

CATALOG

2024-2025

COLBY

COMMUNITY COLLEGE

CHALLENGE • CREATE • CONNECT

Table of Contents

Statement from CCC President.....5

Welcome from the Vice President of Academic Affairs6

Institutional Information 7

 Notice of Non-Discrimination7

 College Legal Assurances7

 Catalog Information Disclaimer8

 Catalog Change Procedure8

 Institutional Mission8

 Vision8

 Philosophy9

 Purposes9

 Student Outcomes (Essential Skills)..... 10

 Accreditation 10

Admissions Information 12

 Standards 12

 Admissions Categories..... 12

 Full-Time/Part-Time Students (U.S. Citizens) 12

 International Students 12

 Transfer Student 14

 Home-Schooled Students 14

 High School Student..... 14

 Classes for High School Students..... 15

 Adult Students Who Have Not Completed a High School Credential 15

 Reentering Students..... 15

 Senior Citizen Grant 16

 Veterans 16

 Undocumented Immigrant Policy 16

 Community Enrichment 17

 Selective Admissions Programs 17

 Campus Visits for Prospective Students 17

 Determination of Residency 17

 Changing Major 18

 Final Examination 18

 Class Attendance 18

 Administrative Drop Policy..... 18

 Withdrawal for Non-Attendance 19

 Add/Drop/Last Day to Withdraw Policy 19

 Waitlisting 20

 Waitlist Guidelines 20

 Official Withdrawal 21

 When Records May Be Put on Hold or Stop 21

Students Living on Campus Online Credit Hours	21
Refund Policy	21
Tuition and Fees Refunds	21
Federal Return of Title IV Funds Policy	22
Academic Information	23
Academic Load	23
Performance-Based Scholarship Policy	23
Course Numbering	23
Credit Definition	23
Auditing Classes	24
Repeating a Course	24
Life Experience Credit	24
Academic Renewal	25
Credit by Examination	26
College-Level Examination Program (CLEP)	26
Military Service Credit	27
Placement Testing Policy	28
Placement Policy Guide	30
Advanced Placement Program	31
Transcripts	31
Transfer Students	31
Student Classification	32
Grading System	32
Pass/Fail Courses	32
Honor Roll	33
Assessment	33
CCC Satisfactory Academic Progress (SAP) Policy	33
Academic Calendar	35
Degree Requirements	35
Application for Graduation	35
Certificate & Degree Fee	35
Degrees and Certificates Granted	35
Certificates	36
Associate of Arts Degree	36
Associate of Science Degree	37
Associate of General Studies Degree	37
Associate of Applied Science Degree	37
Kansas Board of Regents Transfer and Articulation Policy	38
General Transfer Provisions	38
Transfer of Credit	40
Reverse Transfer Agreements	40
General Education Requirements	41
Transfer Checklist	43
Financial Information	44

Financial Aid	44
General Eligibility Requirements	44
Grants.....	44
Campus-Based Aid	45
Loans	45
Satisfactory Academic Progress and Financial Aid (SAP)	46
Veterans	46
Cumulative Completion Rate.....	46
Cumulative GPA	47
Financial Aid Academic Progress	47
Scholarships	47
Senior Citizens Grant.....	48
Veterans	48
Veterans Assistance.....	48
Veterans Satisfactory Academic Progress Policy.....	48
Tuition Assistance and Active Duty Tuition Assistance.....	48
Tuition and Fees	48
Charges for Room & Board.....	49
Incidental Expenses	49
Returned Check Policy.....	49
Student Billing and Payments.....	49
Student Rights and Responsibilities	50
Handbook	50
Civil Rights Comprehensive Notification for Colby Community College	50
Student Educational Records Rights of Privacy	51
Directory Information	51
Private Information.....	52
Guide for the Release of Information about Students.....	52
Disclosure to Students	52
Disclosure to Parents, Educational Institutions, and Agencies	53
Release of Information to Non-Educational Agencies	53
Disclosure in Response to Telephone Inquiries.....	53
Disclosure by Other Offices of the Institution.....	53
Student Citizenship General Statement	54
Academic Integrity	54
Sexual Harassment Policy.....	55
Security Act of 1990	55
Sexual Misconduct Policy.....	56
The Drug-Free Workplace Policy and Drug-Free Awareness Program	56
Procedures for Requesting a Medical Withdrawal.....	57
Campus Parking	57
Weather Policies	58
Late Start.....	58
Student Complaints of Faculty	58

Grade Appeal Policy	59
Section 504/ADA Grievance Procedure	60
CCC Missing Student Notification	61
Residence Hall Facilities Policy and Procedure.....	61
Involuntary College Withdrawal Policy for Threats Related to Mental or Psychological Disorders	61
Hearing	62
Reinstatement	64
Service Information	65
Financial Aid	65
Registrar's Office	65
Student Accounts Office	66
Student Support Services.....	66
Students with Disabilities	66
Student Health.....	67
Counseling Services.....	67
Campus Security	68
Trojan Trading Post.....	68
Food Service.....	69
On-Campus Residence Halls	70
Off-Campus Living	71
Computer Services	71
IT Student Services	71
The Comprehensive Learning Center	71
Tutoring	72
H. F. Davis Memorial Library	72
Trojan Advising Center.....	73
Dual Advisement	73
First-Year Experience (FYE)	73
Student Clubs and Organizations and Athletics.....	74
Student Government	74
Intramurals	74
Facilities	75
Community Service	75
Community Education	75
Community Service	75
Classes for High School Students.....	75
Retired Senior Volunteer Program (RSVP)	76
Online and Hybrid Learning.....	76
Guided Pathways	77
Course Descriptions.....	143
Index	202

Statement from CCC President

Often, we have heard that 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 state's top graduation and persistence rates, Colby Community College provides an excellent, affordable education. 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
Colby Community College*

Welcome from the Vice President of Academic Affairs

Welcome to the Colby Community College (CCC, where I am privileged to serve as the Vice President of Academic Affairs and Chief Academic Officer! CCC students represent some of the highest achieving, talented, and engaged students across Kansas and beyond. We are tremendously proud of our students and their achievements and are so glad you chose CCC to be part of your education and future!

For nearly sixty years, CCC has been the college of first choice for students. We are the community's college and look forward to continue building partnerships throughout the community. Innovative and relevant academic and training programs help prepare students to succeed in the workforce and pursue advanced degrees. At CCC, we are committed to providing our students with high-quality instruction and holistic academic and student support services. We strive to build lasting and meaningful relationships with our students, which are central to everything we do. Our students are part of the CCC family, and with us, they go on the academic, professional, and personal journey that positively shapes their futures. CCC works with students and helps them to develop as self-aware, globally cognizant, community-oriented, productive, and intelligent individuals.

CCC takes great pride in being an integral member of our community and profoundly appreciates the community's broad and deep support. When communities partner with higher education institutions, a powerful association is forged. Because of these partnerships, CCC students have expanded educational opportunities and access to workforce professionals who provide real-world workplace experiences. When students come to CCC, they have instant access to premier educational opportunities, a supportive collegiate environment, and many avenues for academic, intellectual, personal, and professional growth!

The College's faculty are widely recognized as leaders in their disciplines, providing creative and meaningful learning experiences that are representative of the finest instruction and scholarship in contemporary postsecondary education. CCC's dedicated staff helps provide a supportive collegiate environment that contributes to student success.

The College's commitment to students and communities remains strong and steadfast. CCC ensures that our students and lifelong learners receive a premier education while growing as confident, curious, self-reliant, and independent thinkers.

Dr. Tiffany Evans
Vice President of Academic Affairs/Chief Academic Officer
Colby Community College

Institutional Information

Notice of Non-Discrimination

Colby Community College (CCC) 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. CCC 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; 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 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. CCC supports the terms of the Americans with Disabilities Act of 1990 which ensures accessible facilities and fair employment practices. CCC 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 their official file and be allowed to challenge inaccurate information.

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 CCC or during activities involving the College is strictly prohibited.

CCC 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 and does not constitute a contract. The College reserves the right to change, modify or alter all fees, charges, tuition, expenses, and costs without notice. The College reserves the right to add or delete any course offering or information in this catalog without notice.

Catalog Change Procedure

Catalog changes are reviewed annually. Faculty complete catalog change requests and Division Chairs bring them to Academic Council for review and approval. Further, Academic Council reviews all course descriptions, Guided Pathways, and policy and procedure development or change requests. Upon approval, the changes are made to the online catalog, and the Registrar updates the PowerCampus catalog. Official records are stored with the Registrar's 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 of 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 to attain 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.

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

Purposes

Colby Community College has adopted seven Purposes to address its institutional mission adequately. The Purposes are intended to be dynamic and flexible to meet 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 vocational and technical education programs for students who wish to gain competence in specific skill areas or 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 to support educational, civic, and cultural endeavors.
7. Offer state-of-the-art technology systems to enhance the quality of life.

Student Outcomes (Essential Skills)

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 and in the workplace. The College has identified the following expectations for all students who complete a degree at Colby Community College:

1. Student demonstrates accountability for their actions in and out of the classrooms.
2. Student communicates effectively and professionally in a variety of settings.
3. Student gains confidence in both academic and personal abilities.
4. Student develops and uses the following skills: open-mindedness, creativity, problem solving, critical thinking, teamwork, work ethic, time management and adaptability.

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 American Veterinary Medical Association accredits the on-campus and online Veterinary Nursing programs. 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.

The Higher Learning Commission

230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
800.621.7440
Fax 312.263.7462
www.hlcommission.org

The Commission on Dental Accreditation

211 East Chicago Avenue, 19th Floor
Chicago, IL 60611
312.440.4653
www.coda.ada.org

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326
404.975.5000
www.acenursing.org

American Veterinary Medical Association

1931 North Meacham Road, Suite 100

Schaumburg, IL 60173-4360

800.248.2862

www.avma.org

**Commission of Accreditation on
Physical Therapy Education**

3030 Potomac Ave., Suite 100

Alexandria, VA 22305-3085

703.684.7343

www.capteonline.org/

**Kansas Board of Emergency
Medical Technicians**

Landon State Office Building 900 Jackson

Street, Room 1031

Topeka, KS 66612

785.296.7296

www.ksbems.org/ems/

**Kansas State Board of Nursing
Landon State Office Building**

900 SW Jackson, Suite 1051

Topeka, KS 66612

<https://ksbn.kansas.gov/>

**National Council for State Authorization
Reciprocity Agreements (NC-SARA)**

3005 Center Green Drive, Suite 130

Boulder, CO 80301

720.680.1600

www.nc-sara.org

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 on campus. Admission to the CCC is the first step in pursuing one's educational goals.

Admissions Categories

Students who have not submitted all required documentation are admitted provisionally. 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 the necessary 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 or home school or be a recipient of a General Educational Development (GED) diploma;
- Submit official transcripts, including high school/GED, as well as transcripts from any college or technical schools attended;
- Seek a degree or credential from CCC, or take courses for transfer to another accredited institution to complete a degree or credential.

International Students

International applicants must submit completed forms directly to the Admission Department:

- Medical History Form
 - Immunization Record. If the student cannot get a copy of their immunization record, they 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 must have a TB skin test done in the United

States. This test can be done at the local health department or campus student health office (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 returns positive, the 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 that CCC has no intensive English as a Second Language program. All students must take a placement exam to determine which class level they place into unless ACT or SAT scores have been sent to the Admissions Office.
- Submit a copy of official secondary school records.
 - This must show a graduation date and grade point average. An 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 financially ready to support the student with payments over 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 US stay without the College's help.
 - Financial Documentation
 - Financial Documentation is a bank statement from the previous three months before issuing an I-20, showing documentation of \$14,000 US dollars in the student's account.
- Copy of the student's passport
- Copy of placement test scores (SAT, ACT, ACCUPLACER) if the student took a test.
- Housing plans
- Insurance card
- Pay a \$1,500.00 deposit. The deposit includes: a \$150 non-refundable application fee, a \$175 housing deposit (if living on campus), and the remainder will be split between fall and spring billing statements to be applied towards the student's bill.

For additional information, visit www.colbycc.edu/admissions/internationals/ or contact the principal-designated school official (PDSO) at 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 credit-bearing coursework 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 or GED transcripts.

Home-Schooled Students

An individual who is a graduate of a private, parochial, or other non-public high school which a recognized accrediting agency does not accredit 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) a completed application for admission, 2) an official copy of a 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 Director of Admissions.

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 coursework;
- Have placement tests taken with proper scores on file at CCC before enrollment in classes;
- No below 100 level (developmental courses) will be taken by high school students;
- Students who are gifted and in the ninth grade wishing to enroll in courses offered by CCC, either on-campus, online, or at an outreach site, must obtain approval from their high school principal before enrolling. Students must also submit a current (IEP) stating they are part of the gifted program. The Accuplacer test and ACT/SAT scores are required;
- Private or parochial high school students within the service area of CCC are eligible for concurrent enrollment if a Concurrent Enrollment Partnership (CEP) has been approved. Eligibility and procedures will follow the established standards of CCC and the Kansas Board of Regents.

- Student and parent (guardian) must complete a financial agreement each semester before certification day.

Classes for High School Students

A cooperative education program exists between area high schools and CCC. It allows high school sophomores, juniors, and seniors to take college courses. Classes are taught in the high school as part of the high school schedule, online, or after regular school hours. The written permission of the high school principal is required for high school students to participate in this program.

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

Students wishing to take math and English classes must also submit qualifying ACT, Accuplacer, or equivalent test scores. To be valid, all scores must be at most two years old.

Colby Community College also offers Excel in CTE (formally SB155) classes available to high school 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 previous semesters can enroll once the balance is paid in full.

Adult Students Who Have Not Completed a High School Credential

To be admitted without a high school diploma or 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 fewer until the GED is completed. Students may not take developmental courses while enrolled in Adult Basic Education classes.

Reentering Students

Students wishing to reenter the College after not being enrolled for a semester (stop-out) are encouraged to contact the Trojan Advising Center at 785.460.5401. Advising Center staff will assist in creating an education plan which will make reentry into the College less complicated.

Before students are allowed to enroll in courses at CCC, they must demonstrate

readiness for coursework through the Multiple Measures assessment, including their ACT or SAT scores, previous grades, and Accuplacer test scores. All official high school transcripts must be on file with the Admissions Office within a student's first four weeks at CCC.

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

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, and wellness fees each semester. Students will be responsible for activity and course fees each semester. This tuition grant program does not apply to classes offered for zero college credit.

Veterans

Veterans applying for admission to Colby Community College planning to use their Educational Benefits must provide their DD214 and Certificate of Eligibility in addition to the admission requirements. The School Certifying Official or Veterans Benefits Coordinator 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 completing 12 credit hours at CCC. All documentation of previous education and experience should be given to the Registrar. Students may contact the Veterans Coordinator at 785.460.4612 for the proper enrollment procedures. The student's responsible for contacting 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 high school or has earned a GED;
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 who has filed

an affidavit with the institution 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
- c) Certificate in Practical Nursing (PN)
- d) Associate Degree in Nursing (ADN)
- 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 selected. Each program has an individualized 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. In addition to a campus tour, campus visits allow students 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. Admissions Office staff will correspond via email to schedule and confirm a visit. 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 CCC must submit proper documentation as determined by the CCC Board of Trustees, including proof of Kansas residency for at least six (6) months before the beginning of the academic term. Additionally, three (3) pieces of documented verification must be presented. These may include a receipt for payment of Kansas property tax, a receipt for purchase of Kansas license tags, employment verification in Kansas commencing six (6) months before the date of school attendance, a copy of voter registration in the State of Kansas, or a 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. Residency applications are available through the Registrar's Office.

Changing Major

Students should notify the Registrar's Office to change majors and complete the Declaration of Major form. Students should also consult with their Advisor to fill out the Declaration of Major form before meeting with the Registrar.

Final Examination

The final exam schedule is available online and in the printed class schedule. Students must petition the Vice President of Academic Affairs to make the changes to their final exam schedule. Alterations to a student's final exam schedule are only approved in serious, unavoidable, and documented circumstances.

Class Attendance

CCC views class attendance as mandatory. However, if a student must be absent, the student should make arrangements, in advance, with their 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 will not be assigned if the College excuses the absence. It is always the student's responsibility to notify instructors of any absence.

Administrative Drop Policy

Students are expected to be regular and punctual in class attendance and fully participate in the course. Students who have yet to participate in an on-campus course or given notice of intention to participate within the first seven calendar days of the term/session will be administratively dropped from the course. For online classes, attendance is defined as completing at least one gradable assignment within the first seven calendar days of class. 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 any class is offered in any modality. 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 courses.

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 to make arrangements with the instructor.

Term Event	16 Week Classes	8 Week Classes
Certification Day (20th Day of Class)	Six absences	Three absences
Midterm	11 absences	No withdrawal, "F" is issued on the 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 athletics, or satisfy graduation requirements.

Add/Drop/Last Day to Withdraw Policy

The student is responsible for checking their schedule and making any needed schedule adjustments through the add/drop process. Students must attend class within the certification period to be enrolled. Students who do not attend class at least once during this period will be dropped from the course.

Students have:

1. Eight instructional days to add or drop with a full refund for 16-week classes;
2. Five instructional days to add or drop with a full refund for 8-week classes;
3. Three instructional days to add or drop with a full refund for 4-week classes;
4. Three instructional days to add or drop with a full refund for late fall 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 only be processed with the approval of the Vice President of Academic Affairs.

To add a class after enrollment is closed, the student must receive approval from the

instructor and the Vice President of Academic Affairs.

Students may withdraw any time after enrollment is closed until the date published by the Registrar's Office (60% of the class). A "W" will be recorded on the student's transcript. After the date is 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.

Waitlisting

Waitlisting is an enrollment feature that allows a student to add themselves to a waitlist for a course that has met its maximum enrollment limit.

- A student attempts to enroll in a course but learns that the course is closed but has the waitlist option.
- The student can choose to be added to the waitlist;
 - If a student elects to be waitlisted, this does not mean they are registered for the course or will be registered for it.
- A seat may become available due to an enrolled student dropping the course
 - The students on the waitlist will be notified of their enrollment status via their Trojan email, and should space in the course become available, students will be able to enroll in the order they joined the waitlist.

