughtful curriculum emphasizing the creativity of the student. This course focuses on incorporating art and creative activities into the regular education classroom to offer a varied learning style for all students. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence.

**(Offered spring semester)**

**AR 111 Ceramics I (3 Cr. Hr.)**

Therapy for your soul and relaxing for the mind, in this class you will create in clay using hand built and wheel thrown techniques. Previous experience is not required and this class is good for all ages. As a student, you will be exposed to all stages of clay creation: idea formation, working the clay, firing, glazing or color addition options, and presentation. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence.

**(Offered face-to-face fall and spring semesters)**

**AR 115 Beginning Sculpture (3 Cr. Hr.)**

Do you like to work with your hands? Form your ideas with additive and subtractive techniques using clay, wood, various types of plaster, putty, paper and more; create unique sculptures in the round and in relief. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence.

**(Offered face-to-face fall semester)**

**AR 116 Lettering & Design (1-3 Cr. Hr.)**

Learn how to create beautiful handwriting in various lettering styles. Experience writing with calligraphy pens, form your own alphabet and create relief letters for printing, incorporate beautiful writing in other art forms integrating style and ideas, and more. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence.

**(By Arrangement)**

**AR 118 Synthetic & Mixed Media (3 Cr. Hr.)**

Why work with just one material? Explore the combination of many materials to create your ideas. Acrylics, collage and other combinations of mediums will be used in an experimental combination; stretching the limits and use of to complete a pleasing composition. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face spring semester)**

**AR 119 Printmaking (3 Cr. Hr.)**

Why make only one; printmaking is the art of multiples. Express your ideas with confidence to create prints carved from linoleum, explore alternative lithograph techniques, engraving, and mono-prints. Also, explore the many ways to use printed materials or materials to print on, even clay. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face spring semester)**

**AR 123 Introduction to Crafts (1-3 Cr. Hr.)**


Cut glass with confidence and create sturdy stained-glass compositions, while learning to grind glass, wrap with copper, and solder. You will also create a hard-covered book using the coptic bookbinding method, dye a batik composition, build Native American pottery using the coil and paddle method, weave a tapestry, and express your inner wild in the making of a mask. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face spring semester and community class face-to-face fall and spring evenings)**

**AR 125 Computer Graphics I (3 Cr. Hr.)**

Students use Adobe Photoshop software to develop projects while learning how to properly use Photoshop's tools such as retouching images, applying selective color, and color correcting images. By the end of the course, students will be able to create, edit, and manipulate professional images. **(Offered face-to-face fall semester)**

**\*AR 175 Art Appreciation (3 Cr. Hr.)** 

A great '*get your feet wet*' introduction to the creation side of art, history of art, artists, styles, and why it is so important to acknowledge the importance of art in our daily lives. No prior art experience is necessary for this general education class, which is designed to create confidence and promote the uniqueness of every individual through the expression and discussion of art and culture. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face fall and spring semesters and online fall, spring, and summer semesters)**

**\*AR 176 Art History I (3 Cr. Hr.)** 

Let's go back in history before Hobby Lobby and Michael's existed, where do you get the paint to express the excitement of bringing down a large elephant today? We will discuss the first cave paintings and the importance of these images towards the progression of language. Did you know that the corbeled and round arch, and post and lintel building methods all existed in the Neolithic Period? We will discuss the history of art: architecture, sculpture, painting and other 2D media, as well as art concepts, terminology, and styles important to the understanding of visual arts from the beginning of written language from the Prehistoric Period through the Middle Ages leading into the Renaissance Period. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and appreciation of history and how it is captured in art throughout the ages. **(Offered face-to-face fall semester)**

### **\*AR 177 Art History II (3 Cr. Hr.)**



Leonardo and Raphael were artists before they were ninja turtles. Learn about history and how it pertains to art: architecture, sculpture, painting and other 2D media from the Renaissance through the Post-Modern periods. Hey, some of these current and new building methods aren't so new, and didn't Rembrandt and Caravaggio do some great ground breaking when it comes to understanding use of light and creation of drama in a composition; learn about this and more. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and appreciation of history and how it is captured in art throughout the ages. **(Offered face-to-face spring semester)**

### **AR 185 The Fine Arts Experience (3 Cr. Hr.)**

Find your hiking boots, round up a sketchbook, charge the batteries in your camera! This is an opportunity to experience culture outside of Colby, and Kansas. We take a trip to see petroglyphs/pictographs, galleries or museums, historic architectural sites, musical performances, etc so that we can reflect on cultures different than our own. There is no prerequisite for this class. It is necessary to be flexible with time schedule, order of events, we may even be sleeping in a tent. Join us and enjoy the experience of learning and sharing your ideas. **(By Arrangement)**

### **AR 202 3-D Design (3 Cr. Hr.)**

Seyyed Hossein Nasr believes 'the modern response is that you just create art for the sake of art; but this was never the answer of traditional civilizations where one created art for both the sake of attainment of inner perfection and for human need in the deepest sense—because the needs of man are not only physical, they are also spiritual. So, what do we find beautiful and why? Learn about the visual elements and the principles of design on how to create an appealing composition, and how to effectively evaluate your work and that of others'. This class is completely project based and you will learn how to use the formal elements mentioned as you start and work through the completion of three-dimensional compositions. No previous experience using these materials is necessary. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face spring semester)**

### **AR 203 Drawing II (3 Cr. Hr.)**

**Prerequisite:** AR103 Drawing I. Let's stretch your knowledge and use of materials that you like to use to record with confidence when creating new compositions which express ideas and lots of content. The more you draw the more you develop your own style. You will experiment with graphite, charcoal, pastels, pen and ink, oil pastels and a combination of these materials on a variety of papers. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered face-to-face spring semester)**

### **AR 204 Watercolor Painting II (3 Cr. Hr.)**

**Prerequisite:** AR 104 Watercolor Painting

Let's stretch your knowledge and use of materials that you like to use to record with confidence when creating new compositions which express ideas and lots of content. The more you paint the more you develop your own style. You will experiment with watercolor, watercolor pencils, gouache, acrylic wash and a combination of these materials on a variety of papers using a variety of applications techniques: dry brush, wet on wet/dry, mixed media, and translucent washes. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered spring face-to-face by arrangement)**

### **AR 205 Problems in Drawing (1-5 Cr. Hr.)**

**Prerequisites:** AR 103 Drawing I and AR 203 Drawing II. Completely off the chart type of discovery and freedom in this class. You will study other artists' styles and methods and integrate with your own fresh and unique ideas. This class is all about continuing to work deeper into your own individual style. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(By Arrangement)**

### **AR 206 Problems in Painting (1-5 Cr. Hr.)**

**Prerequisites:** AR 103, AR 104, AR 105, and AR 118. Build on your style, use all of the painting mediums, work on expression of thoughts and ideas through the use of mediums, or combinations of mediums. This class is designed around you and where you want to go in the learning process. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(By Arrangement)**

### **AR 214 Ceramics II (1-3 Cr. Hr.)**

**Prerequisite:** AR 111 Ceramics I. If you found peace and satisfaction in Ceramics I, you will enjoy the challenge and freedom of experimentation in this advanced clay class. Whether it be hand building or wheel throwing you will be encouraged to work towards self-initiated exploration of artists, techniques, and styles working in the area of clay. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered fall, spring, and summer semesters)**

### **AR 215 Advanced Crafts (1-3 Cr. Hr.)**

**Prerequisite:** AR 123 Introduction to Crafts. So, you want more art but you don't consider yourself a painter or sculptor? Craft has its roots in the middle ages: clay, glass, leather, book illuminations, etc. Delve deeper in your knowledge and experience of these materials in this teacher assisted and by unique design per student opportunity. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(By Arrangement)**

### **AR 220 Projects in Ceramics (1-3 Cr. Hr.)**

**Prerequisites:** AR 111 Ceramics I, AR 214 Ceramics II. Take your clay experience to the next level. Join advanced clay students in the creation process: experimenting with various types of clay, concept and purpose in creation, glaze/color applications, and firing processes. Participate in area shows by taking your works from preparation to presentation stages, share your ideas with the community. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered fall, spring, and summer semesters)**

### **GR 105 Beginning Photography (1 Cr. Hr.)**

**CAPTURE THAT AMAZING SHOT!!!!** The first time. Learn how the camera works, all of its functions, film, digital, and how to make all of the adjustments you will need to shoot indoor/outdoor in full light/no light conditions. Then, take those cool shots into the studio and learn to enhance and edit in lightroom and photoshop. This class is perfect for beginners, graphic design and visual art students, and anyone wanting to know how to use that fancy camera they got for Christmas or a birthday to capture beautiful moments. Previous experience is not required and this class is good for all ages. Join us and enjoy the experience of learning, sharing your ideas, and appreciation of history and how it is captured in art throughout the ages. **(Offered Fall Semester)**

### **GR 155 Advanced Photography (3 Cr. Hr.)**

**Prerequisite:** GR 105 Beginning Photography. What's shooting in raw and conceptual art? Take your photography skills to a new level, learn to incorporate meaning into a landscape .... Or a portrait, shoot in raw rather than JPEG for better editing crispness and more control over color and values. Work on your own personal style, build a portfolio and learn to write constructively about the photos that you take. After editing, you will be printing your work on canvases, cups, or towels, sending pics to the local paper for publishing with a description as a photojournalist would, and **SHOW** your work at area art shows. Join us and enjoy the experience of learning, sharing your ideas, and creating with confidence. **(Offered Spring Semester)**

# Biology

## **\*BI 100 General Biology (w/Lab) (4 Cr. Hr.)**

Students will learn to apply basic biological principles to perceive the need for continued inquiry into ecological practices as well as elucidation of biological advances and research that directly affects life. Application of the scientific method in both lecture and laboratory will take place with emphasis on scientific thought, data handling, and problem solving while learning to employ an analytical outlook whilst maintaining equipoise. This course is designed for non-science majors. **(Offered face-to-face and online fall and spring semesters)**

## **\*BI 177 Biology I (w/Lab) (5 Cr. Hr.)**

Students will learn about life characteristics common to both plants and animals to enhance perception of the need for continued inquiry into molecular biology practices, understanding of biological advances in various fields of relation to future student courses of study, comprehension of the impact of established biological concepts salient to future biological science research to include select philosophical and political implications. Application of the scientific method in the laboratory to include emphasis on scientific thinking, experimentation, data handling, and problem solving will take place. This course is designed for students in areas of study that require a strong biology background. **(Offered face-to-face and online fall and spring semesters)**

## **\*BI 179 Biology II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** BI 177 Biology I (w/ Lab) with a “C” or above. Students will apply the Theory of Evolution to comprehension of the unity and diversity of life while enabling the student to gain a perception of necessity for acquisition of the latest biological advances, comprehension of the impact of established biological concepts in relation to future biological science advances, research explorations to include philosophical and political implications. The scientific method will be applied in both lecture and the laboratory with emphasis on scientific thinking, experimentation, data handling, and problem solving. The course is designed for students in areas of study that require a strong biology background and may transfer as Biology II or as Zoology or Botany at universities that do not have a Biology II course. This course includes three hours of lecture and three hours of laboratory per week. **(Offered face-to-face spring semester)**

## **\*BI 276 Anatomy & Physiology I (w/Lab) (4 Cr. Hr.)**

The student will learn to identify the basic biological concepts of structure and function of the human body. Students will 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 face-to-face and online fall and spring semesters)**

## **\*BI 277 Anatomy & Physiology II (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** BI276 Anatomy & Physiology I. This class is a continuation of Anatomy and Physiology I. the student will 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 coursework places an emphasis on the process of homeostasis, metabolism, growth and development. **(Offered face-to-face and online fall and spring semesters)**

**\*BI 278 Anatomy & Physiology (5 Cr. Hr.)**

COURSE ▶ TRANSFER

The student will develop a working knowledge of the structure and function of the human body. The coursework places an emphasis on the study of function of the human body and a basic knowledge of gross anatomy. There are no prerequisites. Biology, chemistry, and medical terminology are strongly encouraged as optional prerequisites. **(Offered face-to-face and online fall and spring semesters)**

**BI 280 Principles of Microbiology (w/Lab) (5 Cr. Hr.)**

The student will gain an understanding of the major characteristics and life functions of microorganisms to include bacteria, fungi, and viruses with emphasis upon disease producing effects of such microorganisms with particular emphasis toward health and biological sciences. The students will explore and apply microscopy techniques, culturing methods for microorganism diagnostic identification, and infection control. The course may transfer as a 200-level microbiology course. **(Offered hybrid and online fall and spring semesters)**

## Business

**\*BU 175 Personal Finance (3 Cr. Hr.)**

COURSE ▶ TRANSFER

Money tends to manage the lives of most individuals. We will work to reverse this condition by learning how we can manage our money toward accomplishing our personal short- and long-term life goals. Through both direct personal application and theoretical scenarios, you will come to understand the changing function of money as a tool in the different phases of life. In the end, you will be endowed with greater financial clarity in an increasingly uncertain world. **(Offered fall face-to-face)**

**BU 176 Introduction to Personal Finance (1 Cr. Hr.)**

This course is designed for the non-business major. It is an overview of financial planning with an emphasis on budgeting, managing credit, debt management, and making purchasing decisions. **(Offered fall online)**

**\*BU 178 Introduction to Business (3 Cr. Hr.)**

COURSE ▶ TRANSFER

Want to major in Business but not sure what area of business your concentration should be? Want to start a business but not sure how to write a business plan? In this class, you'll explore the basic areas of business including global markets, business ethics, economic challenges, communication, ownership, E-business, management, leadership, human resources, marketing, technology, accounting, and finance. Putting it all together, you'll create a business plan for your choice of business. **(Offered fall face-to-face and online spring)**

**BU 212 Business Communications (3 Cr. Hr.)**

No matter what career you want to go into, this class will benefit you. Communication is essential in every aspect of life, especially the business environment. In this class, we will walk through all aspects of the communication cycle including analyzing your audience, preparing the message, choosing the appropriate channel, and providing feedback. You will compose various business messages including letters, a report, presentation, resume, and cover letter. **(Offered fall online and spring face-to-face)**

**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.)**

Do you like working with people? People are the biggest resource a business has. Human Resource Management is the management of people in a business to accomplish the business's objectives. As the first point of contact, a Human Resource Manager must understand the company culture, how to motivate workers, and manage conflict, in addition to the interview and hiring process. Students who take this class will develop a personal development plan, conduct an interview, and much more. **(Offered fall online)**

**BU 222 Customer Service (3 Cr. Hr.)**

Customer service is a buzzword in the corporate world. Students will explore strategies to handle the angry customer, different generations, earn customer loyalty, write win-back messages, requirements of internal and external customers, the enhancement of customer relationships, the significance of market research, and the design and redesign of customer service strategies. **(Offered fall online)**

**BU 225 Marketing (3 Cr. Hr.)**

Marketing is all around us. We are constantly being marketed to, so let's take a look at the marketing concept and the reasoning behind all of the ads we are bombarded with on a daily basis. This class looks at marketing from the business perspective, as well as the consumer's perspective. We examine the consumer decision-making process, marketing research, market segmentation, target markets, the marketing mix, ethical obligations of marketers, and more. Students will create an advertisement, conduct marketing research on a business of their choice, and gain knowledge of the tactics marketers use to connect with their target market. **(Offered online and spring face-to-face)**