Waitlist Guidelines

- Waitlisting is based on a first-come, first-served basis;
- if a waitlisted course is required for graduation during the final spring semester, the student may see the Registrar to determine course placement/options;
- A waitlisted student does not have a guaranteed seat in the course. They have a spot held "in line" should a seat become available;
- Waitlisting does not mean the student is registered for the course;
- Registration error checking still will occur before students are added to a waitlist;
- The student in the first position on the waitlist will be notified via their Trojan Email accounts 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 with their advisor or 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 will be notified

- Waitlisting ends seven days before the start of the part of the term in which the course is held.

Official Withdrawal

The student is responsible for the written notification of complete withdrawal from all classes to the Registrar. 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 with 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. To rescind the stop/hold, the Registrar's Office must receive written authorization from the official who initially 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; of these credit hours, at least nine 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 their enrollment term. Students must complete the Official Withdrawal Form to receive a refund of money paid to the College from personal sources. If Federal Title IV Student Aid funds pay all or any of educational costs, a return of funds will be made to the federal authorities 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 a refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online schedule changes or a paper form must be submitted to the Registrar's Office for a refund. Non-attendance of a class does not warrant an official drop, and the student will still be financially responsible for their 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 course 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 course. Exceptions are made for change of section and level changes at the discretion of the Registrar and Student Accounts Offices.
- No tuition or fee refund is given after the 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 before 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 before 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 before 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 before the start of the class.
- **Late Fall Classes:** 100% of tuition and fees will be refunded for courses dropped before the end of the 3rd 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 being paid and due from the student. Transcripts and grade reports will only be issued to students who have paid all of their college-related bills.

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 being paid and due from the student. Transcripts and grade reports will only be issued to students with paid 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 before 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 before enrollment. Enrollment includes hours taken on and off-campus and online.

Performance-Based Scholarship Policy

CCC students receiving a performance-based (i.e., athletic, co-curricular, band, and 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 must 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 are 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 first-year students, but sophomores and others may enroll in them for credit. Courses numbered 200-299 are primarily for sophomores, but first-year students and other students may be admitted to 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 usually offered to first- and second-year students in four-year institutions of post-secondary education. One credit hour is at least one hour of classroom or direct instruction plus 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. Credit hours do not include 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 first-year 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 labs, studio work, and other academic work.

Auditing Classes

Students who audit a course attend regular class sessions but do not receive college credit. 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 regular registration period, with no changes being made after that. Students who choose to audit will be subject to tuition and fees for the course. Examinations are at the student's request and the instructor's consent. Audited courses are marked “AU” on the college transcript.

Repeating a Course

Students may repeat courses previously taken at Colby Community College. Before spring 1990, both grades were used to compute 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 yet to be transcribed by a regularly accredited higher education institution. Colby Community College may award college credit for life experience to encourage and assist students in completing a degree. 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.
- 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 dates of employment when the 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. Only one semester can be applied to academic renewal.
- c. The student must be enrolled and have completed at least 12 hours with a minimum of a 3.0 GPA at the time of petition.
- d. None of the credits completed in the semester for which renewal is petitioned will count toward a degree.
- e. 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.
- f. All paperwork must be on file with the Registrar and Financial Aid offices before any grades can be changed.
- g. A petition for academic renewal will not be considered if the student has completed a degree from CCC.
- h. Granting academic renewal does not affect or alter a student's record for athletic eligibility.
- i. 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.

The policy does not bind other institutions receiving a CCC transcript for transfer of academic courses. They may calculate students' transfer GPA to include all grades, even those excluded under this policy.

Credit by Examination

A student 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 they desire 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 completing 12 credit hours at CCC and completing the examination, a grade of "CR" (credit) will be recorded on the transcript for the course for which the student petitioned to receive credit by examination. The student is responsible for contacting the transfer institution to determine its policy on institutional credit by exam coursework.

College-Level Examination Program (CLEP)

CCC 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 a passing grade and counted toward graduation requirements.

CCC does not guarantee the transferability of any credits received via the 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.

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

The Kansas Board of Regents has approved the following CLEP exams:

CLEP Subject Examination	Minimum Score for Transfer Credit	Credit Hours 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

CCC awards credit for military training and experience. Evaluation is based on

recommendations in “A Guide to the Evaluation of Educational Experiences in the Armed Services,” published by the American Council on Education, as these recommendations apply to students’ degree programs. Credit hours will be placed on the transcript with a “P” for “Pass” and counted toward graduation requirements.

Students must provide documentation of training completion and 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 promptly. 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 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 full-time faculty to approve or disapprove the military credit.
- Students must complete at least 15 credit hours at CCC with a “C” before military credit will be awarded.

Placement Testing Policy

To assess reading, writing, and math skills, CCC uses multiple measures to place students 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. If students feel their course placement is inaccurate, they may request admission into a higher-level course by contacting the Trojan Advising Center. Students requesting entry 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 degree or an Associate degree;
3. Those students who have successfully completed the developmental education sequence in math, reading, and 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 Accuplacer test within three years before enrollment and have scores that meet or exceed the acceptable scoring range in English, reading, and 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 for \$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 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 or 785.460.5510.
- B. Submit proper documentation to Disability Services. See the [Disability Services](#) page for information regarding appropriate documentation.
- C. Disability Services will notify students if their documentation has been approved. Students may schedule an appointment to take an exam at 785.460.5510.

Placement Policy Guide

Multiple Measures is a placement method used at CCC. Multiple Measures refers to using a combination of assessment methods to determine the appropriate academic placement in English and Mathematics. This approach considers various factors, including high school grade point average (GPA), cumulative high school English and Mathematics grade point averages, standardized test scores (such as ACT or SAT), and placement tests like the Accuplacer test. By considering multiple measures, the College aims to make more accurate placement decisions, ensuring that students are placed in courses that match their skill levels and academic needs. This approach helps to enhance retention and student success rates and improve completion rates.

English Courses	High School GPA*	High School GPA in Discipline	Previous College Courses	ACT Reading & Writing Score	ACCUPLACER Reading & Writing Score	SAT Reading & Writing Score
EN076 Fundamentals of Reading & Writing	N/A	N/A	N/A	0-11	200-230	0-229
EN079 English Comp I Workshop **	N/A	N/A	Per Transfer Policy	12-17	231-254	230-489
EN176 English Comp I	Cumulative 3.0 or higher on a 4.0 scale Can use six (6) semester GPA if not yet graduated	3.0 or higher in English courses	Thirty (30) or more credit hours earned Cumulative 3.5 on a 4.0 scale	English Score AND Reading Score 18 or above	Writing Score AND Reading Score 255 or above OR 231-254 AND WritePlacer 5-8	Evidence-Based Reading and Writing 490 and above

Math Courses	High School GPA in Discipline*	Previous College Courses	ACT Math Score	ACCUPLACER Math Score	SAT Math Score
MA076 Beginning Algebra	2.5 in high school math courses	Per Transfer Policy	14-18	220-249	340-419
MA177 Intermediate Algebra	3.0 in high school math courses	Per Transfer Policy	19-21	250-262	420-519
MA178 College Algebra	3.5 in high school math courses	Per Transfer Policy	22 or above	263-275	520 or above
MA220 Calculus I	N/A	Per Transfer Policy	24 or above	276-300	600 or above

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

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

A student who determines course placement is inaccurate 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.

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 that all examination results be sent to the Registrar. The Registrar will contact the appropriate division and 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 CCC before any Advanced Placement credits will be placed on the transcript. A student may bring in up to 12 credit hours 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 the Advanced Placement exams. CCC does not guarantee the 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, a score of 4; Physics I, a score of 4; Physics II, a 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. CCC transcripts are exchanged electronically where applicable. Students can sign in anytime to select the destinations to send transcripts and can track the status of requests. To receive copies of official transcripts, students pay a fee of \$8.75. A fee for a paper transcript to be sent by mail is \$11.50. Transcripts issued to students will be stamped "Issued to Student." However, many institutions and employers do not accept these as official.

Transfer Students

A student transferring to CCC from any accredited college or university must have official transcripts mailed to the Registrar's Office (Colby Community College; 1255 S. 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	First-year students have earned fewer than 32 credit hours.
Sophomore	Second-year students have earned 32 to 64 credit hours.
Special	Special students are students who have earned over 64 hours of credit.
Part-time	Part-time students are enrolled in less than 12 credit hours.
Full-time	Full-time students are enrolled in 12 or more credit hours.

Grading System

Grades		Grade Points
A	Excellent	4-grade points per semester hour
B	Above Average	3-grade points per semester hour
C	Average	2-grade points per semester hour
D	Below Average	1-grade point per semester hour
F	Unsatisfactory	0-grade points per semester hour
I	Incomplete	The conditional grade is given only with a signed contract
W	Withdrawn	A student is withdrawn from the course
PS	Pass	Used in some instances instead 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 their program of study. Courses specified by name or number for General Education or courses required for degree completion cannot be taken as Pass/Fail. Students who request to take a course Pass/Fail must request permission from the Vice President of Academic Affairs; The proper paperwork must be filed with the Registrar before the certification day of each session. A grade of D or above will be considered a "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 institution's curriculum, programs, and services. Assessment activities are completed each semester and focus on analytical, quantitative, communicative, and aesthetic skills.

CCC Satisfactory Academic Progress (SAP) Policy

Academic Standing

A student whose cumulative grade point average (GPA) is 2.0 or above is considered in good academic standing. Academic standing is determined by all attempted coursework at CCC (CCC). Attempted coursework is defined as any course that received a grade of A, B, C, D, or F. Courses that received a grade of W are not included in attempted coursework for the CCC Satisfactory Academic Progress Policy. A student can hold a cumulative GPA of 2.0 or greater and earn a semester GPA below 2.0. All students with a semester GPA below 2.0 will be placed on Academic Progress Warning.

Visiting students are exempt from this policy if they enroll in a single semester/term (e.g., including, but not limited to, Late Fall classes or Smarter Summer courses). Non-Degree seeking students are exempt from this policy. The Vice President of Academic Affairs communicates directly with students regarding their academic standing (including communications regarding Academic Progress Warning, Academic Suspension, Academic Probation, and academic reinstatement appeals).

Academic Progress Warning

Students with a semester GPA below 2.0 will be placed on Academic Progress Warning. Students can enroll in up to 15 credit hours during the Academic Progress Warning period. They must complete an Academic Action Plan with their advisor before registering for courses. Failure to adhere to the terms of the Academic Action Plan will result in students not being permitted to enroll in courses in the following semester/term. Students must register in classes to be eligible to live in the residence halls or be members of athletic teams.

Students on Academic Progress Warning failing to adhere to the terms of their Academic Action Plans at mid-term will be required to attend weekly meetings with their advisor for the remainder of the semester/term.

Students on Academic Progress Warning who desire to enroll in the summer term must seek permission from their advisor, in writing, before enrolling in the summer term. At a maximum, these students will be allowed to register for seven credit hours in the summer term.

Academic Suspension

Students not meeting the semester 2.0 GPA for a second consecutive semester will be placed on Academic Suspension and will not be allowed to enroll in the following semester/term.

Students who are put on Academic Suspension may appeal, in writing, to the Vice President of Academic Affairs. All appeals must provide written documentation substantiating the rationale for the student's reinstatement request. Students granted approval of their appeal will be placed on Academic Probation (see guidelines below).

Students who choose not to appeal, or are not granted their appeal, will not be permitted to enroll for the following semester/term. Upon their return to classes, these students will be placed on Academic Probation. Students not enrolled in classes are not eligible to live in the residence halls or be members of athletic teams.

Academic Probation

Students who are given permission to be reinstated (per the Exceptions Committee, (which is comprised of the Vice President of Academic Affairs, the Vice President of Student Affairs, and the Vice President of Business Affairs) or who did not attend classes during the previous semester, will be allowed to enroll in up to 15 credit hours and will be required to complete an Academic Action Plan with their advisor, before enrolling in classes. Failure to adhere to the terms of the Academic Action Plan will result in students not being permitted to enroll in courses in the following semester/term. Students must meet CCC Satisfactory Academic Progress standards to be eligible to enroll at CCC for one academic year.

After the probationary period expires, the student must write a letter of appeal to the Vice President of Academic Affairs requesting to be reinstated at CCC. If reinstatement is granted, students must complete the Academic Action Plan with their advisor before enrolling in classes and meet with their advisor once per week, per their Academic Action Plan. Failure to adhere to the terms of their Academic Action Plan will result in students being unable to enroll in CCC courses. Students must register in classes to be eligible to live in the residence halls or be members of athletic teams.

All academically-related Satisfactory Academic Progress questions should be directed to the Vice President of Academic Affairs.

Academic Calendar

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

Degree Requirements

Application for Graduation

The graduation application is filed with the Registrar's Office, and it is the student's responsibility to file the completed form to be fully eligible for graduation. Students contact the Office of the Registrar for applications, and the 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 \$15 Registration Fee per semester which covers unlimited degrees and certificates. Only students participating in the graduation ceremony receive the diploma folder. This fee also covers the cost of a cap and gown.

Degrees and Certificates Granted

CCC 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. CCC has designated specific courses that fulfill degree requirements as General Education courses. Students must complete at least 15 credit hours with CCC.

In compliance with the minimum requirements of the Kansas Board of Regents, CCC has established the following criteria:

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

- Successful completion (a 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, not fulfill requirements directly specified in the degree program.

Certificates

The certificate programs are designed to provide students with the necessary skills 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. six credit hours in written communication (English Comp I and English Comp II)
 - b. three credit hours in oral communication
 - c. seven credit hours in a laboratory science class and mathematics
 - d. six credit hours in social and behavioral sciences
 - e. six credit hours in arts and humanities
 - f. one credit hour in health/physical education (100 level or above).
2. An additional nine credit hours of general education courses in 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. six credit hours in written communication (English Comp I and English Comp II)
 - b. three credit hours in oral communication
 - c. eight credit hours in mathematics and a laboratory science class
 - d. six credit hours in social and behavioral sciences
 - e. six credit hours in arts and humanities
 - f. one 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. six credit hours in written/oral communication (3 hours must be written communication.)
 - b. seven credit hours in a laboratory science class and mathematics
 - c. six credit hours in social and behavioral sciences
 - d. six credit hours in arts and humanities
 - e. six additional credit hours in general education
2. Granted to those who successfully complete programs with an emphasis on a broad range of knowledge, and at least 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 defined by the Kansas Board of Regents. This degree is granted to those who successfully complete programs emphasizing 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 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. It empowers and encourages students to reach their maximum potential through lifelong 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. Depending on program requirements, Students with a completed Associate degree who transfer into a professional school or specialty program may need more than two academic years of coursework to complete the baccalaureate degree.
- 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's degree at any Kansas public university, it shall be accepted as having satisfied the General Education requirements for the bachelor's 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 General Education 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*
 - Music*
 - Philosophy/Religion
 - 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 social sciences.

- iv. Many Board-approved system-wide transfer courses meet general education requirements at Kansas's public postsecondary educational institutions.
- v. Although a transfer general education curriculum has yet to be 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 universities with 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 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 students do not lose credits when transferring. Under typical circumstances, students experience little or no difficulty in transferring all earned credits, particularly when transferring to a Kansas college or university.

Check the website www.colbycc.edu for "Transfer Equivalencies."

Reverse Transfer Agreements

Reverse transfer is an essential 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 in completing coursework for and attaining all certificates and degrees for which they are eligible. Within your first year, if a student transfers coursework from a community college or technical college to a public university, they will be notified if they are eligible to be considered for Reverse Transfer. Students are eligible if they have completed 45 credit hours at one or more colleges and consent to release their academic records. If a student gives consent (also known as "opting in"), their academic records will be evaluated for degree completion, and their 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>cr</i>	ORAL	<i>cr</i>
EN176 --- English Composition I	3	SP101 --- Fundamentals of Oral Communication.....	3
EN177 --- English Composition II	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>cr</i>	PSYCHOLOGY	<i>cr</i>
AN177 --- Cultural Anthropology	3	PS176 --- General Psychology	3
		PS214 --- Abnormal Psychology.....	3
ECONOMICS	<i>cr</i>	PS230 --- Adolescent Psychology	3
EC276 --- Principles of Macroeconomics	3	PS276 --- Developmental Psychology	3
EC277 --- Principles of Microeconomics	3	PS280 --- Child Development	3
GEOGRAPHY	<i>cr</i>	SOCIOLOGY	<i>cr</i>
GE176 --- World Regional Geography	3	SO135 --- Women’s Studies*	3
		SO176 --- Introduction to Sociology*	3
POLITICAL SCIENCE	<i>cr</i>	SO182 --- Sociology of Families*.....	3
PO105 --- State and Local Government.....	3	SO186 --- Social Problems*.....	3
PO110 --- Introduction to Political Science.....	3	SO210 --- Sociology of Discrimination*	3
PO176 --- American Government.....	3		
PO210 --- Comparative Politics	3		
Courses that fulfill HUMANITIES REQUIREMENTS			
Must be taken from more than one area unless program guidelines state differently.			
FINE ARTS – ART	<i>cr</i>	LITERATURE	<i>cr</i>
AR175 --- Art Appreciation	3	EN202 --- American Literature I.....	3
AR176 --- Art History I	3	EN203 --- American Literature II.....	3
AR177 --- Art History II	3	EN219 --- Introduction to Literature	3
		EN222 --- World Literature*	3
FINE ARTS – MUSIC/THEATRE	<i>cr</i>	MODERN LANGUAGES	<i>cr</i>
DR120 --- Theatre Appreciation	3	FL176 --- Elementary Spanish I.....	5
DR271 --- Introduction to Acting Experience.....	3	FL177 --- Elementary Spanish II.....	5
MU176 --- Introduction to Music	3	ML237 --- Spanish Composition & Conversation	3
HISTORY	<i>cr</i>	ML237 Does not fulfill the transfer and articulation agreement	
HI104 --- World Civilization to 1660.....	3	PHILOSOPHY/RELIGION	<i>cr</i>
HI176 --- American History to 1865.....	3	PI101 --- Introduction to Philosophy	3
HI177 --- American History 1865 to Present	3	PI200 --- Philosophy of Thought & Logic.....	3
HI204 --- World Civilization 1600 to Present.....	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.			