**BU 237 Principles of Management (3 Cr. Hr.)**

Do you want to develop your management skills? You practice teamwork, leadership, motivation and the basic management functions of planning, organizing, leading, and controlling through class activities and a final team project. You'll explore current management topics such as globalization, diversity, ethics, social responsibility, quality, productivity and participative management and see how you fit in to the management techniques and philosophies. **(Offered spring face-to-face and online fall)**

**BU 241 Management of Small Business (3 Cr. Hr.)**

Managing a small business is a lot of work. This course is jam-packed with information about running a small business. We will explore 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. Each student will create his/her own business plan with the information discussed in class. **(Offered fall online and face-to-face)**

**BU 244 Retail Management (3 Cr. Hr.)**

Retail stores have become part of our day-to-day lives, but have you ever thought about what it takes to manage a retail store? Students who take this course will learn about the importance of retail, types of retailing, internet retailing, choosing a retail site location, buying and pricing merchandise, and customer relationship management. Students will observe and evaluate a store's layout, design, and visual merchandising techniques. Students will also assess a retail company's strengths, weaknesses, opportunities, threats, and financial returns. **(Offered fall online)**

**BU 245 Principles of Selling (3 Cr. Hr.)**

Want to learn some selling tactics? Principles of Selling focuses on personal selling from prospecting, to sales dialogue, handling objections, making the presentation, closing the deal, and follow-up. Students will prepare and present a sales presentation and learn how to build quality, mutual relationships to accomplish sales goals. **(Offered spring online and fall face-to-face)**



### **BU 281 Effective Time Management (1 Cr. Hr.)**

Most people struggle with time management. Juggling various responsibilities and tasks can be difficult. This class helps students recognize time-wasters, realize how they are spending their time, set goals, and prioritize. **(Offered fall semester)**

### **BU 298 Seminar in Business (3 Cr. Hr.)**

Ready for the workforce? Seminar in Business is the capstone course for our business management and administration degree. Students who complete this course will be prepared to take on the workforce with confidence. Students will complete a research project, create an e-portfolio, a resume, a cover letter, and various employment documents related to the student's career goals. **(Offered spring online)**

## **Business Technology**

### **BT 212 Applied Office Procedures (3 Cr. Hr.)**

Students 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, and supervisory and administrative responsibilities utilizing current technologies. **(Offered spring online)**

### **BT 218 Advanced Word Processing (3 Cr. Hr.)**

This course develops proficiency in Microsoft Word. Students build on existing knowledge of Word to complete and solve business problems using complex Word techniques in merging, macros, graphics, and desktop publishing. Business-related projects utilizing critical thinking are included. **(Offered fall online)**

## **Chemistry**

### **CH 150 Chemistry in Society (w/Lab) (5 Cr. Hr.)**

This course presents chemistry to non-science majors who must function and make decisions in a society shaped by science and technology. This course encourages chemistry knowledge in context of environmental concerns, health and wellness, technology and other current issues. **(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 chemistry, and is designed for the student needing five or more hours of general chemistry. This course is recommended for certain students of agriculture, home economics, nursing, biology and general education. **(Offered face-to-face fall and spring semesters)**

### **\*CH 177 Chemistry I (w/Lab) (5 Cr. Hr.)**

**Prerequisite or Corequisite:** MA177 Intermediate Algebra. This course seeks to help students develop a working knowledge of chemical principles for subsequent courses. This course is the first class in a two-semester series. This course is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. **(Offered fall semester)**

### **\*CH 178 Chemistry II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH177 Chemistry I. This course is a continuation of Chemistry I (CH177). It focuses on the topics of electrochemistry, thermodynamics, chemical kinetics, chemical equilibrium and acids and bases. Other topics that may be covered are environmental chemistry, nuclear chemistry, organic chemistry, polymers and coordination chemistry. **(Offered spring semester)**

### **CH 225 Organic Chemistry I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH178 Chemistry II or concurrent enrollment. This course is the first of a two-semester sequence in organic chemistry. It is for students majoring in chemistry, biology, pre-med, pre-vet, pre-dental, pre-pharmacy and other medical fields. Topics to be covered include organic structure and bonding, isomerization, chirality, conformation, alcohols, alkanes, alkenes and alkynes. This course is for students wanting to study chemistry, biological sciences, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. **(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 (CH225). This course is to further the understanding of organic chemistry mechanisms and includes discussion of oxidations, reductions, carbonyl chemistry, and organic acids and acid derivatives. Additional topics may include applications to biochemistry, including a study of carbohydrates, amino acids, proteins, lipids, and nucleotides. **(Offered spring semester)**

## Computer

### **\*CO 176 Computer Concepts & Applications (3 Cr. Hr.)**

**COURSE TRANSFER**

Prior knowledge of keyboarding is essential. Minimum Keyboarding: 25wpm/5 errors/5 minutes is recommended. Students will explain computing technology concepts and practice application software by completing projects using word processing, spreadsheets, presentations, database applications, and web browsers used in business and industry. **(Offered fall and spring face-to-face and online)**

### **CO 223 Advanced Electronic Spreadsheets (3 Cr. Hr.)**

This course develops proficiency in Microsoft Excel. Students 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.)**

Students use HTML programming language and WYSIWYG software to create basic websites that 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.)**

Explore the legal issues and liabilities and management practices associated with organizational policies and procedures. **(Offered fall semester)**

**\*CJ 110 Introduction to Criminal Justice (3 Cr. Hr.)**

Justice is at the heart of the U.S. democratic system. Today's criminal justice system faces increasingly complex issues. Enter Criminal Justice studies where career options expand through a variety of fields. Be informed about the work of professionals in each field. Study past and present internal and external issues of the various components of the criminal justice system including police, corrections and the courts; see how these interrelated components result in the administration of justice today. Graduates of our Criminal Justice Program and professionals with careers involving criminal justice share their experiences with our students about important issues that Criminal Justice Professionals tackle every day. **(Offered fall semester)**

**CJ 210 Juvenile Delinquency and Justice (3 Cr. Hr.)**

Low-risk youth entering a high-risk system that makes them worse--the costs begin to outweigh the benefits. Delinquent youth in the juvenile justice system confront changed circumstances that call into question legal precedents courts have followed for years. Study Juvenile Delinquency and Justice to be informed about adolescent development and juvenile offenders, critique cases, and consider current controversies. Current social trends in juvenile crime, gang activity, and premeditated violence will be discussed in this course. As an introduction to the American system of juvenile justice we will cover the relationships between juveniles and the criminal justice system, including law enforcement, juvenile diversion programs, courts, probation and parole, service organizations and the correctional system. Students examine the historical precedents and philosophical reasons for treating juveniles differently from adults; and review empirical evidence about child development that can illuminate the reasons for their special status within the system. We study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution. **(Offered fall semester)**

**CJ 211 Law Enforcement Operations and Procedures (3 Cr. Hr.)**

Examine the role of police in modern society and the application of key concepts to policing scenarios. Identify, discuss, and assess 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.)**

Focus on the relation of corrections to the criminal justice system, theories underlying correctional practice, and the role of institutions within the corrections system. Explore the principles and practices of treatment accorded to offenders in various types of correctional settings. **(Offered fall and spring semesters)**

**CJ 213 Introduction to the Judicial Function (3 Cr. Hr.)**

Examine the empowerment of the criminal court system and criminal process and its influence on social policies. Analyze the major judicial decision-makers such as prosecutors, defense attorneys, judges, and the courtroom workgroup. Discuss the historical development and contemporary structure of state and federal trial courts and courts of appellate review. **(Offered spring semester)**

**CJ 214 Criminal Investigation (3 Cr. Hr.)**

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.)**

Examine the history, scope and nature of law. Focus 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.)**

Focus on the unique types of writing required in a criminal justice career. 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.)**

Discuss the legal restrictions, scope of authority, and functional role of security in modern society. Review loss prevention, internal theft, property and personal protection, and the three “C’s” associated with fraud; cash, checks, and credit card. (Offered spring semester)

**CJ 223 Criminalistics (3 Cr. Hr.)**

Fiction writers, CSI show fans, investigators, or law officers, whomever students aspire to be, could use Criminalistics skills and knowledge. Students put together mental puzzles about crime scene evidence recovery, preservation, and lab analysis. Criminalists objectively apply standard, scientific processing techniques of the physical and natural sciences to examine physical evidence. Course topics include scientific and technical methods in an investigation. (Offered spring semester)

**CJ 224 Medico legal Death Investigation (3 cr. hr.)**

Analyze the systems and methods of determining time, cause, and means of death in criminal investigations and trials. The legal and criminalistic concepts and procedures for the medicolegal investigation of death due to natural, accidental, suicidal or criminal cause are studied. Examine basic concepts of forensic science and crime solving techniques of establishing identity through human remains. (Offered spring semester)

**CJ 225 Biohazard Readiness (3 Cr. Hr.)**

The basic facts and fundamental principles in biological and chemical hazard preparedness and response are studied by participating in critical incident exercises about biohazard readiness and preparedness methods. (Offered spring semester)

**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. (Offered spring semester)

**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. (Offered fall semester)

**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 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. **(Offered fall semester)**

### **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.)**

Practical analysis of legal issues, liabilities, modern administration theory and supervisory management principles and their application to the unique operating problems of criminal justice organizations. **(Offered fall semester)**

### **CJ 241 Justice and the Community (3 Cr. Hr.)**

Understand the challenges of the justice system developing and maintaining meaningful community relationships, include crime prevention programs, media relations, and special issues associated with juveniles, the elderly and cultural diversity. **(Offered spring semester)**

### **CJ 242 Communications Strategy (3 Cr. Hr.)**

Be introduced to specific communication skills and techniques designed to reduce offender resistance and individual criminal risk by applying these skills and techniques at a personal level. **(Offered spring semester)**

### **CJ 245 Critical Incident Management (3 Cr. Hr.)**

Practice direct response, operations and management of man-made and natural critical incidents by analyzing the theoretical and applied models and concepts for managing disasters, terrorism, school/workplace violence, or other critical incidents. **(Offered fall semester)**

### **CJ 261 Directed Study in Criminal Justice (1-3 Cr. Hr.)**

Conduct individual research on an advanced level. Explore a specialized topic of interest in the criminal justice field as approved and directed by the instructor. (Permission of instructor required). **(Offered summer semester)**

### **CJ 262 Internship in Criminal Justice (3-12 Cr. Hr.)**

Gain exposure to the work environment and/or apply classroom learning to the work site as a precursor to future employment. **(Offered summer semester)**

## **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 February 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 one unofficial copy of your high school transcript or GED scores.*

*Step 2: Request one unofficial copy 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 one copy 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. **(Offered face-to-face fall first semester)**

### **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. **(Offered face-to-face fall first semester)**

### **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. **(Offered online/ITV and face-to-face fall first semester)**

### **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, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions and clean removable appliances. **(Offered online/ITV and face-to-face fall third semester)**

### **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. **(Offered online/ITV and face-to-face fall first semester)**

**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. **(Offered online/ITV and face-to-face spring second semester)**

**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. **(Offered online/ITV and face-to-face fall first semester)**

**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. **(Offered face-to-face fourth semester)**

**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. **(Offered online/ITV and face-to-face fall third semester)**

**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. **(Offered online/ITV and face-to-face spring fourth semester)**

**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. **(Offered online/ITV and face-to-face spring fourth semester)**

**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. **(Prerequisite)**  
**(Offered fall semester)**

**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. **(Online Prerequisite)** **(Offered spring and summer semesters)**

**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. **(Offered online/ITV spring second semester)**

**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. **(Offered online/ITV and face-to-face spring second semester)**

**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. **(Offered online/ITV spring second semester)**

**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. **(Offered online/ITV spring second semester)**

**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. **(Offered online/ITV spring second semester)**

**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. **(Offered online/ITV fall third semester)**



### **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. **(Offered online/ITV fall third semester)**

## **Drama**

### **\*DR 120 Theatre Appreciation (3 Cr. Hr.)**

Theatre Appreciation explores the world of theatre in all its exciting aspects. This course is offered for all general education students and satisfies a humanities requirement for transfer students. It is designed to help students increase their knowledge and understanding of theatre through readings, assignments, and discussion. **(Offered fall, and spring semesters)**

### **DR 135, 145, 235, 245 I-IV Theatre Practicum (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. **(Offered fall and spring semesters)**

### **DR 130, 140 I-II Theatre Performance (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. **(Offered fall and spring semesters)**

### **DR 271 Introduction to Acting Experience (3 Cr. Hr.)**

Introduction to Acting Experience is designed to teach the fundamentals of acting for those students who have little or no experience in the theatre. We will explore all the tools used by actors, including improvisation, vocal, physical and psychological warm-ups, building trust, relaxation and discipline techniques. **(Offered fall semester)**

## **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. **(Offered fall and spring semesters)**

### **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. **(Offered summer semester)**

**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.)**

Would you like the chance to step back into your childhood? This is the course for you! We will explore the different genres of children's literature, ranging from beginning books to the chapter books. Even if you do not aspire to teach, this class will open your eyes to the importance of early childhood literacy. You will also learn how to choose literature for a classroom library, gain knowledge of award-winning children's books, and have fun with class projects. (Offered fall semester)

The following elective courses are not required for a degree but may be offered "on demand."

**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. (Offered spring and summer semesters)

**ED300 Intro to Childhood Trauma & It's Effects (3 Cr. Hr.)**

In this introductory course, the focus will be on building the student's awareness around trauma, adverse childhood experiences, impact on brain development, relationships, and learning. Being trauma-aware helps change the way we interact and respond to challenging children and adolescent behaviors. This course is beneficial for anyone interested in learning how trauma can negatively affect an individual physically, cognitively, socioemotionally, and neurologically. This class is essential for teachers, early learning professionals, parents, social workers, and anyone who works with or interacts with children and youth or adults impacted by childhood trauma. (Offered fall, spring, and summer semesters)

**ED301 Trauma-Informed Strategies and Practices (3 Cr. Hr.)**

The implementation of a trauma-informed approach requires a profound paradigm shift that deepens and unfolds over time. Individuals and organizations move through stages as they strive to meet students' needs and become fully trauma-informed. This course is an overview of how trauma looks in the classroom. Students will acquire foundational skills and learn how to look beyond the behavior to find and treat the stressor instead of using traditional methods and practices. Students will apply trauma-informed practices to classroom scenarios and case studies and their classrooms to improve discipline policies, student resilience, and educational outcomes. (Offered fall, spring, and summer semesters)

**ED 302 The Trauma-Informed Classroom (3 Cr. Hr.)**

This course answers the essential question, "What is the trauma-informed classroom?" Students will explore a comprehensive set of components and criteria to help schools create, sustain, and assess trauma-informed classrooms. The rationale, research, and five domains of a trauma-informed classroom are explored in-depth. These domains provide an organizing system of where to start and how to continually create and sustain an effective classroom designed to meet the needs of all students, especially those who have been impacted by trauma. (Offered fall and spring semesters)

### **ED 303 Suicide Prevention, Intervention, and Postvention (3 Cr. Hr.)**

Suicide is the second leading cause of death for youth between the ages of 10 and 19. Because students spend so much time in the school, either in person or virtually, teachers and staff are on the front lines of suicide prevention. In this course, students will explore the basics in suicide prevention, intervention, and postvention and beyond for school personnel. Students will learn how to strengthen protective factors by creating a culture of caring and will also learn to identify risk factors, recognize warning signs, and know what action to take.