Courses that fulfill NATURAL SCIENCE & MATHEMATICS REQUIREMENTS
Math and Science Required

<u>BIOLOGICAL SCIENCES</u>		<i>cr</i>	<u>MATHEMATICS</u>		<i>cr</i>
BI100 --- General Biology with lab.....	4		MA177 --- Intermediate Algebra.....	3	
BI177 --- Biology I with lab.....	5		MA178 --- College Algebra	3	
BI279 --- Biology II with lab.....	5		MA185 --- Plane Trigonometry.....	3	
BI276 --- Anatomy & Physiology I with lab	4		MA190 --- Pre-Calculus	3	
BI277 --- Anatomy & Physiology II with lab	4		MA205 --- Elements of Statistics.....	3	
BI278 --- Anatomy & Physiology with lab	5		MA210 --- Calculus: For Business & Liberal Arts	3	
BI280 --- Principles of Microbiology with lab	5		MA220 --- Analytical Geometry & Calculus I	5	
			MA230 --- Analytical Geometry & Calculus II	5	
			MA240 --- Analytical Geometry & Calculus III	5	
			MA245 --- Differential Equations.....	3	
<u>CHEMICAL SCIENCES</u>		<i>cr</i>	<u>PHYSICAL SCIENCE</u>		<i>cr</i>
CH150 --- Chemistry in Society.....	5		PH101 --- Our Physical World with lab	5	
CH176 --- Fund of Chemistry with lab	5		PH176 --- Intro. to Physical Science with lab.....	5	
CH177 --- Chemistry I with lab	5		PH177 --- Intro. to Geology with lab.....	5	
CH178 --- Chemistry II with lab	5		PH207 --- General Physics I with lab	5	
CH225 --- Organic Chemistry I with lab.....	5		PH208 --- Engineering Physics I with lab	5	
CH235 --- Organic Chemistry II with lab.....	5		PH227 --- General Physics II with lab	5	
			PH228 --- Engineering Physics II with lab	5	
			PH249 --- Statics.....	3	
<u>EARTH SCIENCE</u>		<i>cr</i>	<u>OTHER</u>		<i>cr</i>
PH103 --- Earth Science with lab	5		AL101 --- Basic Nutrition.....	3	
PH177 --- Introduction to Geology with lab	5		AL103 --- Medical Terminology.....	3	
PH178 --- Introduction Astronomy.....	3		CO176 ---Computer Concepts & Applications	3	
PH180 --- Descriptive Astronomy with lab.....	4				

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

Courses that fulfill PHYSICAL EDUCATION REQUIREMENTS

<u>LIFESTYLE COURSES</u>		<i>cr</i>	<u>SKILL COURSES</u>		<i>cr</i>
PE177 --- Personal & Community Health.....	3		AG162, 163, 165, 167 --- Horsemanship for Horse Training	1	
PE185 --- First Aid and CPR	3		AG124 --- Techniques of Livestock Selection.....	2	
(PE177 & PE185 fulfill concentration credits for an Associate of Science degree)			PE200-PE298	1	

*** Please speak with an advisor to learn more about transfer and articulation agreements with Kansas universities.

Transfer Checklist

- Make sure your Academic Advisor and the Registrar are aware of any college-level coursework 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.
- 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.

Financial Information

Financial Aid

CCC uses the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for Federal Financial Aid programs. The data is transmitted to CCC as an Institutional Student Information Record (ISIR) after completing the FAFSA. If the ISIR is selected for verification, a Federal Income Tax Return for the parent and student may be required, in addition to verification forms that the Financial Aid office will provide. All the necessary documents must be returned to the Financial Aid office before the student can be packaged for Federal Aid.

The Financial Aid office processes scholarships but does not award scholarships. They will answer scholarship questions and refer students to the appropriate entity for scholarship concerns.

The Financial Aid office does not perform billing functions. Billing inquiries other than those directly related to issuing 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 a degree or eligible certificate seeking
- be a citizen or eligible non-citizen of the United States
- 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 six 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

Grants

The Federal Government funds the Federal Pell Grants (PELL), which does not have to be repaid assuming course completion. The PELL program is designed for undergraduates who do not have a Bachelor's degree. Eligibility is based on need. A

federal funding formula determines the amount of the PELL grant, the student's cost of attendance, and the number of credit hours in which the student enrolls 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 student's course of study. Students should seek employment that complements and reinforces their educational and vocational career goals. FWS salaries will be at least the Federal minimum wage, paid twice a month, and will not exceed the amount listed in the Financial Aid Offer.

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

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

Loans

CCC 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 attend at least half-time (6 credits) and have a demonstrated financial need to qualify. The interest rate is fixed (set annually) for new borrowers. It begins accruing after the six-month grace period immediately following graduation, completion, withdrawal, 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 payments 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. CCC 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 emailed to the student's Trojan email account and mailed to the student's permanent address.

Veterans

Veterans applying to CCC who plan to use their VA Education Benefits should apply for benefits at www.ebenefits.va.gov. Veterans should meet with the School Certifying Officer to receive 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. VA, not the school, determines eligibility.

Cumulative Completion Rate

The 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 their 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 attempted but not earned hours. Failing grades in pass/ fail courses are considered attempted but not earned. Repeated and remedial classes are included in the attempted and earned hours calculation.

Any grades not posted during the 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 posted after the review.

Some cases may be handled individually 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. Total withdrawal or failure in one semester will result in suspension.

Financial Aid Academic Progress

Refer to the CCC 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. All attempted coursework at CCC determines academic standing. Attempted coursework 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 coursework.

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 unsatisfactory, the student is given time to reconsider goals and career plans outside the educational setting. A student placed on academic suspension at CCC may appeal to the Vice President of Academic Affairs.

Scholarships

CCC and the CCC Foundation Association and friends of the College sponsor a strong scholarship program on campus. The primary purposes of 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) 460-4678 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 courses offered for no college credit.

Veterans

Veterans applying for admission to CCC who plan to use their Educational Benefits should provide all service records and other documents necessary for the admissions process. 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 completing 12 credit hours at CCC. All documentation of previous education and experience should be given to the Registrar and Veterans Coordinator. Students may contact the Veterans Coordinator at 785.460.5497 for the proper enrollment procedures.

Veterans Assistance

Veterans Assistance is located in the Student Services Department in the Robert Burnett Memorial Student Union. To receive Veterans Assistance, the Veteran must contact the Veterans Campus Representative to complete the proper forms.

Veterans Satisfactory Academic Progress Policy

At CCC, 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 and Active Duty Tuition Assistance

Tuition Assistance and Active Duty Military Tuition Assistance (TA) is located in the Student Account office in the Robert Burnett Memorial Student Union. To process a student's TA, they must submit all paperwork to the Student Accounts office. Students may contact the Student Accounts Manager at 785.460.4664.

Tuition and Fees

Please review tuition and fees on the college website at www.colbycc.edu. Rates are subject to change by the CCC 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 costs on the College website at www.colbycc.edu. Rates are subject to change by the CCC 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 considered as the costs of attendance are calculated.

Returned Check Policy

The return of a check issued to CCC will result in a \$30.00 returned check fee for each returned check being placed on the student's account 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 course.

All returned checks are processed by the bank twice before being deemed insufficient. When the bank returns a check, 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 no 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 and 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. In writing, the Controller will notify the appropriate campus personnel not to accept checks from students who have violated this policy.

Student Billing and Payments

All students are responsible for the payment of their bill. Colby Community College students agree to the financial responsibility agreement prior to enrolling and attending classes. Many students set up a payment plan to pay their bill over time.

Secure payments or enrollment into payment plans can be managed electronically on TrojanWeb or utilizing CashNet (<https://commerce.cashnet.com/colbyccpay>).

Accounts with no payment arrangements will be placed on hold. Outstanding balances must be paid in full to be eligible for future enrollment. Please contact the Student Account office for questions and more details.

Student 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 and taking responsibility for the student's actions. The policies have been established to provide a safe and comfortable environment for all members of CCC.

Civil Rights Comprehensive Notification for Colby Community College

In compliance with 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 specific 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 the 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

CCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 in collecting, maintaining, and disseminating of official student records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- The right to inspect and review the student’s education records within 45 days after the day CCC receives an access request. A student should submit to the registrar, Vice President of Academics, divisional chair, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will arrange access and notify the student of the time and place the records may be reviewed. If the school official does not maintain the records to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise violating the student’s privacy rights under FERPA.
- The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

CCC 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. It 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 denominated directory information should not be disclosed.

Directory Information

This includes a student’s

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 faculty, administration, and staff members 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.

CCC will adhere to the following guidelines to reflect a reasonable balance between the institution's obligation for the student's growth and welfare and its social responsibilities.

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 them. When the original is shown, the examination will be permitted only under conditions preventing its alteration or mutilation.
3. Documents submitted by or for the students in support of their applications for admission or transfer credits will not be returned to the students or 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 only released to parents or guardians with 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 study's validity as it applies to education and the privacy rights of students.

Release of Information to Non-Educational Agencies

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

Disclosure in Response to Telephone Inquiries

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

The Vice President of Student Affairs or the appropriate Administrator will handle urgent requests for student information based upon an apparent emergency, such as an address, telephone number, or location.

Disclosure by Other Offices of the Institution

1. The preceding guidelines apply to handling any request for academic information about students or former students received by any faculty member, administration, or staff. The guidelines 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 additional 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 about 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.
- 4.

Student Citizenship General Statement

CCC students neither gain nor lose any of the rights and responsibilities of other citizens by 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 for conducting themselves with academic integrity in a manner compatible with the College's function as an educational institution. The College expects its students, faculty, and staff to obey national, state, and local laws and respect other people's rights and privileges. 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 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

CCC defines academic integrity as learning that leads to the development of knowledge and 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 using personal and College electronic devices.

Plagiarism is representing or turning in someone else's work without properly citing 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 CCC:

- First Offense – The 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 their rights and grievance process policies and procedures. They 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 implemented at CCC.

- A. Students are encouraged to inform appropriate College officials, e.g., the Campus Security Officer, Living Center Coordinators, and 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 and 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 on 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, except 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 with the local police department. Resident students are encouraged to report unlawful acts to the Campus Security Officer. The Campus Security Officer is responsible for 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 the OPE Campus Security Statistics Website at <http://ope.ed.gov/security> or the College website www.colbycc.edu.

Sexual Misconduct Policy

CCC values the health and safety of each individual on campus and expects its students to treat others 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, typically including 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, establish a mechanism for determining when those expectations have been violated, and provide recourse for individuals whose rights have been infringed upon. This policy has been developed herein to reaffirm these principles procedurally and programmatically.

The term sexual assault used by the College is synonymous with sexual battery (rape). Sexual battery violates 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 perform their jobs satisfactorily.

In accordance with this policy, when controlled substances interfere with an employee's or student's responsibilities, appropriate disciplinary action, including termination or expulsion, will be taken.

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

CCC does not permit or condone the consumption of alcoholic beverages by an individual under 21. All local, state, and federal laws 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 must contact the Vice President of Academic Affairs or the Vice President of Student Affairs.

Students requesting a medical withdrawal must provide pertinent medical information from their medical provider(s) that documents why it is necessary. Students will be responsible for tuition, fees, room, and board. The Vice President of Student Affairs and Vice President of Academic Affairs will work with the student to determine if any charges can be reduced by 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. The Director of Residence Halls issues parking permits for students living on campus.

The 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 must change their parking registration simultaneously.

Traffic on campus is supervised by the Campus Security Officer working 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 785.460.5508, the Colby City Police at 785.460.4460, or Emergency at 911. A complete Campus Parking and Traffic Guide is available from the Campus Security Office.

Weather Policies

CCC rarely cancels regularly-scheduled classes due to inclement weather. However, weather conditions may occasionally force the delay or cancellation of classes.

A dedicated telephone number for weather and other postponements and cancellation notices is 785.4604646. Delays or cancellations will also be posted on the College website, www.colbycc.edu, and announced by broadcast media.

The decision to attend class during hazardous weather conditions rests with each student. Commuters should check with 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 regularly scheduled time.

Student Complaints of Faculty

The College respects the academic freedom of the faculty and will not interfere with it regarding the content, style, or teaching activities of any instructor. The following procedure is for a student with a complaint regarding an instructor's handling of a class, professional demeanor, or course policy. 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 try to resolve conflicts with the instructor before filing a complaint. A student may file a written complaint with the appropriate Division Chair if the issue cannot be resolved. 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. After receiving and reviewing the complaint, The Vice President of Academic Affairs will inform the student and the instructor in writing of its receipt and request to meet with the student. After discussing 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 ten calendar days.

Grade Appeal Policy

The assigning of grades is an academic responsibility of the instructor. If the need arises, the burden of proof for appeal 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 problem 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 their evaluation process or to perform that evaluation. The College established the Grade Appeal Policy Committee to review and recommend action in 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 to resolve such issues. Those procedures are outlined as follows:

1. The student should try to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal within five business days after the start of the next term or seven 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. The Academic Council will review the case on the following criteria. After review, the Council will determine the validity of the case. The case will move to the Grade Appeal Committee if the appeal is warranted.
 - a. For an appeal to have validity, the student must have documented proof that assignments and exams were submitted.
 - b. The appeal result must raise the student's 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 CCC.

Section 504/ADA Grievance Procedure

CCC 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 because 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 S. 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 ten 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 Vice President of Student Affairs will conduct the investigation. 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 when they are dissatisfied with the resolution. The request for reconsideration should be made within ten days to the President of the College.
7. a person's right 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 Section 504 or ADA complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite to pursuing other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that CCC complies

with the ADA, Section 504, and their implementing regulations.

CCC Missing Student Notification Residence Hall Facilities Policy and Procedure

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

1. Resident Assistants and Campus Security
2. Residence Student Life Staff
3. Vice President of Student Affairs
4. Vice President of Academic Affairs

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

An official missing student report will be referred immediately to campus security and local law enforcement when a person is reported missing for 24 hours, and the institution cannot learn any information to the contrary. Students must communicate with their roommates or confidential contact person if they plan to be gone for an extended period.

These procedures are a Federal mandate.

Contact the office of the Vice President of Student Affairs (785.460.5490) or the Vice President of Academic Affairs (785.460-5403) for additional information.

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.

The 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 an immediate 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 the evaluation results to the referring administrator in writing with an opinion regarding the presence or absence of a direct threat of harm to the student or others.

If the administrator determines based on evidence (a) from the examining mental health provider that the student has 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 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 their 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 their 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 the 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. It must include the student's authorization to release relevant information to conduct 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 generally be deferred to the third College class day after the date of the student's discharge from the medical facility.

The administrator will convene the informal administrative hearing, usually 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 their choice, a member of the College faculty or staff, or a family member. The student may request that the administrator, director, or psychiatrist be present.

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

Generally, 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 before 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 their 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 administrator's attention.

Reinstatement

The involuntary College withdrawal will remain in effect until the student adequately demonstrates that their behavior no longer constitutes a direct threat of harm to self or others. For reinstatement to the College, the student must submit a written request to the administrator and arrange for the submission of documentation from their 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 their 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 usually 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. Please contact 785.645.5555 to reserve rooms. 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 Support Services
Meeting Rooms	Vice President of Student Affairs
	Financial Aid

The Financial Aid office aids students in obtaining Federal Financial Aid for attending CCC.

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 (FSEOGs), 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 can apply for academic, activity, and 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 CCC transcripts or enrollment verification may contact the Registrar's office in the Student Union. The current fee is \$8.75 or \$10.50, depending on the transfer method for the transcript – electronic or USPS. CCC's transcript vendor is accessible at www.parchment.com

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

No grades or transcripts will be released if a student has unpaid obligations due to CCC.

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 CCC 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, 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.

Students with Disabilities

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, CCC shall adhere to all applicable federal and state laws, regulations, and guidelines concerning providing effective communications and modifications as necessary to afford equal access to programs for qualified persons with disabilities and to ensure that no qualified individual shall be, because of disability, excluded from participation in, or be denied the benefits of the services, programs, or activities of CCC, or be subjected to discrimination by CCC.

CCC is committed to providing equal access to employment, educational programs, and activities for students with disabilities. The Institution recognizes that students with disabilities may need accommodations for equally effective opportunities to participate in or benefit from the Institutional, educational programs, services, and activities. Conformance to this policy does not negate the responsibility of CCC to ensure that

accessible technology and course content complies with applicable accessibility standards.

Students requesting services, resources, or accommodations for a disability should contact CCC's Disability Coordinator at 785.460.5510 or disability@colbycc.edu. Disability Services and the Office of the Vice President of Student Affairs serves as the main point of contact on issues related to ADA compliance for all persons involved in providing class instruction at CCC.

Student Health

The Student Health Center provides services under the direction of a registered nurse and the campus physician. The Health Center is 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 before the records are 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 required reports will be followed. Any fees for services are to be paid at the time of service. If a student cannot pay at the time of service, the fees will be charged to the student's account.

Counseling Services

Counseling services aids 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 other community agencies. Students may also refer to themselves. Services are available by walk-in or appointment basis. Students may be seen for various concerns such as stress, transition, anxiety, depression, relationship difficulties, academic struggles, roommate issues, or needing someone to talk to. Counseling services are located on the north side of Thomas Hall. Counseling is offered free of charge for CCC students. Some in-depth issues, such as addiction, psychosis, or acute suicidal issues,

have been referred 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 students with a secure and safe place. 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, 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 by the CCC Academic Calendar.

General Information: The CCC Trojan Trading Post, located in the Robert Burnett Memorial Student Union, offers imprinted clothing and gifts, school supplies, and art supplies. The CCC Online Bookstore provides 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 in accordance with HEOA regulations and will make purchasing options available promptly.

Textbook Refund Policy: The refund period is two weeks after the start date of your class. Books must be in original condition, unopened if sealed or wrapped, and access codes must be unopened/unscratched. All returns are at the discretion of management. Course material refunds may be requested at the CCC Trojan Trading Post or 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. The 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 receiving your FREE shipping label for your rental returns or buybacks.

CCC Employee Parking Permits: Parking permits are free from the Trojan Trading Post.

Food Service

The cafeteria offers an 18-meal plan. This consists of three daily meals, Monday through Thursday, and two on Friday, Saturday, and Sunday.