### **ED 304 Topics in Trauma-Informed Perspectives and Practices (3 Cr. Hr.)**

This course offers an in-depth study of specialized topics and practices in the field of trauma and trauma-informed perspectives. This course will allow students to explore the most current knowledge possible by introducing the latest perspectives, practices, and challenges; and encourage students to discuss these topics to apply them in practice.

## **Economics**

### **\*EC 276 Principles of Macroeconomics (3 Cr. Hr.)**

Macroeconomic statistics and institutions are frequently reported on in the news, their decisions and impact influencing your daily life. At the same time, economics continues to be an enigma to most people. You will unravel this mystery as you explore the structure and dynamics of the macroeconomy, how economic data is compiled and reported, and the way data guides important policy institutions such as Congress and the Federal Reserve. (Offered fall and spring face-to-face and online)

### **\*EC 277 Principles of Microeconomics (3 Cr. Hr.)**

The principles of economics will challenge you to "think like an economist" in the context of societal issues past, present, and future. You will become acquainted with the decisions of consumers and producers as they face the core economic challenge of scarcity. This understanding will lead you to discover the impact of market structure and public policy on the production, distribution, and consumption of goods and services in the U.S. economy. (Offered fall and spring face-to-face and online)

## **Sustainable/Renewable Energy**

### **AE 177 Energy Efficiency (3 Cr. Hr.)**

Want to learn how to lower your utility bills? Gain a fundamental understanding in energy conservation, energy efficiency, and energy auditing. You will apply techniques including the utilization of a solar photovoltaic array and/or wind turbine that will not only reduce the customer's utility bill, but your own! (Offered spring semester-18 weeks)

### **AE178 AG/Rural Wind Applications (3 Cr. Hr.)**

Produce your own wind on the farm! Learn practical field applications through the usage of small wind turbines which supply electrical needs to many rural environments in the United States and throughout the world! An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. (Offered fall semester-28 weeks)

**AE 179 Community Wind (3 Cr. Hr.)**

Become an emerging leader in your community! Learn the economics of incorporating community wind technology to reduce utility expenses for groups, organizations, or single entities. Gain the skills necessary to properly size turbines and matching the customers electrical load to the required number of turbines. An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring semester-18 weeks)**

**AE 180 Wind/Solar PV Hybrid Systems (3 Cr. Hr.)**

Solar and wind go together like bread and butter. When the sun goes down the wind blows more. This is the perfect marriage! You will learn to install hybrid grid-direct systems. Additionally, exposure to battery based hybrid systems will be explored! Learn to incorporate all the systems into an overall renewable energy plan. An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring semester-28 weeks)**

**AE 181 Small Wind Turbine (3 Cr. Hr.)**

Do you have the desire to learn how to install a small wind turbine? This class is for you! You will install, test, and troubleshoot a small wind turbine. You will be exposed to both grid-direct and off-grid systems throughout this course. Site analysis for safety and maintenance will be a focus, along with sizing types for towers and installation. Come away with the essential steps towards a successful wind electric system! An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered fall semester-18 weeks)**

**AE 190 Electronics (3 Cr. Hr.)**

Power. Current. Voltage. Resistance. What does all this mean? You will learn the basic electrical principles and laws associated with the electronics used in the field. Application of electrical fundamentals are an important component to both wind and solar PV systems. Additionally, there will be extensive coverage of charge controllers, inverters, grounding and bonding, and lock-out, tag-out requirements. **(Offered fall semester-18 weeks)**

**AE 199 Introduction to Construction (4 Cr. Hr.)**

Let the wind blow you into learning the components of construction! Gain the necessary knowledge in basic construction of wind and PV systems. Explore the fundamentals necessary to advance in different areas in the industry such as Solar Photovoltaic Systems Installer, Wind Turbine Maintenance Technician, and many more majors in the construction industry. **(Offered at Norton Correctional Facility only)**

**AE 200 Solar PV Battery-Based (3 Cr. Hr.)**

Tired of paying Uncle Sam?! You will learn how to install a battery bank for multiple types of systems. You will also learn about grid-tie with battery backup systems. We will wire and test battery banks to determine the correct voltage and capacity on each system. Gain real world hands-on experience with a multi-meter and other necessary tools! An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring semester-18 weeks)**

**AE201 Solar PV Technical Sales (3 Cr. Hr.)**

Can I interest you in buying a solar PV system? Find out what it takes to enter the solar PV industry. You will explore the solar business and financial aspect of the PV world. Exposure to marketing, sales, electrical savings rates, incentive structures, and financial benefits and options are a necessary part of this course. An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring semester-28 weeks)**

**AE 241 Power Storage/Transmission and Conversion (3 Cr. Hr.)**

How does that work? Gain knowledge of the battery-based system, through wiring batteries and inverters. You will set up equipment in multiple configurations including series, parallel and series-parallel. Strong emphasis will be placed on performing basic calculations of voltage, wattage, amp hours and watt hours and testing the components utilizing a multi-meter. Safety and maintenance of the installation processes will be explored in-depth. An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered fall semester-28 weeks)**

**AE 276 Introduction to Energy Technologies (3 Cr. Hr.)**

Which side of the energy debate are you on? Increase your knowledge to solidify your argument! Learn about technologies such as biomass, biofuels, nuclear power, solar power, wind power, and hydro. You will practice on both stand-alone and grid-tied photovoltaic and wind turbine systems. Become certified in not only CPR/First Aid, but OSHA-10 through our hands-on one-day boot camp! An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring semester-18 weeks)**

**AE 277 Solar PV Fundamentals & Applications (3 Cr. Hr.)**

Do you want to learn to how to work on a solar PV system using standard industry tools such as a Solar Path Finder, angle finder, irradiance meter, multi-meter, and a temperature gun than this course is for you! Acquire the necessary skills to effectively incorporate photovoltaic systems into stand-alone and interconnected electrical systems. Explore photovoltaic applications through installation planning, system components and preparing proposals. An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered fall semester-18 weeks)**

**AE 279 Solar Photovoltaic Grid-Direct (3 Cr. Hr.)**

Learn about solar photovoltaic from start to finish! Explore cells, modules, arrays, batteries, charge controllers, inverters, system sizing and mechanical integration. Gain necessary hands-on skills through practice using an irradiance meter, multi-meter, and temperature gun. Installation, troubleshooting and testing system components will be explored in depth! An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring semester-28 weeks)**

### **AE297 Small Wind & Solar PV Installation Professional (5 Cr. Hr.)**

Gain the necessary skills to become a small wind and solar photovoltaic professional! Through real-world hands-on experience, you will install a stand-alone solar PV system, wind system, and hybrid system. Through learning to wire, test and troubleshoot you will be ready to show your off your abilities to those in the industry! An intensive all-day Saturday boot camp is strongly encouraged as part of this course. If you are unable to attend an alternative assignment can be approved by your instructor. Industry experts are on-site to help with the instruction process to give the students the necessary skills to become a successful technician. **(Offered spring 1<sup>st</sup> 8 weeks and summer)**

### **AE 298 Internship (4 Cr. Hr.)**

Show your off your abilities to those in the industry! You will perform work in the solar photovoltaic and/or the wind turbine industry (or a closely related field approved by your instructor). You must seek employment with a company to gain experience through 160 hours of training. This helps with process that can lead to permanent placement in the industry! **(Offered summer semester)**

## **English**

### **EN076 Fundamentals of Reading and Writing (3 Cr. Hr.)**

**Prerequisite:** Students test into this course through Accuplacer, ACT, or SAT scores. Reading and writing are foundational skills in any educational setting. Being able to do both well is essential to success in your academic and professional career. Throughout this course, you will read various articles and evaluate them to improve your reading comprehension skills. You will also write several short essays to improve your writing skills. You will explore and develop multiple reading and writing strategies throughout this course. **(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, SAT score, high school GPA, or who have completed Fundamentals of Reading and Writing with a “C” or better. This course is designed to help you succeed in your Comp I class. Reading and writing skills are necessary throughout your life. In Workshop, you will read and analyze articles and write about them in a variety of ways. You will receive one on one help with constructing your Comp I essays; you will also learn organizational skills that will help with your other classes. This course does not fulfill requirements for graduation. **(Offered fall and spring semesters)**

### **EN 107 Creative Writing (3 Cr. Hr.)**

This course encourages writing as an imaginative and satisfying form of self-expression and helps students prepare work for publication. Creative writing includes the writing of poetry, fiction, and nonfiction. **(Offered spring semester)**

### **\*EN 176 English Composition I (3 Cr. Hr.)**

**COURSE TRANSFER**

**Prerequisite:** Appropriate Accuplacer, ACT, SAT score, or successful completion of Fundamentals of Reading and Writing with a “C” or better if test scores warranted. Reading and writing skills are necessary throughout your life and important to the success of your college classes and professional career. Good written communication skills allow others to read and understand you. In this class, you will write a variety of papers ranging from personal to source-based essays. You will learn how to organize your thoughts, find, state, and support main ideas. In addition, you will learn how to properly credit your sources. **(Offered fall and spring semesters)**

**\*EN 177 English Composition II (3 Cr. Hr.)**

COURSE ▶ TRANSFER

**Prerequisite:** EN176 (English Composition I) with a "C" or better. Any academic field of study requires research. Composition II is designed to teach you how to find and use quality sources in your research. In this course, you will write a variety of source-based papers. You will learn how to present logical arguments. You will also learn how to combine your words with quoted material and how to properly document a variety of sources. **(Offered fall and spring semesters)**

**EN 202 American Literature I (3 Cr. Hr.)**

This course enables students to read and examine American literature up to the Civil War. Students study representative works in nonfiction, prose, and poetry with emphasis placed on writers whose works still affect and illustrate modern American thought. **(Offered fall semester)**

**EN 203 American Literature II (3 Cr. Hr.)**

This course enables students to read and examine American literature from the Civil War to the present. The students study representative works in prose and poetry, with emphasis placed upon those writers whose works still affect and illustrate modern American thought. **(Offered spring semester)**

**\*EN 219 Introduction to Literature (3 Cr. Hr.)**

COURSE ▶ TRANSFER

The goal of Introduction to Literature is to expose you to different styles of literature. Being well read will help you build better communication skills and comprehend varying forms of expression. In this class, you will read several short stories, plays and poems. You will play investigator searching for the author's meanings behind the words using your own personal reactions to better understand human nature. **(Offered face-to-face and online fall semester)**

**LI 176 World Literature (3 Cr. Hr.)**

The goal of this class is to expose you to literature from around the world. This will help you better understand different cultures and prepare you to live in our global society. In this class, you will read short stories, plays and poems. You will discover not only the differences in cultures but also the similarities we humans share regardless of where we come from. **(Offered face-to-face spring semester)**

## Geography

**\*GE 176 World Regional Geography (3 Cr. Hr.)**

COURSE ▶ TRANSFER

How would you get the most out of travel experiences? Geography allows you to explore answers, to decide when and whether you head to mountainside, seaside or lakeview. Understand the "where" of places and events, why there? Develop a mental map of your community, province, or territory, country in relation to the world. Geography shapes the course of world history. Study geography to better understand history. This course is an interdisciplinary study that bridges the humanities and the physical and social sciences. The purpose of the course is to promote student scholarship, initiative, and innovation in the subject of world regional geography. You will reason with and reason about geography. One aim is to develop skills and knowledge to answer geographic questions. Another is to understand and appreciate the interdependence, interconnectedness, and interrelationships of peoples, places, and environments. **(Offered fall and spring semesters)**

# History

## **\*HI 104 World Civilization to 1600 (3 Cr. Hr.)**

What characteristics define a civilization? Pre-modern societies in the Ancient Near East first began exhibiting the hallmarks identified with “civilization” around 3,500 years before the birth of Christ. These hallmarks include written languages, urban centers, monumental art and architecture, diversified labor forces with social stratification, and bureaucracies. Throughout this course, you will investigate major civilizations beginning with the ancient Sumerians and continue through the era of European exploration. You will learn about the past through the study of economic and cultural developments, empire building endeavors, and major world religions. **(Offered face-to-face and online 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. **(Offered fall semester)**

## **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. **(Offered fall and spring semesters)**

## **HI 175 History of the Holocaust (3 Cr. Hr.)**

The demonization of outgroups is a common feature in many societies; at times this comes with disastrous results. HI 175 surveys one egregious example—the Holocaust. Beginning with a survey of European Jewry and the origins of European antisemitism, the course then moves to examine the conditions that contributed to the rise of Adolf Hitler and Nazism. These are also key to understanding this event. In this course, you will also investigate the ways survivors, historians, filmmakers, and governments have memorialized this event in their attempts to ensure such genocides never happen again. **(Offered face-to-face and online fall and spring semesters)**

## **\*HI 176 American History to 1865 (3 Cr. Hr.)**

The United States are...? The United States is...? The history of the United States to the Civil War involves the transformation of one of the world’s oldest nation-states from a confederation of thirteen largely independent states into a modern industrial power. You will learn about pre-Columbian native societies, European exploration, and the development of thirteen very different colonies. The origins of American independence and constitutionalism have long-standing British antecedents, and you will investigate relevant primary sources that provided the justification for American views of government and society. These ideas originated in England, yet they also led to a break with the mother country. The course will also provide you with an overview of political, economic, and cultural developments in the antebellum United States that eventually led to the American Civil War and the end of slavery. **(Offered face-to-face and online fall and spring semesters)**

## **\*HI 177 American History 1865 to Present (3 Cr. Hr.)**

How should we reunite the country after four years of increasingly bloody warfare? That was the question that dominated the political landscape in the years following the Civil War. In the intervening years, the United States became a global industrial power. This class investigates the rise of industrialism in the Gilded Age and the Populist and Progressive reactions to new relations between labor and capital. The United States emerged on the world stage in the twentieth century and became a leader in the drive for increased democracy in nations around the globe during the world wars. However, you will also investigate how strained race relations diverged from this American ideal. **(Offered fall and spring semesters)**



### **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. **(Offered fall semester)**

### **\*HI 204 World Civilization 1600 to Present (3 Cr. Hr.)**

**COURSE TRANSFER**

Eighteenth- and nineteenth-century Whig historians frequently viewed the arc of history as one of continuous progress. Onward and upward was a common refrain. In this course, you will learn about the rise of new scientific and political theories that coincided with the end of absolute monarchies and the rise of more democratic forms of Protestantism. These developments contributed to the Western belief in unlimited human progress and its impact on the rest of the world. However, global war and the rise of totalitarian states and anti-imperialist movements in the twentieth century forced scholars to question the reality and desirability of universal progress. The course concludes with an investigation into the impact of the Cold War and the increased globalization that accompanied its end. **(Offered face-to-face and online fall and spring semesters)**

## **Math**

### **MA 050 Mathematics Essentials (3 Cr. Hr.)**

The goal of Mathematics Essentials is to teach you the basic essentials of mathematics needed to succeed in future math and science classes. You will learn the basics of addition, subtraction, multiplication, and division. **(Offered face-to-face 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. Algebra is a foundational skill for exploring the physical world and predicting real like events. The goal of the Beginning Algebra and Intermediate Algebra series is to teach you the basic essentials of algebra needed to succeed in future math and science classes. This series prepares you for College Algebra, a course that is required to succeed in most science and technology courses. Beginning Algebra covers the first half of the essential algebra topics needed to continue into more advanced courses. The second half of these topics is covered in Intermediate Algebra (MA 177). **(Offered face-to-face and online fall and spring semesters)**

### **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, percents, ratio and proportions, and systems of measure. This course will enable the student to accurately determine solutions, medication and dosage. **(Offered spring, summer, and fall semester)**  
**(Online)**

### **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. Algebra is a foundational skill for exploring the physical world and predicting real like events. The goal of the Beginning Algebra and Intermediate Algebra series is to teach you the basic essentials of algebra needed to succeed in future math and science classes. This series prepares you for College Algebra, a course that is required to succeed in most science and technology classes. Intermediate Algebra covers the second half of the essential algebra topics needed to continue into more advanced courses. The first half of these topics is covered in Beginning Algebra (MA 076). **(Offered face-to-face and online fall and spring semesters and online in the summer)**

**\*MA 178 College Algebra (3 Cr. Hr.)****COURSE ▶ TRANSFER**

**Prerequisite:** MA 177 Intermediate Algebra with a grade of "C" or better or placement. Algebra is a foundational skill for exploring the physical world and predicting real like events. You will learn fundamental tools for exploring topics in future math, science, business, and financial applications. This is a foundational course needed to understand most science, technology, education, and mathematics courses, both at Colby Community College and other schools. Regardless of your major, you will also learn real life skills such as understanding compound interest, which is used in auto loans, home mortgages, and retirement accounts. **(Offered face-to-face and online fall and spring semesters and online in the summer)**

**\*MA 185 Plane Trigonometry (3 Cr. Hr.)****COURSE ▶ TRANSFER**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent.

In your career you will encounter many problems that will have a repeating pattern. Trigonometry is designed to handle these problems. You will also see it used in the design and measure of large-scale constructions and physical phenomenon. This course, along with College Algebra, prepares you for understanding the ideas of Calculus. **(Offered face-to-face spring semester)**

**MA 190 Pre-Calculus (3 Cr. Hr.)**

**Prerequisite:** MA 178 College Algebra with a grade of "C" or better or the equivalent. Pre-Calculus reviews the topics of College Algebra and Trigonometry in preparation for the Analytical Geometry & Calculus series. This is an accelerated course, with a fast pace and heavy workload. **(Offered face-to-face spring semester)**

**\*MA 205 Elements of Statistics (3 Cr. Hr.)****COURSE ▶ TRANSFER**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent. Statistics and data science predict and explain almost all aspects of our society. You will learn how political polls, medical studies, and scientific experiments are designed, analyzed, and verified. You will also learn how to spot common statistical and logical errors and how prevent them. Additionally, you will learn the ideas used to build games of chance, such as poker, blackjack, and lotteries. **(Offered face-to-face and online fall and spring semesters)**

**\*MA 210 Calculus: For Business & Liberal Arts (3 Cr. Hr.)****COURSE ▶ TRANSFER**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent. Calculus is used to predict and explain many business, economic, and social changes in both the future and the past. You will learn techniques for analyzing cost and profit as well as the study of the growth and decline in populations. This course does not include any topics from Trigonometry and will not prepare you for Analytical Geometry & Calculus II (MA 230). **(Offered face-to-face spring semester)**

**\*MA 220 Analytical Geometry & Calculus I (5 Cr. Hr.)****COURSE ▶ TRANSFER**

**Co or Prerequisite:** MA 178 College Algebra and MA 185 Plane Trigonometry or equivalent. Calculus is used to model and predict the way physical phenomena change over time. You will use the ideas of Calculus to understand and fully participate in the scientific and engineering communities. In this course, you will learn how to use limits, derivatives, and integrals. Extensive examples from the physical sciences are explored through the lens of Calculus, such as radioactive decay and rates of change. The Calculus series is continued in Analytical Geometry & Calculus II (MA 230). **(Offered face-to-face fall semester)**

**MA 230 Analytical Geometry & Calculus II (5 Cr. Hr.)**

**Prerequisite:** MA 185 Plane Trigonometry and MA 220 Analytical Geometry and Calculus I. Calculus is used to model and predict the way physical phenomena change over time. You will use the ideas of Calculus to understand and fully participate in the scientific and engineering communities. In this course, you will learn how to use integration and series. Extensive examples from the physical sciences are explored through the lens of Calculus, such as hydrostatic forces, properties of complex geometric shapes, and estimating quantities that are difficult or impossible to calculate exactly. The Calculus series is continued in Analytical Geometry & Calculus III (MA 240). **(Offered face-to-face spring semester)**

### **MA 240 Analytical Geometry & Calculus III (5 Cr. Hr.)**

**Prerequisite:** MA 230 Analytical Geometry and Calculus II. Calculus is used to model and predict the way physical phenomena change over time. You will use the ideas of Calculus to understand and fully participate in the scientific and engineering communities. In this course, you will use the ideas from previous Calculus courses to explore similar topics in higher dimensional contexts. Extensive examples from the physical sciences are explored through the lens of Calculus, such as three-dimensional motion, magnetic fields, and volumes of complex shapes. **(Offered face-to-face fall semester)**

### **MA 245 Differential Equations (3 Cr. Hr.)**

**Prerequisite:** MA 240 Analytic Geometry and Calculus III. Differential equations explore how to calculate a model based off how a phenomenon is changing over time. You will expand on the ideas from Calculus to model complex systems such as fluid motion, population growth, radioactive decay, and harmonic motion. This course introduces ideas from Linear Algebra but is not a replacement for a Linear Algebra course. **(Offered face-to-face spring semester)**

## **Modern Languages**

### **ML 237 Spanish Composition and Conversation (3 Cr. Hr.)**

Converse with authentic Spanish language for travel, trade, and community. Develop language pathways and skills towards proficiency in careers, professions, and language abilities. Build basic conversational Spanish regarding reading and writing. **(Offered fall and spring semesters)**

### **\*FL 176 Elementary Spanish I (5 Cr. Hr.)**

**COURSE ▶ TRANSFER**

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. **(Offered fall and summer semesters)**

### **\*FL 177 Elementary Spanish II (5 Cr. Hr.)**

**COURSE ▶ TRANSFER**

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. **(Offered spring semester)**

## **Music**

### **\*MU 102 Music Theory I (3 Cr. Hr.)**

**COURSE ▶ TRANSFER**

Anyone wanting to gain basic knowledge and skills in music theory will find this class enriching. Music majors as well as hobbyists can learn the basics of music in this study. Topics covered will include the rudiments of note and rhythm reading, intervals, key signatures, scales, primary triads and seventh chords. Basic part-writing procedures, analysis, and simple harmonization of melodies will be introduced. **(Offered fall semester)**

**MU 103 Aural Skills I (2 Cr. Hr.)**

**Co-requisite:** MU102 Harmony I. Aural Skills is a 4-semester sequence to be taken at the same time as Music Theory. Students will apply the concepts that they are taught in real-time with music examples. You will know what you are listening to, but you will understand why music is structured the way it is. **(Offered fall semester)**

**MU 108 Fundamentals of Music (3 Cr. Hr.)**

Maybe you would like to understand what you saw in choir or band a little more or maybe you just want to improve your overall understanding of music. This is a great course to start with! We will go through the basic to advanced levels of what you see on the page while you are reading music. The class uses online interactive software with listening examples built in for immediate feedback and easy listening. **(Offered fall and spring semesters)**

**MU 113, 123, 233, 243 Choir I, II, III, IV (0-1 Cr. Hr.)**

Concert Choir is an exciting and creative class for students of all backgrounds and vocal talent. No audition or previous experience is necessary. A wide range of music in various styles is presented in concerts throughout the school year. **Offered fall and spring semesters)**

**MU 114, 124, 234, 244 Concert Band I, II, III, IV (0-1 Cr. Hr.)**

You will have the opportunity to play fun and exciting new band literature. If you have ever wanted to pick up a secondary instrument, now is the time. We encourage you to build upon your main instrument that you have worked so hard on in school but we want you to find opportunities that you may not have previously explored. **(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 fall and spring semesters)**

**MU 116, 126, 236, 246 Instrumental Ensemble I, II, III, IV (0-1 Cr. Hr.)**

This course is listed for those who wish to get together for additional music performance opportunities. The instrumentation of this group can vary greatly. For example, if students on campus want to form a string chamber group, this is an excellent option for you! **(Offered on demand)**

**MU 118, 128, 238, 248 Jazz Ensemble I, II, III, IV (0-1 Cr. Hr.)**

This group plays a variety of styles within the jazz genre. You will be able to play funk, rock, swing, blues and more. There is no previous experience in jazz required. It is nice if you do as it helps but we understand that not everyone has had the opportunity to participate in a jazz ensemble before. If you are willing to learn, we are willing to teach you. It ends up being a lot of fun with some unique performance opportunities. **(Offered fall and spring semesters)**

**MU 119, 129, 239, 249 Pep Band I, II, III, IV (0-1 Cr. Hr.)**

Come and support our Colby Trojan Basketball Team! Some of the music may be familiar from before but we are adding new music on a yearly basis. Our commitments usually include home games that are not during the school breaks. This is a particularly fun and entertaining group that is a very public part of our program. **(Offered fall and spring semesters)**

### **MU 121 Beginning Keyboard Skills for Music Majors**

### **MU 122 Keyboard Skills for Music Majors II**

### **MU 221, MU 222 Keyboard Skills I, II, III, IV (0-1 Cr. Hr.)**

Music majors with little or no keyboard background will develop reading and rhythm skills for playing keyboard music. They will also learn five-finger patterns, basic triad chords, and scales with hands separate. Many of the skills learned in this class will correlate with material covered in Music Theory I. Each of these classes will be a continuation of developing and expanding the skills that music majors covered in the previous class. Students will perform major and minor scales, harmonize melodies, transpose, and develop their expertise in playing the piano. **(Offered fall and spring semesters)**

### **MU 150 Music Literature (3 Cr. Hr.)**

This is an excellent option for students majoring in music and who wish to take a class exploring different music! Students may receive an introduction to music history if they so desire to feel more prepared when they transfer to their next institution. **(Offered spring semester)**

### **MU 152 Music Theory II (3 Cr. Hr.)**

Expanded development of music theory skills including diatonic chord vocabulary, understanding chord inversions, non-harmonic tones, and part-writing procedures will be involved in this continuation of Theory I. Appropriate scores, including those from performing groups, will be analyzed. **(Offered spring semester)**

### **MU 153 Aural Skills II (2 Cr. Hr.)**

**Co-requisite:** MU152 Harmony I. Aural Skills is a 4-semester sequence to be taken at the same time as Music Theory. Students will apply the concepts that they are taught in real-time with music examples. You will know what you are listening to, but you will understand why music is structured the way it is. **(Offered spring Semester)**

### **\*MU 176 Introduction to Music (3 Cr. Hr.)**

Introduction to Music explores music from early history to the present. It is offered for all general education students and satisfies a humanities requirement for transfer students. It is designed to help students increase their knowledge and understanding of music through interactive listening and performance experiences. **(Offered fall and spring semesters)**

### **MU Applied Music Courses (1 Cr. Hr.)**

### **MU 160, 161, 260, 261 Applied Music Voice I, II, III, IV**

Voice lessons are for students that wish to improve their singing voice with one on one instruction. Students will explore literature from the late 17th through the 20th centuries, including musical theatre. Techniques in breathing, placement, diction, and interpretation will be studied. **(Offered fall and spring semesters by appointment)**

### **MU 162 Adult Beginning Piano**

Private piano lessons are offered for anyone wishing to develop skills in playing the piano or keyboard. No background is necessary. Instruction is geared to the student's individual needs and interests. **(Offered fall and spring semesters by appointment)**

### **MU 163 Adult Beginning Piano II**

#### **MU 262**

### **MU 263 Applied Piano Adult IV**

Private piano lessons are offered for the hobbyist or anyone wishing to continue developing his/her musicianship skills on the piano/keyboard as well as to cultivate an appreciation for music, in general. At each level, the student's background and expertise are assessed and then instruction is outlined to suit the student's individual interests and needs. **(Offered fall and spring semesters by appointment)**

### **MU 166, 167, 266, 267 Applied Music Woodwind I, II, III, IV**

If you are looking to improve on your own instrument, learn a new instrument or pick up another instrument, this class would be perfect for you! You will receive one on one instruction at a time that you work out with your instructor once a week. This can easily be done to accommodate your class schedule. **(Offered fall and spring semesters by appointment)**

### **MU 168, 169, 268, 269 Applied Music Brass I, II, III, IV**

If you are looking to improve on your own instrument, learn a new instrument or pick up another instrument, this class would be perfect for you! You will receive one on one instruction at a time that you work out with your instructor once a week. This can easily be done to accommodate your class schedule. **(Offered fall and spring semesters by appointment)**

### **MU 170, 171, 270, 271 Applied Music Percussion I, II, III, IV**

If you are looking to improve on your own instrument, learn a new instrument or pick up another instrument, this class would be perfect for you! You will receive one on one instruction at a time that you work out with your instructor once a week. This can easily be done to accommodate your class schedule. **(Offered fall and spring semesters by appointment)**

### **MU 202 Music Theory III (3 Cr. Hr.)**

Building on the basic music theory skills learned in Theory I and II, this class will be a study of chromatic harmony including secondary dominant and secondary diminished chords, augmented sixth chords and other altered chords. Modulatory techniques are emphasized in this class and appropriate scores are analyzed. **(Offered fall semester)**

### **MU 203 Aural Skills III (2 Cr. Hr.)**

**Co-requisite:** MU202 Harmony III. Aural Skills is a 4-semester sequence to be taken at the same time as Music Theory. Students will apply the concepts that they are taught in real-time with music examples. You will know what you are listening to, but you will understand why music is structured the way it is. **(Offered fall semester)**

### **MU 252 Music Theory IV (3 Cr. Hr.)**

Continuing to expand on the music theory skills of previous classes, this course will introduce students to 20th century harmonic practices, including quartal and quintal harmony, polytonality, twelve-tone techniques, and others. Analysis will include compositions from the 20th century to the present. **(Offered spring semester)**

### **MU 253 Aural Skills IV (2 Cr. Hr.)**

**Co-requisite:** MU252 Harmony IV. Aural Skills is a 4-semester sequence to be taken at the same time as Music Theory. Students will apply the concepts that they are taught in real-time with music examples. You will know what you are listening to, but you will understand why music is structured the way it is. **(Offered spring semester)**

Aural Skills I, II, III & IV:

If you are looking to major in music, this is one of the classes that students are expected to take to complete their degree program. Music Theory is a co-requisite for this course. You will learn to listen to and analyze what you hear and how it relates to the other musicians around you. Whether you are a vocal student or an instrumental student, these are vital skills to learn whether you end up in music education, performance, technology and or music therapy. Here, you will get the opportunity for a more individualized program and be able to take advantage of smaller class sizes.