The meal plan is non-transferable. Students on a meal plan are not permitted to share food with students, not on a meal plan. 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 working through meal times. Food service must have advance notice to prepare box lunches.

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

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

Meal times are:

Monday through Thursday:

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.

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

Friday, Saturday, and Sunday:

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

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

On-Campus Residence Halls

Living on campus at CCC 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, a pool, vending machines, computers, and 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 meals in the cafeteria, which is located in the Student Union.



Off-Campus Living

Students living off campus can obtain a list of housing options through the Colby/Thomas County Chamber of Commerce website, colbychamber.com, or 785.460.3401.

Computer Services

CCC 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 - Room 704
2. Comprehensive Learning Center in Library
3. Feguson Hall – Room 506
4. Residence Hall Lobbies (student must be living in a residence hall)

These computers are for student use only. As posted, most computer rooms are open for students on weekdays and weekends. The Comprehensive Learning Center and Bedker Memorial Complex post open hours.

IT Student Services

The IT Department aids 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 students' 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 the 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 student's questions regarding technology to the best of their ability. The IT Department is open from 8:00 am to 5:00 pm. Students can email support@colbycc.edu or call 785.460.5541, or visit the IT office. Their office is located in the basement of the HS Davis Memorial Library.

The Comprehensive Learning Center

The Comprehensive Learning Center (CLC) in H.F. Davis Memorial Library offers various 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: <https://hfdavismemoriamlibrary.setmore.com>. By utilizing this service, students are sent

reminders via email and text messaging so they never miss an appointment again! However, we understand that 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 and various 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 CCC. The Comprehensive Learning Center (CLC) in the Library provides support services for all learners, on-campus and online. To schedule an appointment, visit <https://hfdavismemorallibrary.setmore.com/>, email 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 in the Student Union.

Online tutoring from ThinkingStorm is available to CCC students 24/7 through their Canvas accounts. Students 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 or by phone at 877.889.5996.

H. F. Davis Memorial Library

Centrally located on campus, the 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, photocopying, and faxing services. As the principal study area on campus, students have access to the library holdings, including over 30,000 volumes of books, audiovisual resources, eBooks, periodicals, program journals, U.S. Government, and Kansas State Documents. Additionally, resources for the visually impaired and general media equipment are available. Students can also access eBooks, online databases, program journals, and periodicals online.

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.

Trojan Advising Center

Academic Advising is the primary function of the Trojan Advising Center. Additional services include enrollment, 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, and in-depth personal counseling. Each educational program offered at CCC is tailored to meet individual students' needs. Students wishing to transfer to another school will be assigned to the Trojan Advising Center. Students in Applied Science programs will be given an advisor in their program. Students can contact the Trojan Advising Center by calling 785.460.5401, emailing advising@colbycc.edu, or visiting the Advising Center, which is located in the Student Union.

Dual Advisement

An important issue for students continuing their education beyond CCC 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 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, the student is responsible for making the necessary contacts. Students are encouraged to meet with their program advisor and with their advisor in the Advising Center. Students seeking training for the purpose of getting a job or for career advancement need to work closely with their program advisor.

First-Year Experience (FYE)

The First Year Experience course is designed to facilitate the 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 a 4-Week First-year Experience course. Participation in this program allows students to become more familiar with peers, college faculty, career objectives, and advisors.



Student Clubs and Organizations and Athletics

CCC offers memberships to clubs and organizations for students. Clubs and College organizations include:

Alpha Rho Tau (Art Club)
 Band – Concert, Jazz, Pep
 Baseball
 Basketball (Men's and Women's)
 Catholic Student Organization
 Collegiate Farm Bureau
 Council of Associate Degree Nursing Students
 Council of Practical Nursing Students (COPNS)
 Cross Country (Men's and Women's)
 Equestrian Team
 Gamma Beta Phi (Honor Society)
 Gender and Sexuality Alliance (GSA)
 Livestock Judging Team
 Phi Theta Kappa (Honor Society)
 Recycling Club
 Rodeo
 Softball
 Student Athletic Advisory Council



Student Government Association
 Student Veterinary Nursing Association
 Sunflower Singers
 Track (Men's and Women's)
 Volleyball
 Wrestling

Student Government

The Student Government Association represents the needs and concerns of the entire student body. The group coordinates various activities. Student Government representatives are located in the Student 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 various activities such as volleyball, basketball, softball, and flag football.

Facilities

CCC offers a wide range of recreation, activities, and entertainment facilities. 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

CCC 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, mainly as it affects the opportunities for each individual to achieve maximum development. It also reflects the desire of CCC to continue being 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 community's needs.

Adult Basic Education

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

Classes for High School Students

A cooperative program exists between area high schools and CCC. It allows 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. The 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 from the school principal is required, along with a photocopy of the current Individual Educational Plan (IEP), which recommends that the student complete college credit work. This applies directly to all high school students.

Students wishing to take math and English classes must also submit qualifying ACT,

Accuplacer, or equivalent test scores. All scores must be no more than three years old to be valid.

CCC also offers Excel in Career and Technical Education (formally SB155) classes available to high school students in Kansas. Students interested in taking Excel in CTE courses should contact their local coordinator at their high school or the CCC Coordinator of Outreach at 785.460.5498.

Students with a balance due from the previous semester can enroll once the balance is paid in full.

Retired Senior Volunteer Program (RSVP)

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

Online and Hybrid Learning

Online and hybrid courses are offered in four, eight, twelve, and sixteen-week formats. The summer session contains two four-week and an eight-week session. Both General Education and technical courses are available, and students can obtain three degrees (AA, AS, AAS) and multiple program certificates online. To enroll as an online student, students must apply to CCC for admission, through the Admissions Office.

Programs available online are the following:

Associate Degrees

Associate of Arts
 English
 Education (Early Childhood/Elementary/
 Physical/Secondary)
 General Studies
 Associate of General Studies
 Associate of Science
 Business Administration/Accounting
 Business Education
 Business Management and Administration
 General Studies
 Farm and Ranch Management
 Business Management and Administration
 (AAS)

Technical Certificates

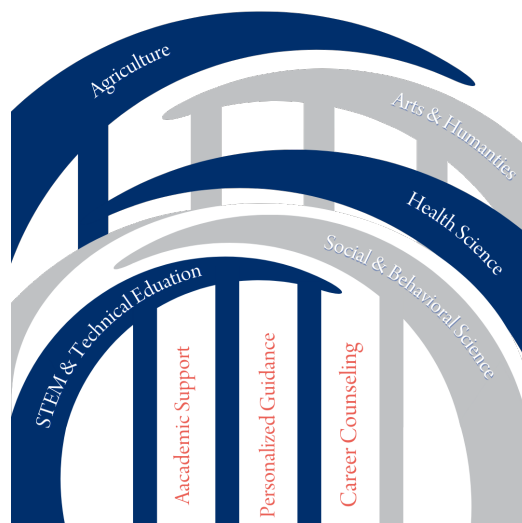
Accounting/Management
 Vet Nursing Office Assistant
 Solar Photovoltaic
 Wind Technology

Certificates of Completion

Bookkeeping
 Business Essentials
 Marketing
 Leadership
 Solar Photovoltaic
 Veterinary Office Assistant
 Wind Technology

Guided Pathways

Guided Pathways is a higher education strategy that seeks to streamline a student’s journey through college by providing structured choice, revamped support, and clear learning outcomes, ultimately helping students achieve their college completion goals. College students are more likely to complete a degree in a timely fashion if they choose a program and develop an academic plan early in their college careers because they have a clear road map of the courses they need to take to complete their credential and receive guidance and support to help them stay on plan to completion. Guided Pathways emphasizes the importance of academic support, career counseling, and personalized guidance to help ensure students are on track for success. By implementing Guided Pathways, CCC is enhancing the student experience, improving retention and graduation rates, and better preparing students for their chosen careers or to continue their studies at a university of their choice.



The following pages contain curriculum guides with detailed term-by-term schedules as recommended for each program offering. Any designation of required textbooks, course fees, online section options, or overall course offering is subject to change based on scheduling or faculty needs at the discretion of CCC administration.

General Studies, Associate of Arts.....	79
General Studies, Associate of Science.....	80
Division of Agriculture	81
Agri-Business/Agriculture Economics	82
Agriculture Education	83
Agronomy.....	84
Animal Science	85
Animal Science - Pre-Veterinary Medicine Option.....	86
Beef Production.....	87
Beef Management	88
Equine Science.....	89
Feedlot Certificate	90
Horse Production and Management	91
Veterinary Nursing - Distance Learning	92
Veterinary Nursing - On-Campus	98
Veterinary Office Assistant	101
Veterinary Nursing Office Assistant.....	101
Division of Arts and Humanities	102
English	103
History.....	104
Music.....	105

Division of Health Science	106
Dental Hygienist	107
Nursing (Pre-BSN).....	108
Physical Therapist Assistant.....	109
Pre-Professional.....	110
Registered Nursing.....	111
Practical Nursing.....	111
RRT/Paramedic to ADN	112
Division of Social & Behavioral Science	113
Accounting/Management Certificate	114
Business - Accounting and Finance.....	115
Business - Administration	116
Business - Leadership	117
Business - Leadership	117
Business - Management	118
Business - Marketing	119
Business Management and Administration	120
Criminal Justice	121
Criminal Justice	122
Education - English - Secondary Education	123
Education - Early Childhood/Elementary Education	124
Education - History - Secondary Education.....	125
Education - Biological Science - Secondary Education	126
Education - Mathematics - Secondary Education.....	127
Political Science.....	128
Psychology.....	129
Social Work	130
Sociology.....	131
Division of STEM & Technical Education	132
Biological Science/Wildlife Biology	133
Chemistry.....	134
Physical Science.....	135
Physics/Engineering/Mathematics.....	136
Pre-Physics/Engineering Pathway.....	137
Solar Photovoltaic.....	138
Sustainable/Renewable Energy.....	139
Wind Technology.....	140
Athletic Training or Exercise Science	141
Physical Education.....	142

General Studies

Associate of Arts

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
General Ed	3			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			●
Mathematics Gen Ed (SGE030)	3			●
Physical Education Requirement	1-3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			●
General Ed	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen. Ed (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			●
General Ed	3			●
General Ed	3			●
General Ed	3			●
Subtotal Fourth Semester (minimum)	15			

Program Design

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

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

Associate of Science

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Concentration Course	3			●
Concentration Course	3			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			●
Concentration Course	3			●
PE177 Personal & Community Health (SGE070)	3			●
Mathematics Gen Ed (SGE030)	3			●
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
CO176 Computer Concepts & Applications (SGE070)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			●
Concentration Course	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Oral Communication Gen Ed (SGE020)	3			●
Humanities Gen Ed (SGE060)	3			●
Concentration Course	3			●
Concentration Course	3			●
General Ed	3			●
Subtotal Fourth Semester (minimum)	15			

Program Design

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

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

Associate of General Studies

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
General Ed	3			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			●
General Ed	3			●
General Ed	3			●
Physical Education Requirement	1-3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
General Ed	3			●
General Ed	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen. Ed (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			●
General Ed	3			●
General Ed	3			●
General Ed	3			●
Subtotal Fourth Semester (minimum)	15			

Program Design

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

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.



Division of
Agriculture



Agri-Business/Agriculture Economics

Associate of Science

Total Credits 64

COURSES		CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)					
AG101	Agriculture Orientation	1		\$15	
AG106	Principles of Agricultural Economics (SGE070)	3	●		●
MA178	College Algebra (SGE030)	3			●
AG126	Principles of Livestock Nutrition (SGE070)	3			●
AG149	Principles of Animal Science (SGE070)	3	●		●
AG150	Principles of Animal Science Lab (SGE070)	1		\$50	●
AC101	Accounting Fundamentals (SGE070)	3	●		
Subtotal First Semester (minimum)		17			
Second Semester (Spring)					
EN176	English Composition (SGE010)	3		\$10	●
MA205	Elements of Statistics (SGE030)	3			●
	Humanities Gen Ed (SGE060)	3			●
AC177	Accounting I (SGE070)	3	●		
	Oral Communication Gen Ed (SGE020)	3			●
Subtotal Second Semester (minimum)		15			
Third Semester (Fall)					
BI177	Biology I w/Lab (SGE040)	5	●	\$60	●
EN177	English Composition II (SGE010)	3		\$10	●
AC178	Accounting II (SGE070)	3	●		
AG118	Marketing of Agricultural Products (SGE070)	3	●		
EC276	Principles of Macroeconomics (SGE050) OR	3	●		●
EC277	Principles of Microeconomics (SGE050)		●		●
Subtotal Third Semester (minimum)		17			
Fourth Semester (Spring)					
	Physical Education Requirement	1-3			
AC257	Managerial Accounting (SGE070)	3	●		
AG109	Farm Records & Accounts (SGE070)	3			
AG209	Agricultural Law (SGE070)	2			
	Humanities Gen Ed (SGE060)	3			●
	Social/Behavioral Science Gen Ed (SGE050)	3			●
Subtotal Fourth Semester (minimum)		15			

Program Design

This course of study is designed for the student planning on a career in the agriculture industry with the intent of transferring to a four-year Baccalaureate degree program within the areas of Ag-Business or AgEconomics.

Related Employment Fields

Agricultural Sales Representatives, Crop Consultants, Loan Officers, Real Estate Agents, Commodity Merchandisers, and Farm Managers.

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.

*Please work with an advisor to see the full Agriculture Elective Course Option List

Students should speak with their advisor about the best course options to take depending on their preferred transfer school. Each four-year university Ag-Business/Ag-Economics program has their own specific requirements that may not align with the above pathway.

Students transferring to KSU should take EC276/Macroeconomics and AG150/Animal Science Lab. Students transferring to FHSU should take both EC276/Macroeconomics and EC277/Microeconomics.

The Animal Science Lab is not necessary to take if transferring to FHSU.

Agriculture Education

Associate of Science

Total Credits 64

COURSES		CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)					
AG101	Agriculture Orientation	1		\$15	
MA178	College Algebra (SGE030)	3			●
AG126	Principles of Livestock Nutrition	3			●
AG149	Principles of Animal Science	3	●		●
AG150	Principles of Animal Science Lab (SGE070)	1		\$50	●
AG118	Marketing of Agricultural Products (SGE070)	3	●		
	Physical Education Requirement	1			
Subtotal First Semester (minimum)		15			
Second Semester (Spring)					
EN176	English Composition I (SGE010)	3		\$10	●
	Humanities Gen Ed (SGE060)	3			●
AG209	Agricultural Law (SGE070)	2			
AG109	Farm Records & Accounts (SGE070)	3			
MA205	Elements of Statistics (SGE030)	3			●
PS276	Developmental Psychology (SGE050)	3			●
Subtotal Second Semester (minimum)		17			
Third Semester (Fall)					
BI177	Biology I w/Lab (SGE040)	5	●	\$60	●
EN177	English Composition II (SGE010)	3		\$10	●
AG106	Principles of Agricultural Economics (SGE070)	3	●		
ED177	Foundations of Modern Education (SGE070)	3			
	Approved Agriculture Elective	OR 3			
EC277	Principles of Microeconomics (SGE050)		●		●
Subtotal Third Semester (minimum)		17			
Fourth Semester (Spring)					
	Oral Communication Gen Ed (SGE020).	3	●		●
	Approved Agriculture Elective	3			
	Humanities Gen Ed (SGE060)	3			●
	Approved Agriculture Elective	OR 3			
EC276	Principles of Macroeconomics		●		●
	Approved Agriculture Elective	OR 3			
ED236	Observation & Participation				
Subtotal Fourth Semester (minimum)		15			

Students transferring to KSU should take EC276/Macroeconomics and AG150/Animal Science Lab.

Students transferring to FHSU should take EC277/Microeconomics.

Program Design

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

Related Employment Fields

Agricultural Education Instructor, Extension Agent, Farm Educator, Agricultural Outreach Specialist, Agricultural Program Coordinator, Farm Manager, Agricultural Sales Representative, Agricultural Inspector, Agricultural Communications Specialist, Agribusiness Management

After Colby Community College

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas State 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.

Students should speak with their advisor about the best course options to take depending on their preferred transfer school. Each four-year university Ag Education program has their own specific requirements that may not align with the above pathway.

Agronomy

Associate of Science

Total Credits 67

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AG101 Agriculture Orientation	1		\$15	
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (MA030)	3			●
AG149 Principles of Animal Science (SGE070)	3	●		●
AG150 Principles of Animal Science Lab (SGE070)	1		\$50	●
BI177 Biology I w/Lab (SGE040)	5	●	\$60	●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
AG126 Principles of Livestock Nutrition (SGE070)	3			●
AG106 Principles of Agricultural Economics (SGE070)	3	●		
AG109 Farm Records & Accounts (SGE070)	3			
Humanities Gen Ed (SGE060)	3			●
Physical Education Requirement	1-3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
AG107 Crop Science w/Lab (SGE070)	4	●	\$40	
AG118 Marketing of Agricultural Products (SGE070)	3	●		
EC276 Principles of Macroeconomics (SGE070) OR	3	●		●
EC277 Principles of Microeconomics (SGE070)		●		●
Oral Communication Gen Ed (SGE020)	3			●
Subtotal Third Semester (minimum)	18			
Fourth Semester (Spring)				
CH178 Chemistry II w/Lab (SGE070)	5	●	\$60	
AG117 Soils w/Lab (SGE070)	4	●	\$30	
Social/Behavioral Science Gen Ed (SGE050)	3			●
AG209 Agricultural Law (SGE070)	2			
Humanities Gen Ed (SGE060)	3			●
Subtotal Fourth Semester (minimum)	17			

Program Design
This course of study is designed for the student planning on a career in the agriculture industry with the intent of transferring to a four-year Baccalaureate degree program within the area of Agronomy.

Related Employment Fields
Commodity merchandisers, Agricultural Educators, 4-H and Youth Extension Agents, and Realtors.

After Colby Community College
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.



Animal Science

Associate of Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)					
AG101 Agriculture Orientation	1			\$15	
EN176 English Composition I (SGE010)	3			\$10	●
AG126 Principles of Livestock Nutrition (SGE070)	3				●
AG149 Principles of Animal Science (SGE070)	3	●			●
AG150 Principles of Animal Science Lab (SGE070)	1			\$50	●
AG124 Techniques of Livestock Selection	2				
MA178 College Algebra (SGE030)	3				●
Physical Education Requirement	1-3				
Subtotal First Semester (minimum)	17				
Second Semester (Spring)					
EN177 English Composition II (SGE010)	3			\$10	●
Humanities Gen Ed (SGE060)	3				●
Agriculture or Business Elective Course	3				
AG226 Applied Livestock Nutrition (SGE070)	3				
Approved Agriculture Elective	3				
Subtotal Second Semester (minimum)	15				
Third Semester (Fall)					
Science Gen Ed (SGE040)	4-5				●
Oral Communication Gen Ed (SGE020)	3				●
MA205 Elements of Statistics (SGE030)	3				●
AG106 Principles of Agricultural Economics	3	●			●
Approved Agriculture Elective	3				
Subtotal Third Semester (minimum)	16				
Fourth Semester (Spring)					
AG153 Reproduction of Farm Animals (SGE070)	3				
Approved Agriculture Elective	3				
Humanities Gen Ed (SGE060)	3				●
EC276 Principles of Macroeconomics (SGE 050) OR	3	●			●
EC277 Principles of Microeconomics (SGE050)		●			●
CO176 Computer Concepts and Applications (SGE070) 3					●
OR Approved Agriculture Elective					
Subtotal Fourth Semester (minimum)	15				

Program Design
This course of study is designed for the student planning on a career in the agriculture industry with the intent of transferring to a four-year Baccalaureate degree program within the area of Animal Science.

Related Employment Fields
Livestock Production, Animal Nutrition, Veterinary Support, Animal Research, Animal Health and Pharmaceuticals, Animal Welfare and Nonprofit Organizations, Agricultural Extension and Education

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.



Beef Cattle Science

Associate of Science

Total Credits 63

COURSES		CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)						
AG101	Agriculture Orientation	1			\$15	
EN176	English Composition I (SGE010)	3			\$10	●
AG126	Principles of Livestock Nutrition (SGE070)	3				●
AG149	Principles of Animal Science (SGE070)	3	●			●
AG150	Principles of Animal Science Lab (SGE070)	1			\$50	●
	Humanities Gen Ed (SGE060)	3				●
	Math Gen Ed (SGE030)	3				●
Subtotal First Semester (minimum)		17				
Second Semester (Spring)						
AG226	Applied Livestock Nutrition (SGE070)	3				
BI177	Biology I w/Lab (SGE030)	5				●
EN177	English Composition II (SGE010)	3			\$10	●
	Social/Behavioral Science Gen Ed (SGE050)	3				●
	Approved Agriculture Elective	3				
Subtotal Second Semester (minimum)		17				
Third Semester (Fall)						
AG106	Principles of Ag Economics (SGE070)	3				
AG153	Reproduction of Farm Animals (SGE070)	3				
AG240	Market Beef Production	3				
CH177	Chemistry I w/Lab (SGE040)	OR 5	●			●
	Approved Agriculture Elective	3				
	Oral Communication Gen Ed (SGE020)	3				●
Subtotal Third Semester (minimum)		15-17				
Fourth Semester (Spring)						
AG109	Farm Records & Accounts (SGE070)	3				
AG151	Beef Cattle Science I	3				
	Humanities Gen Ed (SGE060)	3				●
	Physical Education Requirement	1-3	●			●
	Social/Behavioral Gen Ed (SGE050)	3	●			●
	Approved Agriculture Elective	3				●
Subtotal Fourth Semester (minimum)		16				

Program Design

This course of study is designed for the student planning on a career in the agriculture industry with the intent of transferring to a four-year Baccalaureate degree program within the area of Animal Science.

Related Employment Fields

Livestock Production, Animal Nutrition, Veterinary Support, Animal Research, Animal Health and Pharmaceuticals, Animal Welfare and Nonprofit Organizations, Agricultural Extension and Education

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.

Pre-Veterinary Medicine

Associate of Science

Total Credits 73

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AG101 Agriculture Orientation	1		\$15	
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
BI177 Biology I w/Lab (SGE040)	5	●		●
Subtotal First Semester (minimum)	17			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
SP176 Public Speaking (SGE020)	3			●
CH178 Chemistry II w/Lab (SGE040)	5	●	\$60	
AG149 Principles of Animal Science (SGE070)	3	●		●
AG150 Principles of Animal Science Lab (SGE070)	1		\$50	●
MA185 Plane Trigonometry (SGE 030)	3	●		
Subtotal Second Semester (minimum)	18			
Third Semester (Fall)				
BI280 Principles of Microbiology w/Lab (SGE040)	5	●	\$60	●
PH207 General Physics I w/Lab (SGE040)	5	●	\$60	
HI176 American History to 1865 (SGE060) OR	3			●
HI177 American History 1865 to Present (SGE060)				●
CH225 Organic Chemistry I w/Lab (SGE040)	5			●
Subtotal Third Semester (minimum)	18			
Fourth Semester (Spring)				
EC276 Principles of Macroeconomics (SGE050)	3	●		●
PH227 General Physics II w/Lab (SGE040)	5	●	\$60	
SO176 Introduction to Sociology (SGE050)	3			●
CH235 Organic Chemistry II w/Lab (SGE040)	5			●
Humanities Gen Ed (SGE060)	3			●
Physical Education Requirement	1-3			
Subtotal Fourth Semester (minimum)	20			
Recommended Electives (P.E. Gen Ed Option)				
AG163 Horsemanship for Horse Training I	1			

Program Design

This degree option is designed for the student planning to transfer to a four-year baccalaureate degree program in a variety of pre-professional curricular areas. The curriculum may be adapted to meet the requirements of the transfer institutions.

Related Employment Fields

Private or Corporate Veterinary Practice, Specialty Veterinary Practice, Regulatory Veterinary Medicine (state and federal), Commercial/Industry Veterinarian, Military, Research, Academia, Public Health Administration

After Colby Community College

Students transfer to a four-year university such as: Colorado State University, Kansas State University, Oklahoma State University, Texas A & M, or other universities with a college of veterinary medicine. Students will apply to the College of Veterinary Medicine of their choice. The doctor of veterinary medicine (DVM) degree requires an additional four years of professional education after acceptance into veterinary school.

**MA18/Plane Trigonometry is a pre-requisite for Physics I - required if a student did not take Trigonometry in high school.

Beef Production

Associate of Applied Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AG101 Agriculture Orientation	1		\$15	
AG106 Principles of Agricultural Economics (SGE070)	3	●		●
AG126 Principles of Livestock Nutrition (SGE070)	3			●
AG149 Principles of Animal Science (SGE070)	3	●		●
AG232 Beef Management Technology I	4			
AG290 Ag Equipment Safety	1		\$59	
Subtotal First Semester (minimum)	15			
Second Semester (Spring)				
AG109 Farm Records & Accounts (SGE070)	3			
AG233 Beef Management Technology II	4			
AG226 Applied Livestock Nutrition (SGE070)	3			
CO176 Computer Concepts & Applications (SGE070)	3			●
EN176 English Composition I (SGE010)	3		\$10	●
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
AG153 Reproduction of Farm Animals (SGE070)	2			
AG252 Beef Management Technology III	4			
AG118 Marketing of Agricultural Products (SGE070) OR	3	●		
AG131 Range Management				
AG240 Introduction to Beef Production	3			●
Oral Communication Gen Ed (SGE020)	3			●
Subtotal Third Semester (minimum)	15			
Fourth Semester (Spring)				
AG125 Techniques of Cattle Selection	2			
AG151 Beef Cattle Science I	3			●
AG209 Agricultural Law (SGE070)	2			
AG253 Beef Management Technology IV	4			
AG249 Artificial Insemination	3			
Social/Behavioral Science Gen Ed (SGE050)	3			●
Subtotal Fourth Semester (minimum)	17			

Program Design

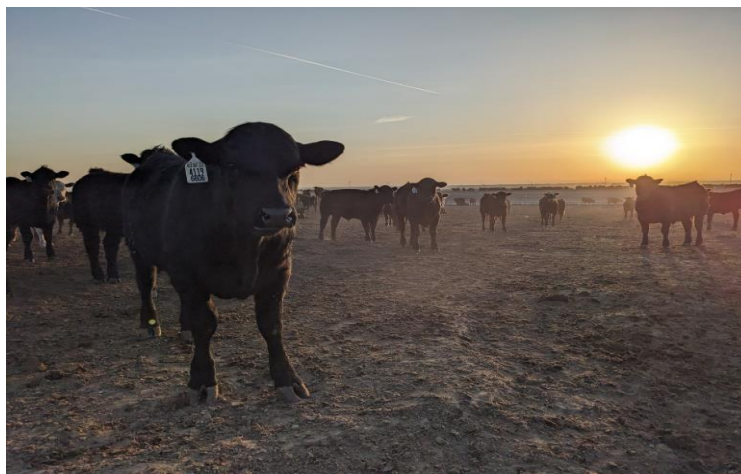
The Beef Production program is designed for students who plan to pursue a career in some phase of production agriculture. It involves intensive preparation and training in agricultural science, agricultural business and agricultural economics. In the program the student has the opportunity to complete a Technical Certificate in Beef Management and then complete the Associate of Applied Science: Beef Management and Production. Students in these programs gain hands-on experience by working with the college-maintained livestock.

Related Employment Fields

Farmers, Ranchers, and Other Agricultural Managers, Agricultural Sciences Teachers, Postsecondary Farm and Home Management Educators, First-Line Supervisors of Farming, Fishing, and Forestry Workers.

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.



Beef Management

Technical Certificate

Total Credits 32

COURSES		CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)						
AG126	Principles of Livestock Nutrition (SGE070)	3				●
AG232	Beef Management Technology I	4				
AG290	Agriculture Equipment Safety	1			\$59	
AG118	Marketing of Agricultural Products (SGE070) OR	3	●			
AG131	Range Management					
AG240	Introduction to Beef Production	3				●
AG249	Artificial Insemination	2				
Subtotal First Semester (minimum)		16				
Second Semester (Spring)						
AG109	Farm Records & Accounts (SGE070)	3				
AG226	Applied Livestock Nutrition (SGE070)	3				
AG233	Beef Management Technology II	4				
AG151	Beef Cattle Science	3				●
AG106	Principles of Agricultural Economics (SGE070)	3	●			
Subtotal Second Semester (minimum)		16				

Program Design
 The Beef Management certificate is a one-year program defined and approved by the Kansas Board of Regents. Substitution of a course requires permission from the Vice President of Academic Affairs. The students enrolled in this program gain experience in cattle handling, animal health, cattle feeding, and feedlot management practices. Graduates generally go into the workforce as assistant farm and ranch managers.

Related Employment Fields
 Ranch Manager, Livestock Buyer, Feedlot Manager, Cattle Breeding Specialist, Cattle Marketing and Sales Specialist



Equine Science

Associate of Science

Total Credits 65

COURSES		CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)						
AG101	Agriculture Orientation	1			\$15	
AG126	Principles of Livestock Nutrition	3				●
AG149	Principles of Animal Science (SGE070)	3	●			●
AG150	Principles of Animal Science Lab (SGE070)	1			\$50	●
EN176	English Composition I (SGE010)	3			\$10	●
	Mathematics Gen Ed (SGE030)	3				●
	Social/Behavioral Science Gen Ed (SGE050)	3				●
Subtotal First Semester (minimum)		17				
Second Semester (Spring)						
EN177	English Composition II (SGE010)	3			\$10	●
BI177	Biology I w/Lab (SGE040)	5	●		\$60	●
AG226	Applied Livestock Nutrition (SGE070)	3				
AG153	Reproduction of Farm Animals (SGE070)	3				
AG176	Horse Production (SGE070)	3				
Subtotal Second Semester (minimum)		17				
Third Semester (Fall)						
AG106	Principles of Agricultural Economics (SGE070)	3	●			●
AG259	Equine Reproduction (SGE070)	1				●
AG261	Equine Anatomy (SGE070)	1	●			●
CH177	Chemistry I w/Lab (SGE040)	OR 5	●		\$60	●
	Concentration Course					
	Humanities Gen Ed (SGE060)	3				●
	Oral Communication Gen Ed (SGE020)	3				●
Subtotal Third Semester (minimum)		16				
Fourth Semester (Spring)						
AG109	Farm Records & Accounts (SGE070)	3				
	Humanities Gen Ed (SGE060)	3				●
	Principles of Macro or Micro Econ (SGE050)	3				●
AG209	Agricultural Law (SGE070)	2				
	Physical Education Requirement	1-3				
	Approved Agriculture Elective	3				
Subtotal Fourth Semester (minimum)		15				

Program Design

This course of study is for the student planning on a career in equine industry with the intent of transferring to a four-year Baccalaureate degree program including an opportunity to specialize in the area of management, breeding, selection, nutrition, or training. 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.

Related Employment Fields

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.

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.

Feedyard Certificate

Technical Certificate

Total Credits 16

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE	FEE
First Semester (Fall)					
AG101 Agriculture Orientation	1				\$15
AG126 Principles of Livestock Nutrition (SGE070)	3			●	
AG180 Feedlot Management Tech I	4				
AG236 Farm Welding	2				
AG240 Introduction to Beef Production	3				
AG290 Agriculture Equipment Safety	1				\$59
AG103 Agriculture Workplace Communication	1				
AG104 Feedlot Horsemanship	1				
Subtotal (minimum)	16				

Program Design
 The Feedlot certificate is a one or two semester program designed to prepare students for a career in the feedlot industry. The students enrolled in this program gain experience in cattle handling, animal health, cattle feeding, and feedlot management practices.



Horse Production and Management

Associate of Applied Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AG101 Agriculture Orientation	1		\$15	
AG126 Principles of Livestock Nutrition (SGE070)	3			●
AG149 Principles of Animal Science (SGE070)	3	●		●
AG150 Principles of Animal Science Lab (SGE070)	1		\$50	●
AG168 Equine Management Technology I	4		\$50	
AG290 Agriculture Equipment Safety	1	●	\$59	
EN176 English Composition I (SGE010)	3		\$10	●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AG153 Reproduction of Farm Animals (SGE070)	3			●
AG169 Equine Management Technology II	4		\$50	
AG176 Horse Production (SGE070)	3			●
AG209 Agricultural Law (SGE070)	2			
CO176 Computer Concepts and Applications (SGE070)	3			●
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
AG259 Equine Reproduction (SGE070)	1	●		●
AG260 Equine Nutrition (SGE070)	1			●
AG261 Equine Anatomy	1	●		●
AG268 Equine Management Technology III	4		\$50	
Oral Communication Gen Ed (SGE020)	3			●
General Ed	3			
Approved Agriculture Elective	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
AG109 Farm Records & Accounts (SGE070)	3			
AG269 Equine Management Technology IV	4	●	\$300	
BU225 Marketing (SGE070)	3			
General Ed	3			
Approved Agriculture Elective	3			
Subtotal Fourth Semester (minimum)	16			

Program Design
 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 all requirements.

Related Employment Fields
 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

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.



Veterinary Nursing - Distance Learning

Associate of Applied Science

Total Credits 88

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 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) committee on Veterinary Technician Education and Activities (CVVTEA).

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 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.

1. Apply to Colby Community College online at 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 for information regarding financial aid. Please feel free to contact a CCC Financial Aid Counselor at 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 anti-virus 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.

Veterinary Nursing - Distance Learning

Associate of Applied Science

Total Credits 88

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 Math Score: 14 or higher or
2. SAT Math Score: 340-419 or
3. Accuplacer Math 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
2. ACT Reading Score: 18 and above or
3. SAT Writing Score: 431 or above and
4. SAT Reading Score: 460 or above or
5. 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 Math;
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	AG149	Principles of Animal Science
CH176	Fundamentals of Chemistry w/Lab or		Oral Communication Gen Ed
CH177	Chemistry I w/Lab	AL102	Medical Terminology or
BI100	General Biology w/Lab or	VN126	Veterinary Medical Terminology (preferred)
BI177	Biology I w/Lab w/Lab (preferred) or		Social/Behavioral Science Gen Ed
BI279	Biology II w/Lab or	VN115	Introduction to Veterinary Nursing
BI285	Zoology		

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 BI279 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 co-requisite for VN150 Veterinary Nursing Pharmacology I. VN122 Anatomy and Physiology for Veterinary Nurses is a prerequisite or co-requisite for VN134 Veterinary Immunology.