## **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 Foundations of Nursing I (4 Cr. Hr.)**

**Prerequisite:** Admission into the Practical Nursing Program. 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. **(Offered Fall Semester)**

### **NS 100 KSPN Foundations of Nursing I Clinical (2 Cr. Hr.)**

**Prerequisite:** Admission into the Practical Nursing Program. 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. **(Offered Fall Semester)**

### **NS 112 KSPN Care of Aging Adults (2 Cr. Hr.)**

**Prerequisite:** NS156 KSPN Mental Health Nursing I with a grade of "C" or better. This course is designed to explore issues related to the 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. **(Offered Spring Semester)**

### **NS 122 KSPN Fundamentals of Pharmacology and Safe Medication Administration (2 Cr. Hr.)**

**Prerequisite:** NS100 KSPN Foundations of Nursing and NS100 KSPN Foundations of Nursing Clinical with a grade of a "C" or better. This course provides an introduction to the principles of pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medications to clients across the life span. **(Offered Fall Semester)**

**NS 145 KSPN Maternal Child Nursing I (2 Cr. Hr.)**

**Prerequisite:** NS122 KSPN Fundamentals of Pharmacology and Safe Medication Administration with a grade of a “C” or better. 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. **(Offered Fall Semester)**

**NS 145 KSPN Maternal Child Nursing I: Clinical (1 Cr. Hr.)**

**Prerequisite:** NS122 KSPN Fundamentals of Pharmacology and Safe Medication Administration with a grade of a “C” or better. 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. **(Offered Fall Semester)**

**NS 156 KSPN Mental Health Nursing I (2 Cr. Hr.)**

**Prerequisite:** NS145 KSPN Maternal Child Nursing I and NS145 KSPN Maternal Child Nursing I Clinical with a grade of a “C” or better. 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. **(Offered Fall Semester)**

**NS 167 KSPN Nursing Care of Adults I (4 Cr. Hr.)**

**Prerequisite:** NS112 KSPN Care of Aging Adults with a grade of “C” or better.

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 postoperative care and IV therapy are also addressed. **(Offered Spring Semester)**

**NS 167 KSPN Nursing Care of Adults I Clinical (2 Cr. Hr.)**

**Prerequisite:** NS156 KSPN Mental Health Nursing. The 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. **(Offered Spring Semester)**

**NS 178 KSPN Nursing Care of Adults II (4 Cr. Hr.)**

**Prerequisite:** NS167 KSPN Nursing Care of Adults I and NS167 KSPN Nursing Care of Adults I Clinical with a grade of “C” or better. 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. **(Offered Spring Semester)**

**NS 178 KSPN Nursing Care of Adults II Clinical (2 Cr. Hr.)**

**Prerequisite:** NS167 KSPN Nursing Care of Adults I and NS167 KSPN Nursing Care of Adults I Clinical with a grade of “C” or better. This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience given 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. **(Offered Spring Semester)**

**NS 189 KSPN Leadership, Roles, and Issues I (1 Cr. Hr.)**

**Prerequisite:** NS178 KSPN Nursing Care of Adults II and NS178 KSPN Nursing Care of Adults II Clinical with a grade of “C” or better. This course provides orientation to leadership roles of the LPN and related responsibilities. It also introduces issues to students that they will encounter in the workplace. **(Offered Spring Semester)**



**NS 200 Nursing Care of Adults III (4 Cr. Hr.)**

**Prerequisite:** Current LPN, MICT or RRT license and admission into the Associate Degree Nursing Program. The course explores advanced intravenous therapy and health alterations in the adult client with emphasis on: homeostasis, neurovascular, musculoskeletal, gastrointestinal and integumentary in the adult client. The major concepts of the ADN program: Patient-centered care, professionalism and leadership, teamwork and collaboration, evidence-based practice, informatics, safety and quality improvement, and communication, will be incorporated throughout the course. Clinical experiences, in a variety of settings, enable the student to apply theoretical knowledge and provide safe, effective client care. Laboratory components are included (Lab fee required). **(Offered Fall Semester)**

**NS 210 Mental Health Nursing II (3 Cr. Hr.)**

**Prerequisite:** NS200 Nursing Care of Adults III with a grade of “C” or better. This course explores mental health alterations across the lifespan utilizing a nursing process. The major concepts of the ADN program: Patient-centered care, professionalism and leadership, teamwork and collaboration, evidence-based practice, informatics, safety and quality improvement, and communication, will be incorporated throughout the course. Clinical experiences, in a variety of settings, enable students to apply theoretical knowledge and provide safe, effective client care. Laboratory components are included (Lab fee required.) **(Offered Fall Semester)**

**NS 215 Leadership, Roles and Issues II (1 Cr. Hr.)**

**Prerequisite:** NS200 Nursing Care of Adults III with a grade of “C” or better. This course explores the student transition into practice with emphasis on current nursing practice, roles and responsibilities, and legal and ethical issues. The major concepts of the ADN program: Patient-centered care, professionalism and leadership, teamwork and collaboration, evidence-based practice, informatics, safety and quality improvement, and communication, will be incorporated throughout the course. **(Offered Fall Semester)**

**NS 220 Maternal Child Nursing II (3 Cr. Hr.)**

**Prerequisite:** NS210 Mental Health Nursing II with a grade of “C” or better. This course explores health alterations of obstetrical, newborn, and pediatric clients. The major concepts of the ADN program: Patient-centered care, professionalism and leadership, teamwork and collaboration, evidence-based practice, informatics, safety and quality improvement, and communication, will be incorporated throughout the course. Clinical experiences, in a variety of settings, enable students to integrate theoretical knowledge and provide individualized safe, effective family centered client care. Laboratory components are included (Lab fee required). **(Offered Spring Semester)**

**NS 235 Nursing Care of Adults IV (4 Cr. Hr.)**

**Prerequisite:** NS220 Maternal Child Nursing II with a grade of “C” or better. This course explores health alterations in adult clients with emphasis on: immunology, endocrine, cardiovascular, respiratory, genitourinary, and triage, while incorporating knowledge from previous courses. The major concepts of the ADN program: Patient-centered care, professionalism and leadership, teamwork and collaboration, evidence-based practice, informatics, safety and quality improvement, and communication, will be incorporated throughout the course. Clinical experiences, in a variety of settings, enable students to integrate theoretical knowledge and provide safe, effective client care. Laboratory components are included (Lab fee required). **(Offered Spring Semester)**

**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 will include collection of objective and subjective data, and use of critical thinking skills to detect client problems. **(Offered fall semester)**

### **NS 245 NCLEX-RN Exam Preparation (1 Cr. Hr.)**

**Prerequisite:** NS235 Nursing Care of Adults IV with a grade of “C” or better. This course is designed to prepare students to take the NCLEX-RN Exam. This course consists of a review of nursing content areas, test taking strategies, critical thinking exercises, Q&A practice, study plan, and remediation. This course utilizes the ATI Live Review and the Virtual ATI NCLEX Review which is individualized and aligned with the NCLEX Test Plan. **(Offered Spring Semester)**

### **NS 250 RRT/MICT to A.D.N. Transition Concepts. (2 Cr. Hr.)**

**Prerequisite:** Current MICT or RRT license and admission into the Associate Degree Nursing Program. 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.)**

**Prerequisite:** Current MICT or RRT license and admission into the Associate Degree Nursing Program. This course will enable 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.)**

**Prerequisite:** Current MICT or RRT license and admission into the Associate Degree Nursing Program. This course will enable 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 will explore 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 will incorporate the nursing process and critical thinking while caring for patients in diverse settings. Communication and documentation skills will be applied to the multi-disciplinary health care team. Didactic and clinical experience will integrate 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.)**

Learn the distinction between logic and rhetoric, the difference between deductive and inductive arguments, the analysis of ambiguities, and the nature of common fallacies in reasoning. Through the works of great philosophers developed a system of symbolic logic, probabilistic reasoning, and evaluation of deductive arguments. Look at extensions of classical logic (such as modal logic, epistemic and deontic logics, multi-valued logics) and discuss some fundamental issues about the nature of reasoning and logic more generally. Develop skills in analysis and evaluation of reason in everyday situations; improve insights into argument construction and exact methods of proof. **(Offered fall semester)**

**\*PI 276 Introduction to Ethics (3 Cr. Hr.)**

COURSE ▶ TRANSFER

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.)**

COURSE ▶ TRANSFER

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 107 Concepts of Wellness (1 Cr. Hr.)**

This course discusses health and fitness but is designed for the fitness beginner. By the end of the course, the student will explain, describe and analyze cardiovascular health, flexibility, muscle strength and endurance, nutrition, and proper body composition. (Offered fall and spring semesters)

**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. (Offered spring 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. (Offered fall, spring, and summer semesters)

**\*PE 177 Personal and Community Health (3 Cr. Hr.)**

COURSE ▶ TRANSFER

This course discusses nutrition, fitness, environmental health, psychological health, disease, body composition, and substance abuse. The course looks at these areas from 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., sports, and recreation. Students learn different professions in the field of sport and exercise and the qualifications needed to enter the professions. This course also addresses race, age, gender, and economic status issues in physical education, participation, and coaching. (Offered spring semester)

**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. (Offered spring semester)

### **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. **(Offered fall and spring semesters)**

## **P.E. Varsity Sport Courses**

All varsity athletes are allowed to enroll in their sport, as a class, for one semester to fulfill the Physical Education requirement. Only athletes with their names on the official roster can enroll in the class.

### **PE255 Rodeo (1 Cr. Hr.)**

### **PE260 Troianns (1 Cr. Hr.)**

### **PE268 Varsity Baseball (1 Cr. Hr.)**

### **PE272 Varsity Men's Cross Country**

### **PE273 Varsity Women's Cross Country (1 Cr. Hr.)**

### **PE276 Varsity Men's Basketball (1 Cr. Hr.)**

### **PE277 Varsity Women's Basketball (1 Cr. Hr.)**

### **PE280 Varsity Wrestling (1 Cr. Hr.)**

### **PE284 Varsity Men's Track (1 Cr. Hr.)**

### **PE285 Varsity Women's Track (1 Cr. Hr.)**

### **PE288 Varsity Volleyball (1 Cr. Hr.)**

### **PE290 Cheerleading (1 Cr. Hr.)**

### **PE295 Varsity Softball (1 Cr. Hr.)**

## **Physical Science**

### **PH 101 Our Physical World (w/Lab) (5 Cr. Hr.)**

Our Physical World is a course for students who have little or no previous physical science. Students develop a conceptual understanding of the themes of physics such as Newton's Laws, momentum, energy, gravity, and the mechanics of orbital motion followed by fluids, heat, and electricity. Students explore the nature of sound and light as well as atoms and the source atomic energy. Ample laboratory activities are included right within the weekly lessons. **(Offered fall and spring semesters)**

### **PH 177 Introduction to Geology**

Introduction to Geology is a course directed towards geology, science education, renewable energy, and non-science majors looking to fulfill general education requirements. Geology students learn about a range of topics such as the origins and development of landscapes, earthquakes, volcanoes, sustainability, glaciers, water composition and processes, floods, groundwater flow, the interaction between humans and the planet. Students purchase a lab kit that includes hands-on science labs, virtual learning tools and customized digital curriculum. This kit includes labs and exercises, ranging from analyzing nine minerals and 18 rocks to plate tectonics, mapping and Earth surface processes. **(Offered spring semester online)**

**\*PH 180 Descriptive Astronomy (w/Lab) (4 Cr. Hr.)** COURSE TRANSFER

Descriptive astronomy is a course directed toward physical science majors and non-science majors looking to fulfill general education requirements. Astronomy is more than simply a mapping of stars and planets into outlines of gods and magical creatures. It is the scientific study of the contents of entire Universe stars, planets, comets, asteroids, galaxies, and space and time as well as its history. In addition to learning the scientific concepts of astronomy, you will gain stargazing tips and resources you will need to see the glories that light up the heavens, helping you become a “backyard astronomer.

Students purchase an astronomy lab kit that supports the student learning experience with an interactive manual, instructional videos, hands on labs, and other digital assets, such as NASA images and videos. **(Offered fall and spring semesters)**

**\*PH 207 General Physics I (w/Lab) (5 Cr. Hr.)** COURSE TRANSFER

**Prerequisite:** MA 185 Plane Trigonometry. General Physics I is the first of two introductory, algebra-based physics courses most often taken by students who major in biology, environmental science, or who intend to become a health professional. PH 207 is similar to PH 208 in most respects; the most important distinctions between them are the level of mathematics used and a few differences in content. Knowledge of algebra and trigonometry is essential. Key concepts include kinematics, Newton’s Laws, conservation of momentum and energy, rotational motion, and waves. 25% of instructional time is spent in hands-on laboratory work that provide students with opportunities to demonstrate the foundational physics principles and apply the science practices. The two-semester PH 207/227 sequence is designed to meet the requirements of area pre-professional programs. This is a transfer course that meets the college's requirements for associate degree programs and meets transfer requirements of area colleges and universities. This course does not normally fulfill the requirement of engineering programs. **(Offered fall semester)**

**\*PH 208 Engineering Physics I (w/Lab) (5 Cr. Hr.)** COURSE TRANSFER

**Prerequisite:** MA 220 Analytical Geometry & Calculus I or concurrent enrollment. Engineering Physics is the first of two introductory, calculus-based physics courses required for students majoring in physics, engineering, chemistry, and biochemistry. PH 208 is similar to PH 207 in most respects; the most important distinctions between them are the level of mathematics used and a few differences in content. Knowledge of calculus and trigonometry is essential. Key concepts include kinematics, Newton’s Laws, conservation of momentum and energy, rotational motion, and waves. 25% of instructional time is spent in hands-on laboratory investigations that provide students with opportunities to demonstrate the foundational physics principles and apply the science practices. The two-semester PH208/228 sequence is designed to meet the requirements of area physics and engineering programs. This is a transfer course that meets the college's requirements for associate degree programs and meets transfer requirements of area colleges and universities. **(Offered fall semester)**

**\*PH 227 General Physics II (w/Lab) (5 Cr. Hr.)** COURSE TRANSFER

**Prerequisite:** PH 207 General Physics I. General Physics II is the second of two introductory, algebra-based physics courses most often taken by students who major in biology, environmental science, or who intend to become a health professional. PH 227 is similar to PH 228 in most respects; the most important distinctions between them are the level of mathematics used and a few differences in content. Knowledge of algebra and trigonometry is essential. Key concepts include introductory electricity, circuits, magnetism, waves, sound, and optics. 25% of instructional time is spent in hands-on laboratory work, with an emphasis on inquiry-based investigations that provide students with opportunities to demonstrate the foundational physics principles and apply the science practices. The two-semester PH207/227 sequence is designed to meet the requirements of area pre-professional programs. This is a transfer course that meets the college's requirements for associate degree programs and meets transfer requirements of area colleges and universities. This course does not normally fulfill the requirement of engineering programs. **(Offered spring semester)**