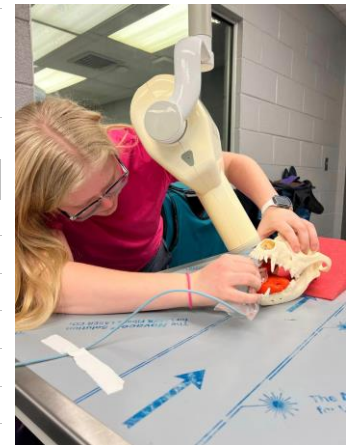
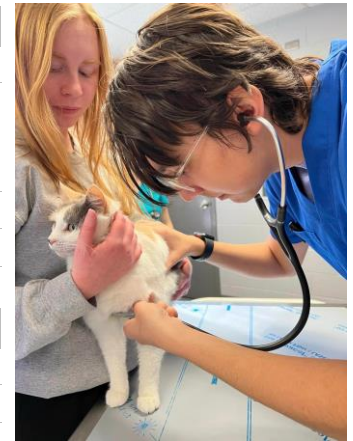
Veterinary Nursing - Distance Learning

Full-Time Pathway

Associate of Applied Science

Total Credits 82

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester				
EN176 English Composition I (SGE010)	3		\$10	●
BI100 General Biology w/Lab	OR 4		\$50	●
BI177 Biology I w/Lab	OR 4-5	●	\$60	●
BI279 Biology II w/Lab	4-5	●	\$60	
Social/Behavioral Science Gen. Ed	3			●
VN115 Introduction to Veterinary Nursing	1	●	\$100	●
Subtotal First Semester (minimum)	12			
Second Semester				
AG149 Principles of Animal Science (SGE070)	3	●		●
Oral Communication Gen Ed (SGE020).	3			
CH176 Fundamentals of Chemistry w/Lab	OR 4-5	●	\$50	●
CH177 Chemistry I w/Lab	4-5	●	\$60	
VN126 Veterinary Medical Terminology	OR 1-3	●	\$100	●
AL102 Medical Terminology	OR	●		●
AL103 Medical Terminology		●		●
Subtotal Second Semester (minimum)	12			
Third Semester				
MA109 Math for Veterinary Nurses	2	●	\$150	●
VN119 Breeds of Domestic Animals	1		\$100	●
VN121 Medical Records & Vet Office Skills	2	●	\$150	●
VN122 Anatomy and Physiology for Vet Nurses	4	●	\$250	●
VN123 Basic Nutrition of Domestic Animals	1	●	\$100	●
VN124 Mentorship Preparation	1		\$100	●
VN150 Veterinary Nursing Pharmacology I	1	●	\$100	●
Subtotal Third Semester (minimum)	12			
Fourth Semester				
VN135 Small Animal Clinical Procedures	3	●		●
VN136 Small Animal Clinical Procedures Mentorship	0	●	\$400	●
VN137 Animal Facility Mgmt and Sanitation	1	●		●
VN138 Animal Facility Mgmt and Sanitation Mentorship	0	●	\$200	●
VN143 Veterinary Parasitology	3	●		●
VN144 Veterinary Parasitology Mentorship	0	●	\$400	●
VN148 Veterinary Clinical Chemistry	2	●		●
VN149 Veterinary Clinical Chemistry Mentorship	0	●	\$350	●
VN272 Veterinary Clinical Experience I +	2	●	\$200	●
VN273 Veterinary Hematology	3	●		●
VN274 Veterinary Hematology Mentorship	0	●	\$400	●
Subtotal Fourth Semester (minimum)	14			



+Section offered during the summer semester

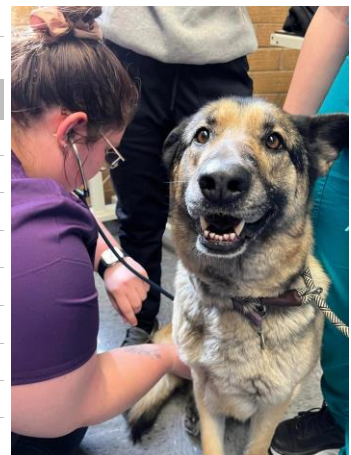
Veterinary Nursing - Distance Learning

Full-Time Pathway

Associate of Applied Science

Total Credits 82

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
Fifth Semester				
VN151 Veterinary Nursing Pharmacology II	3	●	\$200	●
VN263 Large Animal Clinical Procedures	3	●		●
VN264 Lg Animal Clinical Procedures Mentorship	0	●	\$400-\$700	●
VN268 Lab Animal and Exotic Pet Medicine	2	●	\$150	●
VN269 Lab Animal and Exotic Pet Med Mentorship	1	●	\$250-\$600	●
VN277 Veterinary Nursing Microbiology	2	●	\$150	●
VN278 Vet Nursing Microbiology Mentorship	0	●	\$150-\$650	●
VN279 Veterinary Clinical Experience II	2	●	\$200	●
VN290 Veterinary Imaging	3	●		●
VN291 Veterinary Imaging Mentorship	0	●	\$400	●
VN287 Veterinary Cytology	2	●		●
VN288 Veterinary Cytology Mentorship	0	●	\$350	●
Subtotal Fifth Semester (minimum)	18			
Sixth Semester				
VN134 Veterinary Immunology	1		\$100	●
VN210 Veterinary Technician National Exam Prep	1	●	\$300	●
VN283 Veterinary Anesthesiology and Analgesia	5	●		●
VN284 Vet Anesthesiology and Analgesia Mentorship	0	●	\$500	●
VN289 Common Animal Diseases	2	●	\$150	●
VN292 Veterinary Dentistry	1	●		●
VN293 Veterinary Dentistry Mentorship	0	●	\$300	●
VN296 Veterinary Surgical Nursing	3	●		●
VN297 Vet Surgical Nursing Mentorship	0	●	\$400	●
VN298 Vet Critical Care and Clinical Skills	3	●		●
VN299 Vet Critical Care Clin Skills Mentorship	0	●	\$400	●
Subtotal Sixth Semester (minimum)	16			
Elective Options				
VM108 Obedience Training ⁺	1		\$100	●
VN152 Physical Rehabilitation for Vet Nurses ⁺	1		\$100	●
VN199 Directed/Independent Study Vet Nursing	1-3		\$100	●



⁺Section offered during the summer semester



Veterinary Nursing - Distance Learning

Part-Time Pathway

Associate of Applied Science

Total Credits 82

COURSES		CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester						
VN115	Introduction to Veterinary Nursing	1	●		\$100	●
EN176	English Composition I	3			\$10	●
	Social/Behavioral Science Gen. Ed	3				
Subtotal First Semester (minimum)		7				
Second Semester						
AG149	Principles of Animal Science (SGE070)	3	●			●
BI100	General Biology w/Lab	OR 4			\$50	●
BI177	Biology I w/Lab	OR 4-5	●		\$60	●
BI279	Biology II w/Lab	4-5	●		\$60	
VN126	Veterinary Medical Terminology	OR 1	●		\$100	●
AL102	Medical Terminology	OR	●			●
AL103	Medical Terminology		●			●
Subtotal Second Semester (minimum)		9				
Third Semester						
CH176	Fundamentals of Chemistry w/Lab	OR 4-5	●		\$50	●
CH177	Chemistry I w/Lab		●		\$60	●
	Oral Communication Gen Ed (SGE020).	3				●
Subtotal Third Semester (minimum)		8				
Fourth Semester						
MA109	Math for Veterinary Nurses	2	●		\$150	●
VN119	Breeds of Domestic Animals	1			\$100	●
VN121	Medical Records & Vet Office Skills	2	●		\$150	●
VN124	Mentorship Preparation	1			\$100	●
Subtotal Fourth Semester (minimum)		6				
Fifth Semester (Spring/Summer/Fall)						
VN122	Anatomy and Physiology for Vet Nurses	4	●		\$250	●
VN123	Basic Nutrition of Domestic Animals	1	●		\$100	●
VN137	Animal Facility Mgmt and Sanitation	1	●			●
VN138	Animal Facility Mgmt/Sanitation Mentorship	0	●		\$200	●
VN150	Veterinary Nursing Pharmacology I	1	●		\$100	●
Subtotal Fourth Semester (minimum)		7				
Sixth Semester (Spring or Fall)						
VN135	Small Animal Clinical Procedures	3	●			●
VN136	Sm Animal Clinical Procedures Mentorship	0	●		\$400	●
VN143	Veterinary Parasitology	3	●			●
VN144	Veterinary Parasitology Mentorship	0	●		\$400	●
VN148	Veterinary Clinical Chemistry	2	●			●
VN149	Veterinary Clinical Chemistry Mentorship	0	●		\$350	●
Subtotal Fourth Semester (minimum)		8				



Veterinary Nursing - Distance Learning

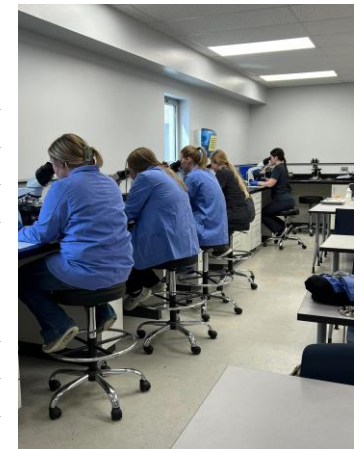
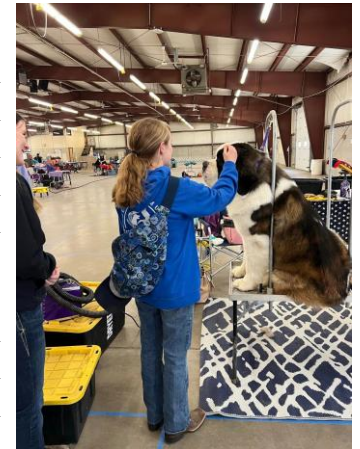
Part-Time Pathway

Associate of Applied Science

Total Credits 82

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
Seventh Semester				
VN272 Veterinary Clinical Experience I ⁺	2	●	\$200	●
VN273 Veterinary Hematology	3	●		●
VN274 Veterinary Hematology Mentorship	0	●	\$400	●
VN134 Veterinary Immunology ⁺	1	●	\$100	●
VN289 Common Animal Diseases ⁺	2	●	\$150	●
Subtotal Seventh Semester (minimum)	8			
Eighth Semester				
VN151 Veterinary Nursing Pharmacology II ⁺	3	●	\$200	●
VN279 Veterinary Clinical Experience II	2	●	\$200	●
VN287 Veterinary Cytology	2	●		●
VN288 Veterinary Cytology Mentorship	0	●	\$350	●
Subtotal Eighth Semester (minimum)	7			
Ninth Semester				
VN283 Veterinary Anesthesiology and Analgesia	5	●		●
VN284 Vet Anesthesiology& Analgesia Mentorship	0	●	\$500	●
VN296 Veterinary Surgical Nursing	3	●		●
VN297 Vet Surgical Nursing Mentorship	0	●	\$400	●
Subtotal Ninth Semester (minimum)	8			
Tenth Semester				
VN263 Large Animal Clinical Procedures	3	●		●
VN264 Lg Animal Clinical Procedures Mentorship	0	●	\$400-\$700	●
VN268 Lab Animal and Exotic Pet Medicine	2	●	\$150	●
VN269 Lab Animal and Exotic Pet Med Mentorship	1	●	\$250-\$600	●
VN277 Veterinary Nursing Microbiology	2	●	\$150	●
VN278 Vet Nursing Microbiology Mentorship	0	●	\$150-\$650	●
Subtotal Tenth Semester (minimum)	8			
Eleventh Semester				
VN210 Veterinary Nurse National Exam Prep	1	●	\$300	●
VN290 Veterinary Imaging	3	●		●
VN291 Veterinary Imaging Mentorship	0	●	\$400	●
VN292 Veterinary Dentistry	1	●		●
VN293 Veterinary Dentistry Mentorship	0	●	\$300	●
VN298 Vet Critical Care and Clinical Skills	3	●		●
VN299 Vet Critical Care Clin Skills Mentorship	0	●	\$400	●
Subtotal Eleventh Semester (minimum)	8			

⁺Section offered during the summer semester



Veterinary Nursing - On-Campus

Associate of Applied Science

Total Credits 88

The Associate of Applied Science On-Campus Veterinary Nursing Program is designed to graduate up to 24 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.

Accreditation

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 a degree from an AVMA accredited Veterinary Technology/Nursing program. 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 60-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 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

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.

Students are required to complete the pre-exposure human rabies immunization series or submit proof of a protective rabies antibody titer prior to live animal use.

Applicants must qualify to enroll in MA109 Math for Veterinary Nurses, which requires:

1. Completion 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 - On-Campus

Associate of Applied Science

Total Credits 82

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Summer)				
EN176 English Composition I (SGE010)	3		\$10	●
BI100 General Biology w/Lab	OR 4-5		\$50	●
BI177 Biology I w/Lab (preferred)		●	\$60	●
BI279 Biology II w/Lab		●	\$60	
Subtotal First Semester (minimum)	7-8			
Second Semester (Fall)				
AG149 Principles of Animal Science (SGE070)	3	●		●
CH176 Fundamentals of Chemistry w/Lab	OR 5	●	\$50	●
CH177 Chemistry I w/Lab		●	\$60	●
VN115 Introduction to Veterinary Nursing	1	●	\$100	●
VN126 Veterinary Medical Terminology	OR 1-3	●	\$100	●
AL102 Medical Terminology		●		●
AL103 Medical Terminology		●		●
Social/Behavioral Science Gen. Ed	3			
Oral Communication Gen. Ed.	3			
Subtotal Second Semester (minimum)	16-18			
Third Semester (Spring)				
MA109 Math for Veterinary Nurses	2	●	\$150	●
VN119 Breeds of Domestic Animals	1		\$100	●
VN120 Animal Facility Management I	1	●	\$100	
VN121 Medical Records & Vet Office Skills	2	●	\$150	●
VN130 Veterinary Clinical Procedures	1	●	\$150	
VN131 Veterinary Clinical Procedures Lab	3	●	\$350	
VN140 Anatomy & Physiology of Domestic Animals	3	●	\$200	
VN141 Anatomy & Physiology Domestic Animal Lab	1	●	\$350	
VN145 Veterinary Clinical Pathology I	1	●	\$100	
VN146 Veterinary Clinical Pathology I Lab	2	●	\$350	
VN150 Veterinary Nursing Pharmacology I	1	●	\$100	●
Subtotal Third Semester (minimum)	18			
Fourth Semester (Summer)				
VN167 Cooperative Education Experience I	3	●	\$200	●
VN267 Cooperative Education Experience II	3	●	\$200	●
Subtotal Fourth Semester (minimum)	6			

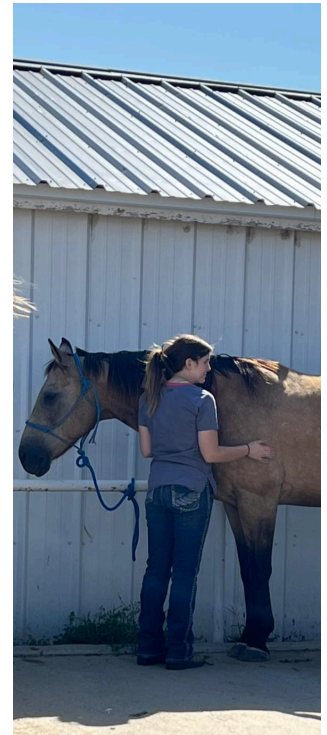


Veterinary Nursing - On-Campus

Associate of Applied Science

Total Credits 83

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
Fifth Semester (Fall)				
VN230 Large Animal Medicine and Surgery	1	●	\$100	
VN236 Principles of Anesthesiology & Radiology	4	●	\$250	
VN237 Principles of Anesthes & Radiology Lab	2	●	\$500	
VN240 Veterinary Clinical Pathology II	2	●	\$150	
VN241 Veterinary Clinical Pathology II Lab	2	●	\$350	
VN246 Lab Animal and Exotic Pet Medicine Lab	1	●	\$500	
VN250 Animal Facility Management II	1	●	\$100	
VN260 Large Animal Nursing	1	●	\$500	
VN268 Lab Animal and Exotic Pet Medicine	2	●	\$150	●
VN277 Veterinary Nursing Microbiology	2	●	\$150	●
VN286 Veterinary Nursing Microbiology Lab	0	●	\$450	
Subtotal Fifth Semester (minimum)	18			
Sixth Semester (Spring)				
VN123 Basic Nutrition of Domestic Animals	1	●	\$100	●
VN151 Veterinary Nursing Pharmacology II	3	●	\$200	●
VN210 Veterinary Nurse Technician Exam Prep	1	●	\$300	
VN265 Animal Facility Management III	1	●	\$100	
VN275 Veterinary Surgical Nrsng & Clin Skills	4	●	\$250	
VN276 Veterinary Surg Nrsng & Clin Skills Lab	2	●	\$500	
VN280 Veterinary Clinical Pathology III	2	●	\$150	
VN281 Veterinary Clinical Pathology III Lab	2	●	\$350	
VN289 Common Animal Diseases	2	●	\$150	●
Subtotal Sixth Semester (minimum)	18			
Elective Options				
VN262 Advanced Large Animal Nursing II	1		VN261 Advanced Large Animal Nursing	1
VM108 Obedience Training	1		VN152 Physical Rehabilitation for Vet Nurses	1



Veterinary Nursing Office Assistant Certificate

Certificate of Completion

Total Credits 16

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AG149 Principles of Animal Science (SGE070)	3	●		●
EN176 English Composition I (SGE010)	3		\$10	●
VN115 Introduction to Veterinary Nursing	1	●	\$100	●
VN126 Veterinary Medical Terminology	OR 1	●	\$100	●
AL102 Medical Terminology	1-3	●		●
Subtotal First Semester (minimum)	8			
Second Semester (Spring)				
MA109 Math for Veterinary Nurses	2	●	\$150	●
VN119 Breeds of Domestic Animals	1		\$100	●
VN121 Medical Records & Vet Office Skills	2	●	\$150	●
Oral Communication Gen Ed (SGE020).	3			
Subtotal Second Semester (minimum)	8			

Program Design

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.

Veterinary Office Assistant

Certificate of Completion

Total Credits 13

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AG149 Principles of Animal Science (SGE070)	3	●		●
EN176 English Composition I (SGE010)	3		\$10	●
VN115 Introduction to Veterinary Nursing	1	●	\$100	●
VN126 Veterinary Medical Terminology	1	●	\$100	●
AL102 Medical Terminology	1-3	●		●
Subtotal First Semester (minimum)	8			
Second Semester (Spring)				
MA109 Math for Veterinary Nurses	2	●	\$150	●
VN119 Breeds of Domestic Animals	1		\$100	●
VN121 Medical Records & Vet Office Skills	2	●	\$150	●
Subtotal Second Semester (minimum)	5			





Division of
**Arts &
Humanities**



Art - Visual Arts/Graphic Design

Associate of Arts

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)					
FY100 First Year Experience	1				●
EN176 English Composition I (SGE010)	3			\$10	●
Mathematics Gen Ed (SGE030)	3				●
AR103 Drawing I (SGE060)	3	●			●
AR176 Art History I (SGE060)	3				●
Social/Behavioral Science Gen Ed (SGE050)	3				●
Subtotal First Semester (minimum)	16				
Second Semester (Spring)					
EN177 English Composition II (SGE010)	3			\$10	●
AR177 Art History II (SGE060)	3	●		\$10	●
AR203 Drawing II (SGE060)	3				●
Math Gen Ed or Art Elective	3				●
Oral Communication Gen Ed (SGE020)	3				●
Subtotal Second Semester (minimum)	15				
Third Semester (Fall)					
AR102 2-D Design (SGE070)	3				●
Art Elective (SGE070)	3				●
BI100 General Biology w/Lab (SGE040)	4				●
Humanities Gen Ed (SGE060)	3				●
Social/Behavioral Science Gen Ed (SGE050)	3				●
Subtotal Third Semester (minimum)	16				
Fourth Semester (Spring)					
AR203 3-D Design (SGE070)	3				●
Art Elective (SGE070)	3				●
Art Elective (SGE070)	3				●
Humanities Gen Ed (SGE060)	3				●
Social/Behavioral Science Gen Ed (SGE050)	3				●
Physical Education	1				
Subtotal Fourth Semester (minimum)	16				

Art Elective Options

AR104 Watercolor Painting I	3	AR123 Introduction to Crafts	3
AR105 Oil Painting	3	AR150 Beginning Photography	3
AR111 Ceramics I	3	AR155 Advanced Photography	3
AR115 Beginning Sculpture	3	AR204 Watercolor Painting II	3
AR118 Synthetic & Mixed Media	3	AR214 Ceramics II	3
AR119 Printmaking	3		

We recommend Graphic Design majors take AR150 and AR155 as elective options

Program Design

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

Related Employment Fields

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

Associate of Arts

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)					
FY100 First Year Experience	1				●
EN176 English Composition I (SGE010)	3			\$10	●
Mathematics Gen Ed (SGE030)	3				●
EN202 American Literature I (SGE060)	OR 3	●		\$10	●
EN219 Introduction to Literature (SGE060)					●
Social/Behavioral Science Gen Ed (SGE050)	3				●
CO176 Computer Concepts and Applications (SGE070)	OR 3				●
CO218 Advanced Word Processing		●			
Subtotal First Semester (minimum)	16				
Second Semester (Spring)					
EN177 English Composition II (SGE010)	3			\$10	●
EN203 American Literature II (SGE060)	OR 3	●		\$10	●
EN222 World Literature (SGE060)					
Social/Behavioral Science Gen Ed (SGE050)	3				●
Oral Communication Gen Ed (SGE020)	3				●
General Education Elective	3				●
Subtotal Second Semester (minimum)	15				
Third Semester (Fall)					
PE177 Personal & Community Health (SGE070)	3				●
EN202 American Literature I (SGE060)	OR 3				
EN219 Introduction to Literature (SGE060)					●
Humanities Gen Ed (SGE060)	3				●
General Education Elective	3				●
General Education Elective	3				●
Subtotal Third Semester (minimum)	15				
Fourth Semester (Spring)					
EN203 American Literature II (SGE060)	OR 3				
EN222 World Literature (SGE060)	3				
Science w/Lab Gen Ed (SGE040)	4-5				●
General Education Elective	3				●
General Education Elective	OR 3				
EN107 Creative Writing					●
Humanities Gen Ed (SGE060)					●
Subtotal Fourth Semester (minimum)	17				

Program Design

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

Related Employment Fields

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.

History

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
HI176 American History to 1865 (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Approved History Elective	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
HI177 American History 1865 to Present (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			●
Mathematics Gen Ed (SGE030)	3			●
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
HI104 World Civilization to 1600 (SGE060)	3			●
PO176 American Government (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
GE176 World Regional Geography (SGE050)	3			●
HI204 World Civilization 1600 to Present (SGE060)	3			●
Humanities Gen Ed (SGE060)	3			●
PE177 Personal & Community Health (SGE070)	3			●
Approved History Elective	3			
Subtotal Fourth Semester (minimum)	15			

Program Design

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

Related Employment Fields

Career opportunities such as: historian, museum curator, social studies teacher.

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.

Music

Associate of Arts

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	FEE	ONLINE
First Semester (Fall)					
FY100 First Year Experience	1				●
EN176 English Composition I (SGE010)	3			\$10	●
Mathematics Gen Ed (SGE030)	3				●
Social/Behavioral Science Gen Ed (SGE050)	3				●
MU102 Music Theory I	3	●			
MU103 Aural Skills I	2	●			
MU221 Keyboard Skills for Music Majors	1	●			
Subtotal First Semester (minimum)	16				
Second Semester (Spring)					
EN177 English Composition II (SGE010)	3			\$10	●
Social/Behavioral Science Gen Ed (SGE050)	3				●
Humanities Gen Ed (SGE060)	3				●
MU152 Music Theory II	3	●			
MU153 Aural Skills II	2	●			
MU122 Keyboard Skills for Music Majors II	1	●			
Physical Education Requirement	1-3				
Subtotal Second Semester (minimum)	16				
Third Semester (Fall)					
Science w/Lab Gen Ed (SGE040)	4-5				●
Humanities Gen Ed (SGE060)	3				●
Social/Behavioral Science Gen Ed (SGE050)	3				●
MU202 Music Theory III	3	●			
MU203 Aural Skills III	2	●			
MU221 Keyboard Skills for Music Majors	1	●			
Subtotal Third Semester (minimum)	16				
Fourth Semester (Spring)					
MU252 Music Theory IV	3	●			
MU253 Aural Skills IV	2	●			
MU222 Keyboard Skills IV	1	●			
Social/Behavioral Science Gen Ed (SGE050)	3				●
Humanities Gen Ed (SGE060)	3				●
Oral Communication Gen Ed (SGE020)	3				●
Subtotal Fourth Semester (minimum)	15				
Elective Options					
Choir I, II, III, IV			Instrumental Ensemble I, II, III,		
Concert Band I, II, III,			IV Jazz Ensemble I, II, III, IV		
IV Chorale I, II, III, IV			Pep Band I, II, III, IV		

Program Design

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.

After Colby Community College

Students transfer to a four-year university such as Fort Hays State University, Kansas State University, Kansas State 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).

Music Majors can also take any private Applied Music lessons of their choice (vocal or instrumental). This can be worked out with music faculty members to enroll into these courses, please work with the music faculty members.



Division of
Health
Science



Dental Hygienist

Associate of Applied Science

Total Credits 42

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
DH100 Dental Hygiene Orientation	1	●	\$74	
DH103 Dental Hygiene Health Safety	1	●	\$3,700 (instrument kit) \$400	
DH104 Dental Hygiene Process I	2	●	\$900	
DH109 Dental Radiography	1	●	\$800	
DH122 Oral Anatomy, Embryology & Histology	1	●	\$250	
Subtotal First Semester (minimum)	7			
Second Semester (Spring)				
DH112 Dental Hygiene Process II	3	●	\$900	
NTC Course-Dental Hygiene Ethics & Professionalism	3			
NTC Course-Periodontology	3			
NTC Course-Cariology	3			
NTC Course-Nutrition & Oral Health	3			
NTC Course-General & Oral Pathology	3			
Subtotal Second Semester (minimum)	18			
Third Semester (Fall)				
DH105 Dental Materials	1	●	\$800	
DH210 Dental Hygiene Process III	4	●	\$900	
NTC Course-Dental Pharmacology	3			
NTC Course-Community Dental Health	3			
Subtotal Third Semester (minimum)	11			
Fourth Semester (Spring)				
DH203 Transition into Dental Hygiene Practice	1	●	\$200	
DH212 Dental Hygiene Process IV	4	●	\$900	
DH215 Dental Anxiety & Pain Management	1	●	\$800	
Subtotal Fourth Semester (minimum)	6			

Program Design
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.

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 (KState Salina) giving students an option to continue their career.

Required Prerequisites

BI276 Anatomy & Physiology I w/Lab AND	4	DH298 Dental Hygiene Biochemistry w/Lab	4
BI277 Anatomy & Physiology II w/Lab OR	4	EN176 English Composition I	3
BI278 Anatomy & Physiology	5	PS176 General Psychology	3
BI280 Principles of Microbiology	5	PS276 Developmental Psychology OR	3
CH176 Fundamentals of Chemistry	5	PS214 Abnormal Psychology	
high school Chemistry will be accepted		SO176 Introduction to Sociology	3
		SP*** Oral Communication Gen Ed	3



Nursing (Pre-BSN)

Associate of Science

Total Credits 64

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BI177 Biology I w/Lab (SGE040)	5	●	\$60	●
Humanities Gen Ed (SGE060)	3			●
Subtotal First Semester (minimum)	15			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
AL101 Basic Nutrition (SGE070)	3	●		●
BI280 Principles of Microbiology w/Lab (SGE040)	5	●	\$60	●
PS276 Developmental Psychology (SGE050)	3			●
MA205 Elements of Statistics (SGE030)	3			●
Subtotal Second Semester (minimum)	17			
Third Semester (Fall)				
BI276 Anatomy & Physiology I w/Lab (SGE040)	4	●	\$60	●
AL103 Medical Terminology (SGE070)	3	●		●
Humanities Gen Ed (SGE060)	3			●
CO176 Computer Concepts and Applications (SGE070)	3			●
Concentration Course	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
BI277 Anatomy & Physiology II w/Lab (SGE040)	4	●	\$60	●
Oral Communication Gen Ed (SGE020)	3			●
PE177 Personal & Community Health (SGE070)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Concentration Course	3			
Subtotal Fourth Semester (minimum)	16			

Program Design

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

Related Employment Fields

Registered Nurse (RN), Specialty Nursing, Public Health Nursing, Nurse Educator, Nurse Management/Administration, Research and Quality Improvement

After Colby Community College

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas State 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.

Recommended: CH176/Fundamentals of Chemistry, depending to which school the student plans to transfer after CCC. Not all nursing programs require CH176.

Physical Therapist Assistant

Associate of Applied Science

Total Credits 71

COURSES		CREDITS	BOOK REQ	COURSE	FEE
First Semester (Fall)					
PT101	Intro to Physical Rehabilitation w/Lab	6	●		
PT111	Func Musculoskeletal Anat for PT w/Lab	6	●		\$102
PT121	Physical Agents w/Lab	3	●		
PT131	Physical Therapy Documentation	2	●		
PT141	Professional Issues & Ethics in PT	2	●		
Subtotal First Semester (minimum)		19			
Second Semester (Spring)					
PT215	Clinical Education I	1	●		\$117
PT222	Advanced Musculoskeletal	5	●		\$87
PT225	Clinical Education II	3	●		\$82
PT230	Cardiopulmonary	6	●		\$67
PT231	Neurorehabilitation	6	●		\$112
PT231	Physical Therapy Seminar	1	●		\$112
Subtotal Second Semester (minimum)		22			
Third Semester (Summer)					
PT226	Clinical Education III	3	●		\$82
PT227	Clinical Education IV	3	●		\$125
Subtotal Third Semester (minimum)		6			
Additional Recommended Prerequisite Courses (NOT required)					
CO176	Computer Concepts and Applications	3		PS214 Abnormal Psychology	3
PI276	Introduction to Ethics	3		AL101 Basic Nutrition	3
Required Prerequisites					
AL102	Medical Terminology	1		EN177 English Composition II	3
BI276	Anatomy & Physiology I w/Lab	4		SP*** Oral Communication Gen Ed	3
BI277	Anatomy & Physiology II w/Lab	4		PS176 General Psychology	3
EN176	English Composition I	3		PS276 Developmental Psychology	3

Program Design
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

Related Employment Fields
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.



Pre-Professional: Pre-Chiropractic, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, or Pre-Veterinary Medicine

Associate of Science

Total Credits 72

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BI177 Biology I w/Lab (SGE040)	5	●	\$60	●
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
Physical Education Requirement	1-3			
Subtotal First Semester (minimum)	18			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
BI279 Biology II w/Lab (SGE040)	5	●	\$60	
CH178 Chemistry II w/Lab (SGE040)	5	●	\$60	
Social/Behavioral Science Gen Ed (SGE050)	3			●
MA205 Elements of Statistics (SGE030)	3			●
Subtotal Second Semester (minimum)	19			
Third Semester (Fall)				
BI276 Anatomy & Physiology I w/Lab (SGE040)	4	●	\$60	●
Humanities Gen Ed (SGE060)	3			●
BI280 Principles of Microbiology w/Lab (SGE040)	5	●	\$60	●
PH207 General Physics I w/Lab (SGE040) OR	5	●	\$60	
CH225 Organic Chemistry I w/Lab (SGE040)		●	\$60	
Subtotal Third Semester (minimum)	17			
Fourth Semester (Spring)				
BI277 Anatomy & Physiology II w/Lab (SGE040)	4	●	\$60	●
PH227 General Physics II w/Lab (SGE040) OR	5	●	\$60	
CH235 Organic Chemistry II w/Lab (SGE040)		●	\$60	
Oral Communication Gen Ed (SGE020)	3			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Subtotal Fourth Semester (minimum)	18			
Elective Options				
AL281 Pathophysiology	4	Associate of	AL101 Basic Nutrition (SGE070)	3
AL103 Medical Terminology (SGE070)	3		AL236 Pharmacology	3

Program Design

This degree option is designed for the student planning to transfer to a four-year baccalaureate degree program in a variety of pre-professional curricular areas. The curriculum may be adapted to meet the requirements of the transfer institutions.

After Colby Community College

Students transfer to a four-year university.

*Please work with an Advisor to work out the best course of action for your desired pathway.

Practical Nursing

Certificate

Total Credits 28

Required Prerequisite Courses			COURSES	CREDITS	BOOK REQ	COURSE FEE
AL101	Basic Nutrition	3	First Semester (Fall)			
AL102	Medical Terminology OR	1	NS100 KSPN Foundations of Nursing	4	●	\$889
AL103	Medical Terminology	3	NS101 KSPN Foundations of Nursing Clinical	2	●	
PS276	Developmental Psychology	3	NS122 KSPN Fund of Pharm and Safe Med Admin	2	●	\$50
BI276	Anatomy & Physiology I with lab AND	4	NS145 KSPN Maternal Child Nursing I	2	●	\$105
BI277	Anatomy & Physiology II with lab OR	4	NS146 KSPN Maternal Child Nursing I Clinical	1	●	
BI278	Anatomy & Physiology with lab	5	NS156 KSPN Mental Health Nursing I	2	●	
*Must have an active CNA license by August of acceptance year.			Subtotal First Semester (minimum)	13		
*Anatomy and Physiology needs to be completed within the last 10 years prior to admission to the PN program.			Second Semester (Spring)			
			NS112 KSPN Care of Aging Adults	2	●	\$450
			NS167 KSPN Nursing Care of Adults I	4	●	\$125
			NS168 KSPN Nursing Care of Adults I Clinical	2	●	
			NS178 KSPN Nursing Care of Adults II	4	●	\$125
			NS179 KSPN Nursing Care of Adults II Clinical	2	●	
			NS189 KSPN Leadership, Roles, and Issues I	1	●	
			Subtotal Second Semester (minimum)	15		

Application to ADN is available for those who have successfully passed the NCLEX-PN exam and hold a current license.

Registered Nursing

Associate of Applied Science

Total Credits 23

Required Co-requisite Courses			COURSES	CREDITS	BOOK REQ	COURSE FEE
AL136	Pharmacology	1	Third Semester (Fall)			
BI280	Principles of Microbiology with lab	5	NS205 Nursing Care of Adults III	4	●	\$1,592
EN176	English Composition I	3	NS206 Nursing Care of Adults III Clinical	2	●	
PS176	General Psychology	3	NS210 Mental Health Nursing II	3	●	\$130
*Math component of Intermediate Algebra or an Accuplacer score of 250 (good for three years), ACT or SAT scores.			NS211 Mental Health Nursing II Clinical	1	●	
*Science co-requisite MUST be completed within the last 10 years.			NS215 Leadership, Roles, and Issues II	1	●	
Application to is also available to RRT's or paramedics with one year experience and successful completion of three transition courses prior to the initial ADN course.			Subtotal Third Semester (minimum)	11		
			Fourth Semester (Spring)			
			NS220 Maternal Child Nursing II	3	●	\$1,000
			NS221 Maternal Child Nursing II Clinical	2	●	
			NS235 Nursing Care of Adults IV	4	●	\$130
			NS236 Nursing Care of Adults IV Clinical	2	●	
			NS245 NCLEX-RN Exam Preparation/Capstone	1	●	
			<i>Recommended Course (NOT required)</i>			
			AL281 Pathophysiology	3		
			Subtotal Fourth Semester (minimum)	12		
			PN and ADN Total Credit Hours Required	48		

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

RRT/Paramedic to ADN

Associate of Applied Science

Total Credits 27

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Summer)				
NS201 RRT/MICT to ADN Transition Concepts	1	●	\$165	
NS202 RRT/MICT to ADN Articulation Concepts	1	●	\$55	
NS203 RRT/MICT to ADN Concepts of Care	2	●	\$125	
<i>Recommended Courses (NOT required)</i>				
AL236 Pharmacology	3	●		
AL281 Pathophysiology	3	●		
Subtotal First Semester (minimum)	4			
Second Semester (Fall)				
NS205 Nursing Care of Adults III	4	●	\$1,592	
NS206 Nursing Care of Adults III Clinical	2	●		
NS210 Mental Health Nursing II	3	●	\$130	
NS211 Mental Health Nursing II Clinical	1	●		
NS215 Leadership, Roles, and Issues II	1	●		
Subtotal Second Semester (minimum)	11			
Fourth Semester (Spring)				
NS220 Maternal Child Nursing II	3	●	\$1,000	
NS221 Maternal Child Nursing II Clinical	2	●	\$1,000	
NS235 Nursing Care of Adults IV	4	●	\$130	
NS236 Nursing Care of Adults IV Clinical	2	●	\$130	
NS245 NCLEX-RN Exam Preparation/Capstone	1	●		
Subtotal Fourth Semester (minimum)	12			
Required Prerequisites/Co-requisites				
AL101 Basic Nutrition	3		AL136 Pharmacology	1
AL102 Medical Terminology OR	1		BI280 Principles of Microbiology w/Lab	5
AL103 Medical Terminology	3		EN176 English Composition I	3
BI276 Anatomy & Physiology I w/Lab* AND	4		PS176 General Psychology	3
BI277 Anatomy & Physiology II w/Lab*	4			
BI276 Anatomy & Physiology I w/ab*	5			
PS276 Developmental Psychology	3			

*Students **MUST** be a graduate of an accredited program **AND** be an RRT or a Paramedic with one year of experience.

*Courses **MUST** be completed within the last 10 years.

*Students may apply for the Registered Nurse Licensure Exam (NCLEX-RN) following successful completion.