### **\*PH 228 Engineering Physics II (w/Lab) (5 Cr. Hr.)**

COURSE TRANSFER

**Prerequisite:** PH 208 Engineering Physics I. Engineering Physics II is the continuation of Engineering Physics I. PH 228 is similar to PH 227 in most respects; the most important distinctions between them are the level of mathematics used and a few differences in content. Knowledge of calculus and trigonometry is essential. Key concepts include introductory electricity, circuits, magnetism, waves, sound, and optics. 25% of instructional time is spent in hands-on laboratory work, with an emphasis on inquiry-based investigations that provide students with opportunities to demonstrate the foundational physics principles and apply the science practices. The two-semester PH208/228 sequence is designed to meet the requirements of area physics and engineering programs. This is a transfer course that meets the college's requirements for associate degree programs and meets transfer requirements of area colleges and universities. **(Offered spring semester)**

### **PH 249 Statics (3 Cr. Hr.)**

**Prerequisite:** MA 220 Analytical Geometry & Calculus I and PH 208 Engineering Physics I.

Statics is typically the first course in engineering problem solving, and it provides the foundation for many future engineering courses. Taking this before transferring will quicken your way to a B.S. in Engineering. Statics introduces students to the mechanics of rigid bodies in static equilibrium. Students will solve practical engineering problems involving the loads carried by structural components using vector analysis (both 2D and 3D) applied to rigid body systems and subsystems. Content includes static equilibrium, force and moment resultants, free body diagrams, distributed loads, trusses, frames and machines, internal forces, shear and moment diagrams, and friction. **(Offered spring semester)**

## **Physical Therapy**

### **PT 205 Introduction to Physical Therapy (1 Cr. Hr.)**

At the beginning of this course, you will have a Tasty Tibits session with the current PTA students. Here you will have the opportunity to experience several of the PT techniques utilized while also gaining student-to-student insight into the PT field and CCC PTA program. Interactive lectures explain the Physical Therapy Profession. Here I will teach you how to be a PT by becoming a PTA first. We will discuss the roles and responsibilities of the PT and PTA, the profession's ethical standards, and the health insurance misconception. Secondly, the instructor will introduce you to several hands-on skill techniques, including observation skills, vital signs, and shoulder treatment through basic anatomy and exercise physiology. **(Offered spring semester)**

### **PT 210 Physical Therapy Procedures I (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** Admission to the PTA program. You will develop the skills, clinical decision-making, and responsibilities necessary for the various physical therapy settings. Here you learn the following procedures: range of motion, positioning, body mechanics, bed mobility, transfers, wheelchair management, activities of daily living, wound care, bandaging, asepsis, isolation techniques, gait training, architectural barriers, and tilt table. **(Offered fall semester)**

### **PT 215 Clinical Education 1 (3 Cr. Hr.)**

**Prerequisite:** Admission to the PTA program. The clinical portion requires passing these courses with a "C" or better: PT210, PT220, PT239. You will learn the foundational skills in the clinical setting including documentation, time management, professional behavior, self-management, legal issues, safety, and patient rights. You will implement this training along with your other PTA courses into a 3-week (120 hours) clinical experience. **(Offered fall semester)**

**PT 220 Physical Therapy Procedures II (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** Admission to the PTA program. You will develop the skills, clinical decision-making, and responsibilities necessary for the modalities utilized in the physical therapy field. Here you will learn the following procedures: thermal modalities, electrical stimulations, massage (Classic, Therapeutic, Cupping, Instrument Assisted, and Pin-Stretch), compression, biofeedback, traction, and other various specialized modalities (Laser, Diathermy, etc.) **(Offered fall semester)**

**PT 222 Medical Lectures (5 Cr. Hr.)**

**Prerequisites:** PT210, PT215, PT220, and PT239. You will be introduced to the pathology for orthopedic, medical, neurological, and surgical problems as they relate to the physical therapy and follow the plan of care written by a physical therapist. With this information, you will be able to correctly consider and recommend appropriate PT interventions for the common pathologies covered. **(Offered spring semester)**

**PT 225 Clinical Education 2 (3 Cr. Hr.)**

**Prerequisite:** PT215. You will learn the following concepts: applying for the 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. You will put these new concepts and the new techniques and pathology you've been learning into practice by completing a 4-week (160 hour) clinical rotation. **(Offered spring semester)**

**PT 226 Clinical Education 3 (1 Cr. Hr.)**

**Prerequisite:** PT225 Clinical Education 2. You will learn further applications of physical therapy regulations and guidelines, with emphasis on interviews, resumes, professional organization, stress and burnout, and patient care during the death and dying process. **(Offered spring semester)**

**PT 227 Clinical Education 4 (8 Cr. Hr.)**

**Prerequisite:** Completion of all PTA coursework. You will finish the final ten weeks in the clinical setting, by completing two different five weeks in a clinical setting under the supervision of a qualified clinical instructor. **(Offered summer semester)**

**PT 230 Physical Therapy Procedures III (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education 1. You will develop the skills, clinical decision-making, and responsibilities necessary for the neurological rehab PTA. You will learn the 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. **(Offered spring semester)**

**PT 231 Physical Therapy Procedures IV (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education I. You will develop the skills, clinical decision-making, and responsibilities necessary for the various physical therapy settings. You will learn the clinical competence in the following procedures: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, joint mobilization, stretching, and postural examination. **(Offered spring semester)**

**PT 239 Functional Musculoskeletal Anatomy for Physical Therapy (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** Admission to the PTA program. You will explore the normal muscle and joint functions as related to physiological and mechanical principles. We will use the knowledge you learn on the normal and abnormal functions of physiology to relate the musculoskeletal anatomy principles to all aspects of patient care. **(Offered fall semester)**

### **PT 242 Physical Therapy Seminar (1 Cr. Hr.)**

**Prerequisite:** Completion of Clinical Education 4. You will return to campus for a two-day capstone course. The student participates in and explores additional topics not covered in the entry-level curriculum. By the completion of this course, a student can summarize, critique, and apply additional PT techniques in the clinical setting. Students express in the written and verbal form a program critique prior to receiving diploma for completion. **(Offered summer semester)**

## **Political Science**

### **PO 105 State & Local Government (3 Cr. Hr.)**

State and local governments are vital components of the American political system. While the activities of national-level actors, such as the president and Congress, tend to be most visible to the average citizen (especially through the news media), actors at the state and local level frequently make political decisions that impact our daily lives. In addition, states and localities often experiment with innovative policies in an attempt to address social, economic, and environmental problems. Given the importance of states and localities in American politics, this course is designed to provide you with an understanding of the structure, functions, and responsibilities of state and local governments. We will explore the impacts of decisions made at the state and local level, compare and contrast policies across various states and localities, and learn about how these levels of government function and interact with each other. We will also apply our knowledge of state and local politics to current issues, such as economic development, criminal justice, and budgeting. **(Offered fall and spring semesters)**

### **PO120 Current Political Issues (3 Cr. Hr.)**

Explore 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. **(Offered fall and spring semesters)**

### **\*PO 176 American Government (3 Cr. Hr.)**

**COURSE ▶ TRANSFER**

An introduction to American government, its historical foundations, institutions and political processes will teach you about the institutions, practices, and history of politics and government in the United States. We will examine some of the leading perspectives in political science discuss the Constitution, the three branches of the federal government, interest groups, public opinion, campaigns, elections, and parties. **(Offered fall, spring, and summer semesters)**

## **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. **(Offered fall semester)**

### **\*PS 176 General Psychology (3 Cr. Hr.)**

**COURSE ▶ TRANSFER**

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.)**

What is normal behavior? This course answers that question by defining normality vs abnormality. You will study the classification, description, and treatment of human psychological disorders. We will also examine factors applicable to an individual diagnosed with a psychological disorder such as culture, public attitudes, community resources, and ethical issues. **(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 276 Developmental Psychology (3 Cr. Hr.)**

This course introduces human development through the lifespan from conception to death. Each stage of development is discussed in context of socioemotional, cognitive, intellectual, linguistic, and physical development. Major theories, debates, and theorists are discussed. **(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.)**

Develop an understanding of the science of crime. Examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. **(Offered fall and spring semesters)**

### **\*SO 135 Women's Studies: A Transnational View (3 Cr. Hr.)**

Women's stereotypes have changed over three centuries in the American West. Women's Studies examines how social, cultural, and political constructions intersect with the biology of women's lives. Students use Women's Studies to cover local and global issues, perspectives, and academic methodologies. **(Offered fall and spring semesters)**

### **\*SO 176 Introduction to Sociology (3 Cr. Hr.)**

What is Society? How have societies developed historically? How do they distribute wealth, income and other resources? How do they organize political authority and economic power? How do they coordinate work? How do they socialize people to "fit in" with those around them? How do they produce popular culture? This course provides answers to these questions in ways that provide an introduction to the field of sociology. It focuses on a broad range of theory and research showing how sociologists think about and study these questions. **(Offered fall and spring semesters)**


### **SO 181 Career Development (3 Cr. Hr.)**

Career development outlines the many aspects of career planning and helps prepare you in the areas needed to effectively find and obtain a position in your desired career field. Develop your resume, letter of application, along with practice interviewing using skills learned in the course! **(Offered fall and spring semesters)**

### **SO 182 Sociology of Families (3 Cr. Hr.) (no update)**

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. **(Offered fall, spring, and summer semesters)**

### **\*SO 186 Social Problems (3 Cr. Hr.)**

Daily news reports direct much of our attention  such as crime, poverty, prejudice and political corruption. Yet rarely are such reports accompanied by a discussion of the systematic causes of these problems. More often we become witness to an endless stream of media coverage reporting seemingly isolated incidents. Seldom are we informed of the decision-making process by which some social problems become selected for coverage, while others are ignored. The purpose of this course is to subject the coverage of modern social problems to an in-depth, critical analysis. We will attempt to answer such questions as: "how does a social problem become defined as such?" and "what are the causes or sources of various social problems?" **(Offered fall, spring, and summer semesters)**

### **SO 210 Sociology of Discrimination (3 Cr. Hr.)**

Persistent inequality in employment, housing, credit markets and consumer interactions, and a wide range of other social domains has renewed interest in the possible role of discrimination. And yet, unlike in the pre-civil rights era, when prejudice and discrimination were overt and widespread, today discrimination is less readily identifiable, posing problems for social scientific conceptualization and measurement. We begin by defining discrimination and discussing relevant methods of measurement. We then provide an overview of major findings from studies of discrimination; and, finally, we turn to a discussion of the individual, organizational, and structural mechanisms that may underlie contemporary forms of discrimination. **(Offered fall and spring semesters)**

## **Speech**

### **SP 101 Fundamentals of Oral Communication (3 Cr. Hr.)**

Explore and evaluate your speech skills in a workplace environment. Explore the areas of group and individual communication skills. Students will practice the best ways to organize and present speeches while evaluating his or her own speech skills, work relationships, and specific skills to improve oral communication. **(Offered fall and spring semesters)**

### **\*SP 106 Interpersonal Communications (3 Cr. Hr.)**

This class looks at communication occurring between two or more people. Students develop a better understanding of the impacts that culture, ethics, verbal and nonverbal communication have on the communication process and the various relationships they find themselves in. Students learn about effective conflict resolution strategies to use when faced with a dilemma as well. Students complete weekly discussions and short written assignments to demonstrate their understanding of the topics explored in this class. **(Offered fall and spring semesters)**

### **\*SP 176 Public Speaking (3 Cr. Hr.)**

COURSE TRANSFER

Increase your awareness with the importance of Public Speaking in today's society. You will present speeches while using proper language, knowledge, and presentation skills. This course is designed to give the student the skills needed through direct practice while emphasizing delivery skills to develop competent speakers. (Offered fall, spring and summer semesters)

## **Telecommunications**

### **TC 100 Intro to Telecommunications (4 Cr. Hr.)**

Connect with today's business and smart home technologies by receiving hands-on training in business and intelligent communications systems. Topics covered include the basics of home networking, automation, and security and entertainment systems. Learn skills ranging from setting up a home office to fine-tuning a home theater sound simply by moving speakers. This course provides an understanding of both today's and tomorrow's Smart Home and Business Systems. It is also a must for careers in architecture, interior design, construction, installation, real estate, and other fields that frequently encounter these rapidly evolving technologies. (Offered all semesters at Norton Correctional Facility)

### **TC 101 Fiber Optic Based Systems (4 Cr. Hr.)**

This course is a short-term, hands-on course that provides students with the skills and understanding necessary to land employment positions involving fiber optic connectivity as found in commercial and residential applications. Knowledge gained from this course is highly sought-after by professionals looking to hire entry-level technicians. Students will learn the theory behind fiber optic transmission systems and practice sharpening skills required for effective fiber cable termination and splicing. Other topics touched upon throughout the course are cabling standards, cable routing, cable placement, testing, and troubleshooting of fiber optic cabling systems. (Offered all semesters at Norton Correctional Facility)

### **TC 102 Copper Based Systems (4 Cr. Hr.)**

This course is a short-term, hands-on course providing skills and knowledge desired universally by industry professionals for entry-level employment in the telecommunications connectivity field. Graduates are versed in all phases of installing and maintaining copper networking systems to include data, voice, and video for commercial and residential applications. Students work with actual cabling and connectivity devices as they terminate, test, and troubleshoot copper-based data, voice, and video systems as found in Business and Smart Homes. Also covered in the course are commercial and residential cabling standards, cable routing, and placement. (Offered all semesters at Norton Correctional Facility)

### **TC 103 Applied Systems Integrations (1 Cr. Hr.)**

This course is an advanced course in the new Applied Systems Integration Series, designed to provide additional skill sets allowing for a complete understanding of external and internal connectivity of data, voice, and video services. This program offers detailed information on the National Electric Code (NEC) as well as the responsibilities of the technician to ground and bond a connectivity system correctly. Integration with other C-Tech hardware provides a realistic home or small business connectivity system demonstrated within a classroom. (Offered all semesters at Norton Correctional Facility)

### **TC 104 Connecting to Business (1 Cr. Hr.)**

Approach job interviews with confidence! The capstone course on employability helps students take the knowledge gained from other classes and apply it to the job market. It is designed to give students a competitive edge as they enter the workforce. Upon completing Connecting to Business, students will have set meaningful life goals, constructed a professional resume, and developed the qualities employers seek in potential job candidates. Students also explore the typical job progression in the telecommunications industry further to prepare them for a career in this field. (Offered all semesters at Norton Correctional Facility)

# Welding

## **WD 155 OSHA Safety 10 (1 Cr. Hr.)**

This course focuses on OSHA standards and ensuring proper safety techniques. **(Offered fall semester at Norton Correctional Facility)**

## **WD 120 Oxy-Acetylene and Safety None (3 Cr. Hr.)**

**Prerequisite:** WD 155 OSHA 10. Course topics include oxy acetylene welding, cutting, and repair. The safety rules and interpretation emphasizing the correct use of oxy-acetylene equipment are covered. This class delves into the technology of systems used in modern welding, manufacturing, construction, power/energy, transportation, fabrication, and piping processes. **(Offered fall semester at Norton Correctional Facility)**

## **WD 130 Gas Tungsten Arc Welding Reading (3 Cr. Hr.)**

**Prerequisite:** WD 155 OSHA 10. This lab-based course is designed to give students practical work experience working with GTAW/TIG welding. Students will learn to properly set up and operate GTAW/TIG welding equipment and weld in all pipe positions. **(Offered fall semester at Norton Correctional Facility)**

## **WD 140 Shielded Metal Arc Welding (3 Cr. Hr.)**

**Prerequisite:** WD 155 OSHA 10. Course topics include the SMAW process, the safe and correct setup of the SMAW workstation, associate SMAW electrode classifications, the demonstration of proper electrode selection, how to perform basic SMAW welds on selected weld joints, and how to perform an accurate visual inspection of welds. **(Offered fall semester at Norton Correctional Facility)**

## **WD 160 Gas Metal Arc Welding**

**Prerequisite:** WD 155 OSHA 10. This lab-based course is designed to give students expanded practical work experience in GMAW. Students studying the GMAW process's various components will learn to properly set up and operate MIG welding equipment to weld 1F, 1G, 2F, and 2G positions. **(Offered fall semester at Norton Correctional Facility)**

## **WD 180 Pipe Layout and Blueprint Reading (3 Cr. Hr.)**

**Prerequisite:** WD 155 OSHA 10, WD 130 Gas Tungsten Arc Welding, WD 140 Shielded Metal Arc, WD 160 Gas Metal Arc Welding. This course spans the study of industrial production and fabrication of piping formations and processes. Emphasis is placed on terminology, symbols, and industry-standard welding processes. Students will demonstrate their ability to interpret industry plans and drawings and apply fabrication and layout skills. **(Offered fall semester at Norton Correctional Facility)**

## **WD 210 Advanced Gas Tungsten Arc Welding (4 Cr. Hr.)**

**Prerequisite:** Level I Certification. Course topics include the GTAW/TIG gas tungsten welding process, demonstration of the safe and correct set up of the TIG workstation, the relationship between the TIG electrode and filler metal classifications, the building of proper electrode and filler metal selection and use, the build pads of weld beads with selected electrodes and filler material in the vertical and overhead positions, basic TIG welds on selected weld joints, and the proper visual inspection of TIG welds. **(Offered spring semester at Norton Correctional Facility)**

### **WD 220 Advanced Gas Metal Arc Welding (4 Cr. Hr.)**

**Prerequisite:** Level I Certification. Course topics include the GMAW/MIG process, the safe and correct set up of the MIG workstation, associate MIG electrode classifications with base metals, joint criteria, the demonstration of proper electrode selection, the building of pads of weld beads with selected electrodes in the vertical and overhead positions, basic MIG welds on selected weld joints, and the proper visual inspection of MIG welds. **(Offered spring semester at Norton Correctional Facility)**

### **WD 240 Advanced Shielded and Metal Arc Welding (4 Cr. Hr.)**

**Prerequisite:** Level I Certification. Course topics include the SMAW process, demonstration of the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria, the demonstration of proper electrode selection and use, the building of pads of weld beads with selected electrodes in the vertical and overhead positions, perform basic SMAW welds on selected weld joints, and perform a proper visual inspection of welds. **(Offered spring semester at Norton Correctional Facility)**

### **WD 260 Specialized Welding (4 Cr. Hr.)**

**Prerequisite:** WD 210, WD 220, and WD 240. Through classroom and/or lab learning assessment activities, students will: demonstrate skills learned in the previous beginning and advanced welding classes by demonstrating knowledge of GTAW, BMAW, and SMAW. **(Offered spring semester at Norton Correctional Facility)**

## **On-Campus Veterinary Nursing Program**

### **MA 109 Math for Veterinary Nurses (2 Cr. Hr.)**

**Prerequisite:** ACT Math Score of 14 or above or equivalent. Improve understanding of fractions, decimals, percents, ratio and proportions, and systems of measurement. You will further apply this knowledge to accurately determine solutions, medication and dosage in a clinical setting. **(Offered spring, summer, and fall semester) (Online)**

### **VN 115 Introduction to Veterinary Nursing (1 Cr. Hr.)**

You will discover career and degree opportunities available within the fast-paced field of veterinary nursing. You will also be introduced to campus resources available to students and learn about basic personal finance. **(Offered spring, summer, and fall semester) (Online) and (Fall semester) (Face-to-face)**

### **VN 119 Breeds of Domestic Animals (1 Cr. Hr.)**

Have you ever wondered what breed a dog was or why a horse cribs? You can learn to recognize all breeds of dogs recognized by the American Kennel Club, cat breeds approved by the Cat Fanciers Association, and common breeds of horses, cattle, sheep, goats, and swine. In addition, you will learn about some common domestic animal behaviors, both normal and abnormal. **(Offered spring, summer, and fall semester) (Online)**

### **VN 120 Animal Facility Management I (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. You will apply experience and practice techniques in hospital team interactions including care of animals, walking dogs, sanitation of animal facilities, and feeding of animals. **(Offered spring semester) (Face-to-face)**

### **VN 121 Medical Records and Veterinary Office Skills (2 Cr. Hr.)**

Have you ever wondered how a veterinary practice operates? You will learn the legal aspects of medical record keeping and the business aspects of a veterinary practice including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. You will also gain exposure to computer applications including spreadsheets and veterinary office management software. You will also learn how to document physical exam findings in medical records. **(Offered spring, summer, and fall semester) (Online)**

### **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. There is more to animal nutrition than most people understand. Learn how to evaluate pet food and feed for livestock effectively and critically. This will include maintenance feeding, nutritional aspects of disease, and therapeutic intervention for both small and large animals, and client education. **(Offered spring, summer, and fall semester) (Online)**

### **VN 126 Veterinary Medical Terminology (1 Cr. Hr.)**

Have you ever wished you could understand the medical jargon used by veterinarians and veterinary nurses? Now you can! In this class you will learn a new language - veterinary medicine. You will learn the basic word structure, organization of the body, prefixes, roots, and suffixes that form the basics of veterinary terms so that you can apply them in a variety of settings. **(Offered spring, summer, and fall semester) (Online) and (Fall semester) (Face-to-face)**

### **VN 130 Veterinary Clinical Procedures (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. **Co-requisite:** VN131 Veterinary Clinical Procedures Laboratory. You will learn the basic skills of a veterinary nurse in practice such as restraint and handling, medication administration, injections, venipuncture, nursing skills, sterile procedure and operating room techniques, radiographic positioning, emergency medicine, and anesthetic machine function. You will also learn how to apply for a preceptorship position under the supervision of a licensed veterinarian and credentialed veterinary nurse for the upcoming summer semester. In addition you will learn how to search for a preceptorship position, practice writing a resume and cover letter, and prepare for a job interview. You will also learn about the employer-employee relationship, veterinary laws and ethics, euthanasia, and grief. **(Offered spring semester) (Face-to-face)**

### **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. You will gain hands-on experience with the basic skills of a veterinary nurse in preparation for the upcoming summer preceptorship. You will practice skills such as restraint and handling of domestic animals, medication administration, injections, venipuncture, radiographic positioning, non-sterile surgical assistance, pack preparation, incision site preparation, teeth cleaning, basic anesthetic machine care, and crash cart maintenance. **(Offered spring semester) (Face-to-face)**

### **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. Humorous or humerus! This challenging class will enlighten you about common domestic animal anatomy and physiology. **(Offered spring semester) (Face-to-face)**

**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 is a hands-on class in which you will dissect a canine cadaver to inspect the skeletal, muscular, and vascular systems. In addition, you will explore each organ system and get a deep dive into understanding the anatomy domestic animals. **(Offered spring semester) (Face-to-face)**

**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. Interested in the “gross” part of veterinary medicine? Learn about internal parasites, fecal analysis, urinalysis, hematology, and cytology of both small and large animals. **(Offered spring semester) (Face-to-face)**

**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. Apply the knowledge gained in the lecture course to practice and perform clinical techniques that are commonplace in most veterinary clinics. **(Offered spring semester) (Face-to-face)**

**VN 150 Veterinary Nursing Pharmacology I (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary nursing. You will learn appropriate methods of drug administration and dispensing medications in the veterinary hospital, the appropriate federal regulations that apply, and the abbreviations and language commonly used in drug orders. With this you will be capable of educating clients of the indications, method of action, and potential adverse side effects of medications in veterinary practice. **(Offered spring, summer, and fall semester) (Online)**

**VN 151 Veterinary Nursing Pharmacology II (3 Cr. Hr.)**

**Prerequisite:** VN150 Veterinary Nursing Pharmacology I. You will learn about selected drug groups, mechanisms of action, and side effects of medications commonly used in veterinary practice. **(Offered spring, summer, and fall semester) (Online)**

**VN 152 Physical Rehabilitation for Veterinary Nurses (1 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures and VN131 Veterinary Clinical Procedures Laboratory. Have you ever wanted to learn more about physical rehabilitation in animals? In this class, you will learn about this rapidly growing field of veterinary medicine. **(Offered spring, summer, and fall semester) (Online)**

**VN 167 Cooperative Education Experience I (3 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures and VN131 Veterinary Clinical Procedures Laboratory. You will obtain real-world work experience under the supervision of a licensed veterinarian and credentialed veterinary nurse in a veterinary practice setting. Veterinary nursing students are required to complete this work experience between the third and fifth terms of the program (summer). **(Offered summer semester) (Online)**

**VN 210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)**

**Prerequisite:** Current standing as a spring semester sophomore in veterinary nursing. The biggest exam of your life (at this point) will be the Veterinary Technician National Examination (VTNE). Learn techniques on how to be successful in applying your knowledge and gain confidence in taking the VTNE. **(Offered spring and fall semester) (Online) and (Offered spring semester) (Face-to-face)**

**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. You will learn about large animal medicine and surgery including anesthesia, surgical procedures, reproduction, preventive medicine, and poisonous plants. **(Offered fall semester) (Face-to-face)**

**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. You will learn 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) (Face-to-face)**

**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. You will administer and observe various anesthetics when given to domestic animals, become proficient with IV catheter insertion, decipher monitoring numbers, and learn to take excellent quality diagnostic radiographs. **(Offered fall semester) (Face-to-face)**

**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. Review and improve your understanding of fecal examination, urinalysis, blood tests, and cytological examination. **(Offered fall semester) (Face-to-face)**

**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. You will learn essential skills for the veterinary nurse in the areas of parasitology, urinalysis, and hematology. **(Offered fall semester) (Face-to-face)**

**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. Have you ever wondered how to hold a hedgehog or give a rabbit a pill? You will gain hands-on experience with basic veterinary nursing skills and gain experience with a variety of laboratory animals, exotic pets, and birds. **(Offered fall semester) (Face-to-face)**

**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. You will apply experience and practice techniques in hospital team interactions including care of animals, walking dogs, sanitation of animal facilities, and feeding of animals. **(Offered fall semester) (Face-to-face)**



**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. You will gain hands-on experience with a variety of large animal veterinary nursing skills. **(Offered fall semester) (Face-to-face)**

**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. Want a deeper dive into large animal nursing? Then, this course is for you! You will gain additional hands-on experience with advanced large animal nursing skills. **(Offered fall semester) (Face-to-face)**

**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. Want a deeper dive into large animal nursing? Then, this course is for you! You will gain additional hands-on experience with advanced large animal nursing skills. **(Offered spring semester) (Face-to-face)**

**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. You will apply experience and practice techniques in hospital team interactions including care of animals, walking dogs, sanitation of animal facilities, and feeding of animals. You will also train and supervise the freshmen veterinary nursing students on the procedures of animal well-being and care. **(Offered spring semester) (Face-to-face)**

**VN 267 Cooperative Education Experience II (3 Cr. Hr.)**

**Prerequisite:** VN130 Veterinary Clinical Procedures and VN131 Veterinary Clinical Procedures Laboratory. You will obtain real-world work experience under the supervision of a licensed veterinarian and credentialed veterinary nurse in a veterinary practice setting. Veterinary nursing students are required to complete this work experience between the third and fifth terms of the program (summer). **(Offered summer semester) (Online)**

**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. Do you like animals that slither, chirp, or squeak? Then this course is for you! You will learn basic veterinary nursing skills for a variety of laboratory animals, exotic pets, and birds. **(Offered spring and fall semester) (Online)**

**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. During this intense course, you will learn surgical nursing principles, equipment and instrument care, critical care and common veterinary emergencies, small animal dentistry, basic immunology and vaccination protocols for dogs and cats. **(Offered spring semester) (Face-to-face)**

### **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. You will practice skills necessary for surgical assisting, both as a sterile and non-sterile assistant. You will learn to suture incisions. You will learn patient management, surgical team roles, and post-operative management. **(Offered spring semester) (Face-to-face)**

### **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. Explore the life functions of the bacteria, fungi, protists, and viruses. Apply this knowledge to solve pathogenic clinical cases that are provided along with those that arise throughout the semester. **(Offered spring and fall semester) (Online)**

### **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. Round out your pathological clinical skills in blood chemistries, coagulation testing, blood typing, crossmatching, serologic tests, cytology, and other body fluid examinations. **(Offered spring semester) (Face-to-face)**

### **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. Apply your skills to perform cytologies, blood chemistries, coagulation testing, crossmatching, blood typing, serologic tests, and other body fluid examinations. **(Offered spring semester) (Face-to-face)**

### **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. Explore and apply microscopy techniques, bacteria staining techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms. **(Offered fall semester) (Face-to-face)**

### **VN 289 Common Animal Diseases (2 Cr. Hr.)**

**Prerequisite:** VN140 Anatomy and Physiology of Domestic Animals and VN267 Cooperative Education Experience II. Would you like to learn more about diseases such as kennel cough, ringworm, and foot rot? You will learn about these and other diseases of both small and large animals. You will also learn about zoonotic diseases as a part of this class. **(Offered spring, summer, and fall semester) (Online)**

## **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, percents, ratio and proportions, and systems of measure. This course will enable the student to accurately determine solutions, medication and dosage. **(Offered spring, summer, and fall semester) (Online)**

### **VN 115 Introduction to Veterinary Nursing (1 Cr. Hr.)**

You will discover career and degree opportunities available within the fast-paced field of veterinary nursing. You will also be introduced to campus resources available to students and learn about basic personal finance. **(Offered spring, summer, and fall semester) (Online) and (Fall semester) (Face-to-face)**

### **VN 119 Breeds of Domestic Animals (1 Cr. Hr.)**

Have you ever wondered what breed a dog was or why a horse cribs? You can learn to recognize all breeds of dogs recognized by the American Kennel Club, cat breeds approved by the Cat Fanciers Association, and common breeds of horses, cattle, sheep, goats, and swine. In addition, you will learn about some common domestic animal behaviors, both normal and abnormal. **(Offered spring, summer, and fall semester) (Online)**

### **VN 121 Medical Records and Veterinary Office Skills (2 Cr. Hr.)**

Have you ever wondered how a veterinary practice operates? You will learn the legal aspects of medical record keeping and the business aspects of a veterinary practice including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. You will also gain exposure to computer applications including spreadsheets and veterinary office management software. You will also learn how to document physical exam findings in medical records. **(Offered spring, summer, and fall semester) (Online)**

### **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. You will learn the fundamentals of comparative anatomy in domestic animal species with an emphasis on identifying anatomical regions and landmarks. You will also learn general physiology of major body systems in domestic animals. **(Offered spring, summer, and fall semester) (Online)**

### **VN 123 Basic Nutrition of Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. **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 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. There is more to animal nutrition than most people understand. Learn how to evaluate pet food and feed for livestock effectively and critically. This will include maintenance feeding, nutritional aspects of disease, and therapeutic intervention for both small and large animals, and client education. **(Offered spring, summer, and fall semester) (Online)**

### **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. You will develop the skills necessary to prepare for mentorship and veterinary clinical experience positions under the supervision of a licensed veterinarian and credentialed veterinary nurse for the upcoming semesters. You will learn how to search for a position, practice writing a resume and cover letter, and prepare for a job interview. You will also learn about the employer-employee relationship, veterinary laws and ethics, euthanasia, and grief. **(Offered spring, summer, and fall semester) (Online)**

**VN 126 Veterinary Medical Terminology (1 Cr. Hr.)**

Have you ever wished you could understand the medical jargon used by veterinarians and veterinary nurses? Now you can! In this class you will learn a new language - veterinary medicine. You will learn the basic word structure, organization of the body, prefixes, roots, and suffixes that form the basics of veterinary terms so that you can apply them in a variety of settings. **(Offered spring, summer, and fall semester) (Online) and (Fall semester) (Face-to-face)**

**VN 134 Veterinary Immunology (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN122 Anatomy and Physiology for Veterinary Nurses. You will learn the basic concepts of immunology, vaccination, core and non-core vaccinations, and diseases commonly prevented through vaccination in both small and large animals. **(Offered spring, summer, and fall semester) (Online)**

**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. You will learn basic responsibilities and duties of the small animal veterinary nurse with emphasis on small animal nursing and restraint. This course will also enable the student to understand laws relating to veterinary medicine. **(Offered spring and fall semester) (Online)**

**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. You will 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) (Online)**

**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. You will learn the principles of general sanitation and basic veterinary hospital sanitation in regards to both large and small animal facilities. You will also learn about 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) (Online)**

**VN 138 Animal Facility Management and Sanitation Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN119 Breeds of Domestic Animals and VN124 Mentorship Preparation. **Co-requisite:** VN137 Animal Facility Management and Sanitation. You will gain experience with regard to practical techniques in veterinary health care team interactions, sanitation of hospital facilities, and routine animal care in the veterinary hospital setting. **(Offered spring, summer, and fall semester) (Online)**

**VN 143 Veterinary Parasitology (3 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN144 Veterinary Parasitology Mentorship. You will learn common parasites of domestic animals and their life cycles, method of transmission, basic pathogenesis, clinical manifestation, and methods for control. You will also learn to identify parasites and learn about parasitic zoonotic diseases. **(Offered spring and fall semester) (Online)**

**VN 144 Veterinary Parasitology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN143 Veterinary Parasitology. You will practice techniques for sample analysis and identify common domestic animal parasites. **(Offered spring and fall semester) (Online)**

**VN 148 Veterinary Clinical Chemistry (2 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN149 Veterinary Clinical Chemistry Mentorship. You will learn essential skills necessary for the veterinary nurse in the area of clinical chemistries. **(Offered spring and fall semester) (Online)**

**VN 149 Veterinary Clinical Chemistry Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. **Co-requisite:** VN148 Veterinary Clinical Chemistry. You will gain hands-on experience in the area of veterinary clinical chemistries. **(Offered spring and fall semester) (Online)**

**VN 150 Veterinary Nursing Pharmacology I (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** MA109 Math for Veterinary Nurses and 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. You will learn appropriate methods of drug administration and dispensing medications in the veterinary hospital, the appropriate federal regulations that apply, and the abbreviations and language commonly used in drug orders. With this you will be capable of educating clients of the indications, method of action, and potential adverse side effects of medications in veterinary practice. **(Offered spring, summer, and fall semester) (Online)**

**VN 151 Veterinary Nursing Pharmacology II (3 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN150 Veterinary Nursing Pharmacology I. You will learn about selected drug groups, mechanisms of action, and side effects of medications commonly used in veterinary practice. **(Offered spring, summer, and fall semester) (Online)**

**VN 152 Physical Rehabilitation for Veterinary Nurses (1 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN136 Small Animal Clinical Procedures Mentorship. Have you ever wanted to learn more about physical rehabilitation in animals? In this class, you will learn about this rapidly growing field of veterinary medicine. **(Offered spring, summer, and fall semester) (Online)**

**VN 199 Directed/Independent Study: Veterinary Nursing (1-3 Cr. Hr.)**

**Prerequisite:** Current standing as a student in the On-Campus or Distance Learning Veterinary Nursing Program. You will discuss trends affecting credentialed veterinary nurses, economic impacts currently affecting veterinary practice, the role of social media in veterinary practices, and the effect that credentialed veterinary nurses have on revenue streams in veterinary hospitals. Students will gain familiarity with veterinary continuing education and other topics affecting veterinary nurses. **(Offered spring, summer, and fall semester) (Online)**

**VN 210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN298 Veterinary Critical Care and Clinical Skills and VN299 Veterinary Critical Care and Clinical Skills Mentorship. The biggest exam of your life (at this point) will be the Veterinary Technician National Examination (VTNE). Learn techniques on how to be successful in applying your knowledge and gain confidence in taking the VTNE. **(Offered spring and fall semester) (Online)**

### **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. You will learn the basic responsibilities and duties of large animal veterinary nurses with an emphasis on large animal nursing and restraint. You will learn 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 coaptation. You will also learn about plants poisonous to large animals and necropsy techniques. **(Offered spring and fall semester) (Online)**

### **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. You will gain hands-on experience with essential large animal tasks for the veterinary nurse such as restraint of large animals and administration of medications. **(Offered spring and fall semester) (Online and Face-to-face)**

### **VN 268 Laboratory Animal and Exotic Pet Medicine (2 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VN269 Laboratory Animal and Exotic Pet Medicine Mentorship. Do you like animals that slither, chirp, or squeak? Then this course is for you! You will learn basic veterinary nursing skills for a variety of laboratory animals, exotic pets, and birds. **(Offered spring and fall semester) (Online)**

### **VN 269 Laboratory Animal and Exotic Pet Medicine Mentorship (1 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VN268 Laboratory Animal and Exotic Pet Medicine. Have you ever wondered how to hold a hedgehog or give a rabbit a pill? You will gain hands-on experience with basic veterinary nursing skills and gain experience with a variety of laboratory animals, exotic pets, and birds. **(Offered spring and fall semester) (Online and Face-to-face)**

### **VN 272 Veterinary Clinical Experience I (2 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN121 Medical Records and Veterinary Office Skills and VN135 Small Animal Clinical Procedures, VN136 Small Animal Clinical Procedures Mentorship, VN137 Animal Facility Management and Sanitation, VN138 Animal Facility Management and Sanitation Mentorship. You will gain hands-on veterinary clinical experience which is required of all Distance learning Veterinary Nursing Program students. You will obtain veterinary clinical experience under the supervision of a licensed veterinarian and credentialed veterinary nurse in a veterinary hospital setting. **(Offered spring, summer, and fall semester) (Online)**

### **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. You will learn the theory, principles, and practice of performing laboratory tests on blood and also understand veterinary coagulation and transfusion medicine. **(Offered spring and fall semester) (Online)**

### **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. You will gain hand-on experience with essential skills necessary for the veterinary nurse in the areas of hematology and veterinary coagulation and transfusion medicine. **(Offered spring and fall semester) (Online)**

**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; VN122 Anatomy and Physiology for Veterinary Nurses; VN124 Mentorship Preparation. Co-requisite: VN278 Veterinary Nursing Microbiology Mentorship. Explore the life functions of the bacteria, fungi, protists, and viruses. Apply this knowledge to solve pathogenic clinical cases that are provided along with those that arise throughout the semester. **(Offered spring and fall semester) (Online)**

**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; VN122 Anatomy and Physiology for Veterinary Nurses; VN124 Mentorship Preparation. Co-requisite: VN277 Veterinary Nursing Microbiology. Explore and apply microscopy techniques, bacteria staining techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms. **(Offered spring and fall semester) (Online and Face-to-face)**

**VN 279 Veterinary Clinical Experience II (2 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures, VN136 Small Animal Clinical Procedures Mentorship, VN272 Veterinary Clinical Experience I. You will gain hands-on veterinary clinical experience which is required of all Distance learning Veterinary Nursing Program students. You will obtain veterinary clinical experience under the supervision of a licensed veterinarian and credentialed veterinary nurse in a veterinary hospital setting. **(Offered spring and fall semester) (Online)**

**VN 283 Veterinary Anesthesiology and Analgesia (5 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures, VN136 Small Animal Clinical Procedures Mentorship, and VN151 Veterinary Nursing Pharmacology II. Co-requisite: VN284 Veterinary Anesthesiology and Analgesia Mentorship. You will learn principles of anesthesia, including various types of anesthetics and anesthetic adjuncts, preanesthetic procedures, endotracheal intubation, anesthetic machine operation, anesthetic monitoring, and anesthetic machine maintenance techniques. You will also learn management of anesthetic emergencies and various aspects of pain management. **(Offered spring and fall semester) (Online)**

**VN 284 Veterinary Anesthesiology and Analgesia Mentorship. (0 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures, VN136 Small Animal Clinical Procedures Mentorship and VN151 Veterinary Nursing Pharmacology II. Co-requisite: VN283 Veterinary Anesthesiology and Analgesia. You will 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 and fall semester) (Online)**

**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. You will learn normal and abnormal cytology in domestic animals. **(Offered spring and fall semester) (Online)**

**VN 288 Veterinary Cytology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses and VN124 Mentorship Preparation. Co-requisite: VN287 Veterinary Cytology. You will gain hand-on experience with essential skills necessary for the veterinary nurse in the area of cytology. **(Offered spring and fall semester) (Online)**

### **VN 289 Common Animal Diseases (2 Cr. Hr.)**

**Prerequisite:** VN122 Anatomy and Physiology for Veterinary Nurses. **Prerequisite or Co-requisite:** VN134 Veterinary Immunology and VN272 Veterinary Clinical Experience I. Would you like to learn more about diseases such as kennel cough, ringworm, and foot rot? You will learn about these and other diseases of both small and large animals. You will also learn about zoonotic diseases as a part of this class. **(Offered spring, summer, and fall semester) (Online)**

### **VN 290 Veterinary Imaging (3 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VN291 Veterinary Imaging Mentorship. **Prerequisite or Co-requisite:** VN263 Large Animal Clinical Procedures, VN264 Large Animal Clinical Procedures Mentorship, VN268 Laboratory Animal and Exotic Pet Medicine, and VN269 Laboratory Animal and Exotic Pet Medicine Mentorship. You will learn about radiographic positioning, and exposure factors with respect to dogs, cats, horses, birds, and laboratory animals. You will also learn about digital radiography, ultrasonography, endoscopy, and advanced imaging modalities. **(Offered spring and fall semester) (Online)**

### **VN 291 Veterinary Imaging Mentorship (0 Cr. Hr.)**

**Prerequisite:** VN135 Small Animal Clinical Procedures and VN136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VN290 Veterinary Imaging. **Prerequisite or Co-requisite:** VN263 Large Animal Clinical Procedures, VN264 Large Animal Clinical Procedures Mentorship, VN268 Laboratory Animal and Exotic Pet Medicine, and VN269 Laboratory Animal and Exotic Pet Medicine Mentorship. You will practice essential skills required of veterinary nurses in the area of veterinary imaging. **(Offered spring and fall semester) (Online)**

### **VN 292 Veterinary Dentistry (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia, VN284 Veterinary Anesthesiology and Analgesia Mentorship, VN290 Veterinary Imaging, and VN291 Veterinary Imaging Mentorship. **Co-requisite:** VN293 Veterinary Dentistry Mentorship. You will learn dental charting, dental instruments, teeth cleaning, and dental radiographic positioning of companion animals. **(Offered spring and fall semester) (Online)**

### **VN 293 Veterinary Dentistry Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia, VN284 Veterinary Anesthesiology and Analgesia Mentorship, VN290 Veterinary Imaging, and VN291 Veterinary Imaging Mentorship. **Co-requisite:** VN292 Veterinary Dentistry. You will gain hand-on experience with skills relating to veterinary dentistry including dental charting, teeth cleaning, and dental radiography. **(Offered spring and fall semester) (Online)**

### **VN 296 Veterinary Surgical Nursing (3 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia and VN284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VN297 Veterinary Surgical Nursing Mentorship. You will learn veterinary surgical nursing procedures including general nursing care, surgical assisting, and equipment and instrument care. **(Offered spring and fall semester) (Online)**

### **VN 297 Veterinary Surgical Nursing Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and VN284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VN296 Veterinary Surgical Nursing. You will gain hands-on experience with surgical assisting, both as a sterile and non-sterile assistant. You will also learn about patient management, surgical team roles, and post-operative management. **(Offered spring and fall semester) (Online)**



### **VN 298 Veterinary Critical Care and Clinical Skills (3 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia and VN284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VN299 Veterinary Critical Care and Clinical Skills Mentorship. You will learn about veterinary critical care and clinical skills including emergency medicine, triage, the crash cart, shock, oxygen therapy, fluid therapy, ventilation, electrocardiograms, and ophthalmology. **(Offered spring and fall semester) (Online)**

### **VN 299 Veterinary Critical Care and Clinical Skills Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VN283 Veterinary Anesthesiology and Analgesia and VN284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VN298 Veterinary Critical Care and Clinical Skills. You will practice hands-on skills related to critical care and clinical skills including placement of nasogastric tubes, urinary catheterization, oxygen therapy, and ophthalmology. **(Offered spring and fall semester) (Online)**

## **Veterinary Science**

### **VM 101 Pre-Veterinary Medicine Orientation (1 Cr. Hr.)**

You will discover career opportunities available to veterinarians within the fast-paced field of veterinary medicine and learn about applying to a college of veterinary medicine. You will also be introduced to campus resources available to students and learn about basic personal finance. **(Offered fall semester) (Face-to-face)**

### **VM 108 Obedience Training (1 Cr. Hr.)**

**Prerequisite:** Current standing as a student in the On-Campus Veterinary Nursing Program. You will practice training dogs basic obedience commands and be introduced to showmanship skills. **(Offered spring and/or fall) (Face-to-face and/or Online)**

## **Directory**