*Division of
Social &
Behavioral
Science*



Accounting/Management Certificate

Certificate of Completion

Total Credits 31

COURSES		CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)					
AC101 Accounting Fundamentals (SGE070)	OR	3	●		
AC177 Accounting I			●		●
BU222 Customer Service		3	●		●
BU241 Management of Small Business		3			
BU244 Retail Management		3			●
BU281 Effective Time Management		1			●
CO176 Computer Concepts and Applications		3			●
Subtotal First Semester (minimum)		15			
Second Semester (Spring)					
AC177 Accounting I	OR	3	●		
AC178 Accounting II			●		●
AC219 QuickBooks		3			
BU245 Principles of Selling		3			●
BU298 Seminar in Business		3			●
AC257 Managerial Accounting	OR	3	●		
CO223 Advanced Electronic Spreadsheets			●		●
Subtotal Second Semester (minimum)		15			

Program Design

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.

Related Employment Fields

Bookkeeping, Accounting Assistant, Payroll Administration, Financial Analysis, Office Manager, Small Business Management, Financial Services, Nonprofit Organizations,

After Colby Community College

It's important to note that while a certificate in accounting/management can provide a foundation for entry-level positions, higher-level roles may require further education or professional certifications such as a bachelor's degree in accounting or relevant professional designations (e.g., Certified Public Accountant - CPA). Additionally, gaining practical experience through internships or volunteer opportunities can enhance your prospects in the job market.

Bookkeeping Certificate

Certificate of Completion

Total Credits 15

COURSES		CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)					
AC101 Accounting Fundamentals (SGE070)		3	●		
CO176 Concepts and Applications		3			●
Subtotal First Semester (minimum)		6			
Second Semester (Spring)					
AC219 QuickBooks		3			
BU212 Business Communications		3			●
CO223 Advanced Electronic Spreadsheets		3	●		●
Subtotal Second Semester (minimum)		9			



Business - Accounting and Finance

Associate of Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
AC101 Accounting Fundamentals (SGE070)	3	●		
CO176 Computer Concepts and Applications (SGE070)	3			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BU178 Introduction to Business (SGE070)	3	●		
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AC177 Accounting I	3	●		
EN177 English Composition II (SGE010)	3		\$10	●
BU212 Business Communications	3			●
MA205 Elements of Statistics (SGE030)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			
Physical Education Requirement	1-3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
AC178 Accounting II	3	●		
BU175 Personal Finance	3			●
EC277 Principles of Microeconomics (SGE050)	3	●		●
Humanities Gen Ed (SGE060)	3			
Science Gen Ed (SGE040)	4-5			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
BU217 The Legal Environment of Business	3	●		
AC257 Managerial Accounting	3	●		
EC276 Principles of Macroeconomics (SGE050)	3	●		●
Humanities Gen Ed (SGE060)	3			
Oral Communication Gen Ed (SGE020).	3			
Subtotal Fourth Semester (minimum)	15			

*** Please work with an advisor to see the full Business Elective Course Options list **

Students should work with an advisor to determine which electives options are the best when planning to transfer to their preferred four-year university.

Business - Administration

Associate of Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			
Approved Business Elective	3			
Approved Business Elective	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Oral Communication Gen Ed (SGE020)	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
Approved Business Elective	3			
Approved Business Elective	3			
Physical Education Requirement	1-3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
EC276 Principles of Macroeconomics (SGE050) OR	3	●		●
EC277 Principles of Microeconomics (SGE050)		●		●
Science Gen Ed	4-5			
Approved Business Elective	3			
Approved Business Elective	3			
Approved Business Elective	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Humanities Gen Ed (SGE060)	3			
Approved Business Elective	3			
Approved Business Elective	3			
Approved Business Elective	3			
Approved Business Elective	3			
Subtotal Fourth Semester (minimum)	15			

Related Employment Fields
 Administrative assistant, Office manager, Customer Service Representative, Retail Supervisor, Sales Associate, Business Development Coordinator, Human Resources Assistant, Marketing Coordinator, Accounts Payable/receivable Clerk, Data Entry Specialist, Small Business Owner/Entrepreneur, Assistant Manager, Bank Teller, Logistics Coordinator, Insurance Sales Representative, Nonprofit Program Coordinator.



Business - Leadership

Associate of Science

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE ONLINE
First Semester (Fall)			
FY100 First Year Experience	1		●
EN176 English Composition I (SGE010)	3		● \$10
MA178 College Algebra (SGE030)	3		●
CO176 Computer Concepts and Applications (SGE070)	3		●
BU131 Principles of Leadership	3	●	
Humanities Gen Ed (SGE060)	3		
Subtotal First Semester (minimum)	16		
Second Semester (Spring)			
BU178 Introduction to Business (SGE070)	3	●	●
EN177 English Composition II (SGE010)	3		● \$10
MA205 Elements of Statistics (SGE030)	3		●
PI276 Introduction to Ethics (SGE060)	3	●	
BU141 Leading Organizational Change	3	●	
Subtotal Second Semester (minimum)	15		
Third Semester (Fall)			
BU212 Business Communications	3		●
Science Gen Ed (SGE040)	4-5		
Social/Behavioral Science Gen Ed (SGE050)	3		
Approved Business Elective	3		
Approved Business Elective	3		
Subtotal Third Semester (minimum)	16		
Fourth Semester (Spring)			
BU217 The Legal Environment of Business	3	●	
PE177 Personal & Community Health (SGE070)	3		●
Social/Behavioral Science Gen Ed (SGE050)	3		
Oral Communication Gen Ed (SGE020)	3		
Approved Business Elective	3		
Subtotal Fourth Semester (minimum)	15		

****Please work with an advisor to see the Business Elective Course Options list ****

Students should work with an advisor to determine which electives options are the best when planning to transfer to their preferred four year university.

Business - Leadership

Certificate of Completion

Total Credits 13

COURSES	CREDITS	BOOK REQ	COURSE ONLINE
First Semester (Fall)			
BU212 Business Communications	3		●
BU141 Leading Organizational Change	3	●	●
BU281 Effective Time Management	1		●
Subtotal First Semester (minimum)	7		
Second Semester (Spring)			
BU131 Principles of Leadership	3	●	
BU217 The Legal Environment of Business	3	●	
Subtotal Second Semester (minimum)	6		

Business - Management

Associate of Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
BU178 Introduction to Business (SGE070)	3	●		
CO176 Computer Concepts and Applications (SGE070)	3			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
BU237 Principles of Management	3			
EN177 English Composition II (SGE010)	3		\$10	●
MA205 Elements of Statistics (SGE030)	OR 3			●
Approved Business Elective				
Humanities Gen Ed (SGE060)	3			
Approved Business Elective	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
BU212 Business Communications	3			●
EC276 Principles of Macroeconomics (SGE050)	OR 3	●		●
EC277 Principles of Microeconomics (SGE050)		●		●
BU175 Personal Finance (SGE070)	3			●
Oral Communication Gen Ed (SGE020).	3			
Science Gen Ed (SGE040)	4-5			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
BU217 The Legal Environment of Business	3	●		
BU225 Marketing	3			
Approved Business Elective	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
Approved Business Elective	3			
Physical Education Requirement	1-3			
Subtotal Fourth Semester (minimum)	16			

*** Please work with an advisor to see the full Business Elective Course Options List **

Students should work with an Advisor to determine which electives options are the best when planning to transfer to their preferred four-year university.

Business - Marketing

Associate of Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BU178 Introduction to Business	3	●		
CO176 Computer Concepts and Applications (SGE070)	3			●
Humanities Gen Ed (SGE060)	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
BU225 Principles of Marketing (SGE070)	3			●
EN177 English Composition II (SGE010)	3		\$10	●
BU212 Business Communications (070)	3			●
Approved Business Elective	3	●		
Humanities Gen Ed (SGE060)	3			●
Physical Education Requirement	1-3			
Subtotal First Semester (minimum)	16			
Third Semester (Fall)				
BU245 Principles of Selling (SGE070)	3			
BU175 Personal Finance (SGE070)	3			●
EC276 Principles of Macroeconomics (SGE050) OR	3	●		●
EC277 Principles of Microeconomics (SGE050)		●		●
Approved Business Elective	3			
Science Gen Ed (SGE040)	4-5			●
Subtotal Third Semester (minimum)	16			●
Fourth Semester (Spring)				
BU217 The Legal Environment of Business (SGE070)	3	●		
BU237 Principles of Management (SGE070)	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
Oral Communication Gen Ed (SGE020).	3			
Approved Business Elective	3			
Subtotal Fourth Semester (minimum)	15			

*** Please work with an advisor to see the full Business Elective Course Options List **

Students should work with an Advisor to determine which electives options are the best when planning to transfer to their preferred four-year university.

Business Management and Administration

Associate of Applied Science

Total Credits 64-67

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
Oral Communication Gen Ed (SGE020)	3			
FY100 First Year Experience	1			•
AC101 Accounting Fundamentals	OR 3	•		
AC177 Accounting I		•		•
BU178 Introduction to Business	OR 3	•		
BU222 Customer Service		•		•
CO176 Computer Concepts and Applications (SGE070)	3			•
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EC277 Principles of Microeconomics (SGE050)	3	•		•
AC177 Accounting I	OR 3	•		
AC178 Accounting II		•		•
BU212 Business Communications	3			•
BU217 The Legal Environment of Business	3	•		
BU245 Principles of Selling	3			•
BU225 Marketing	3			
Subtotal Second Semester (minimum)	18			
Third Semester (Fall)				
BU221 Human Resource Management	3			•
BU241 Management of Small Business	3			
BU244 Retail Management	3			•
EC276 Principles of Macroeconomics (SGE050)	3	•		•
AC178 Accounting II (optional)	3	•		
BU175 Personal Finance (SGE070)	3			•
Subtotal Third Semester (minimum)	18			
Fourth Semester (Spring)				
AC257 Managerial Accounting	OR 3	•		
CO223 Advanced Electronic Spreadsheets		•		•
BU237 Principles of Management	3			
BU298 Seminar in Business	3			•
AC219 QuickBooks	3			
Humanities Gen Ed (SGE060)	3			
Subtotal Fourth Semester (minimum)	15			

Criminal Justice

Associate of Applied Science/Technical Certificate

Total Credits 52-Certificate/64-AAS

COURSES		CREDITS	BOOK REQ	COURSE	ONLINE	
First Semester (Fall)						
FY100	First Year Experience	1			●	
EN176	English Composition I (SGE010)	3		\$10	●	
CJ110	Introduction to Criminal Justice	3				
CJ210	Juvenile Delinquency & Justice	3				
CJ215	Criminal Law	3				
	Approved Criminal Justice Elective	3				
Subtotal First Semester (minimum)		16				
Second Semester (Spring)						
CJ211	Law Enforcement Operations & Procedures	3			●	
CJ214	Criminal Investigation	3				
CJ233	Criminal Law & Procedures	3				
	Humanities Gen Ed (SGE060)	3				
	Approved Criminal Justice Elective	3				
	Social/Behavioral Science Gen Ed (SGE050)	3				
Subtotal Second Semester (minimum)		18				
Third Semester (Fall)						
CJ216	Interviewing and Report Writing	3			●	
CJ237	Prof Responsibility in Criminal Justice	3	●			
CJ240	Agency Administration and Management	3			●	
	General Ed	3				
	Approved Criminal Justice Elective	3				
	Oral Communication Gen Ed (SGE020).	3				
Subtotal Third Semester (minimum)		18				
Criminal Justice Recommended Courses						
AN185	Forensic Anthropology	3		CJ214	Criminal Investigations	3
SO123	Criminology	3		CJ223	Criminalistics	3
CJ110	Introduction to Criminal Justice	3		CJ233	Criminal Procedures	3
CJ210	Juvenile Delinquency and Justice	3		CJ215	Criminal Law	3
CJ211	Law Enforcement Oper. & Proc.	3		CJ216	C.J. Interview & Report Writing	3
CJ212	Corrections	3		CJ240	Agency Administration & Mgmt.	3

Program Design

This is recommended for students who wish to enter the Criminal Justice field shortly after graduation. This degree option is not recommended for students transferring to a four-year school. Emphasis is placed on practical application as well as theory. Students develop skills required for entry into Criminal Justice or related industries.

Related Employment Fields

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.

After Colby Community College

This degree is intended for law enforcement and corrections officers who have completed the basic certification academy. Academy graduates may choose to apply 12 credits from the Academy to be applied toward completion of the AAS degree.

Required Certificate Hours (above) 52

Upon completion of the Criminal Justice technical certificate, a student may choose to enter the KLETC (KS Law Enforcement Training Center) or equivalent law enforcement academy training. Upon completion of the academy training, a student may choose to transfer those credits to CCC to be applied to the Associate of Applied Science degree through CCC.

Total AAS Required Hours 64



Criminal Justice

Associate of Arts

Total Credits 62

COURSES		CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)					
FY100	First Year Experience	1			●
EN176	English Composition I (SGE010)	3		\$10	●
	Mathematics Gen Ed (SGE030)	3			
	Humanities Gen Ed (SGE060)	3			
CJ110	Introduction to Criminal Justice	3			
	Approved Criminal Justice Elective	3			
Subtotal First Semester (minimum)		16			
Second Semester (Spring)					
EN177	English Composition II (SGE010)	3		\$10	●
	Approved Criminal Justice Elective	3			
	Social/Behavioral Science Gen Ed (SGE050)	3			
	Oral Communication Gen Ed (SGE020)	3			
	Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)		15			
Third Semester (Fall)					
BI100	General Biology w/Lab	4		\$50	●
	Humanities Gen Ed (SGE060)	3			
	Social/Behavioral Science Gen Ed (SGE050)	3			
	Mathematics Gen Ed (SGE030)	3			
	Approved Criminal Justice Elective	3			
Subtotal Third Semester (minimum)		16			
Fourth Semester (Spring)					
	Social/Behavioral Science Gen Ed (SGE050)	3			
	Social/Behavioral Science Gen Ed (SGE050)	3			
	Humanities Gen Ed (SGE060)	3			
PE177	Personal & Community Health (SGE070)	3			●
	Approved Criminal Justice Elective	3			
Subtotal Fourth Semester (minimum)		15			
Criminal Justice Elective Options		Associate of			
AN185	Forensic Anthropology	3	CJ214	Criminal Investigations	3
SO123	Criminology	3	CJ223	Criminalistics	3
CJ110	Introduction to Criminal Justice	3	CJ233	Criminal Procedures	3
CJ210	Juvenile Delinquency and Justice	3	CJ215	Criminal Law	3
CJ211	Law Enforcement Oper. & Proc.	3	CJ216	C.J. Interview & Report Writing	3
CJ212	Corrections	3	CJ240	Agency Administration & Mgmt.	3

Program Design

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

Related Employment Fields

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.

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.

Education - English - Secondary Education

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
EN202 American Literature I (SGE060)	3	●	\$10	●
Social/Behavioral Science Gen Ed (SGE050)	3			
CO176 Computer Concepts and Apps (SGE070) OR	3			●
CO218 Advanced Word Processing		●		
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
EN203 American Literature II (SGE060)	3	●	\$10	●
PS276 Developmental Psychology (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			
Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			
General Ed	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
Humanities Gen Ed (SGE060)	3			
ED177 Foundations of Modern Education (SGE070)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Humanities Gen Ed (SGE060)	3			
General Ed	3			
PE177 Personal & Community Health (SGE070)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			
ED236 Observation & Participation	3			
Subtotal Fourth Semester (minimum)	15			

Education - Early Childhood/Elementary Education

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
ED177 Foundations of Modern Education (SGE070)	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			
ED236 Observation & Participation	3			
PS276 Developmental Psychology (SGE050)	3			●
ED277 Children's Literature	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			
Humanities Gen Ed (SGE060)	3			
PS280 Child Development (SGE050)	3	●		●
Mathematics Gen Ed (SGE030)	3			
PE177 Personal & Community Health (SGE070)	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen Ed (SGE050)	3			
Humanities Gen Ed (SGE060)	3			
AR106 Elementary Art Education	3	●	\$70	
Oral Communication Gen Ed (SGE020)	3			
General Ed	3			
Subtotal Fourth Semester (minimum)	15			
Elective Options				
ED300 Intro to Childhood Trauma & Its Effects	3	ED303 A Culture of Caring: Stu Mental Health		3
ED301 Trauma-Informed Strategies & Practices	3	ED304 The Educator as a Whole Person		3
ED302 The Trauma-Informed Classroom	3	CO176 Computer Concepts & Apps (SGE070)		3

Education - History - Secondary Education

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
HI176 American History to 1865 (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			
Approved History Elective	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
HI177 American History 1865 to Present (SGE060)	3			●
PS276 Developmental Psychology (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			
Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			
HI104 World Civilization to 1600 (SGE060)	3			●
PO176 American Government (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			
ED177 Foundations of Modern Education (SGE070)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
GE176 World Regional Geography (SGE050)	3			●
HI204 World Civilization 1600 to Present (SGE060)	3			
Humanities Gen Ed (SGE060)	3			
PE177 Personal & Community Health (SGE070)	3			●
ED236 Observation & Participation	3			
Subtotal Fourth Semester (minimum)	15			
Elective Options				
HI175 History of the Holocaust (SGE070) 3		EC276 Principles of Macroeconomics (SGE050) 3		
PO105 State & Local Government (SGE050) 3		MA205 Elements of Statistics (SGE030) 3		
SO176 Introduction to Sociology (SGE050) 3				

Education - Biological Science - Secondary Education

Associate of Science

Total Credits 71

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BI177 Biology I w/Lab (SGE040)	5	●	\$60	●
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
Subtotal First Semester (minimum)	17			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
BI279 Biology II w/Lab (SGE040)	5	●	\$60	
CH178 Chemistry II w/Lab (SGE040)	5	●	\$60	
Social/Behavioral Science Gen Ed (SGE050)	3			
Oral Communication Gen Ed (SGE020)	3			
Subtotal Second Semester (minimum)	19			
Third Semester (Fall)				
BI276 Anatomy & Physiology I w/Lab (SGE040)	4	●	\$60	●
AL103 Medical Terminology (SGE070)	3	●		●
BI280 Principles of Microbiology w/Lab (SGE040)	5	●	\$60	●
ED177 Foundations of Modern Education (SGE070)	3			
Humanities Gen Ed (SGE060)	3			
Subtotal Third Semester (minimum)	18			
Fourth Semester (Spring)				
BI277 Anatomy & Physiology II w/Lab (SGE040)	4	●	\$60	●
MA205 Elements of Statistics (SGE030)	3			●
PS276 Developmental Psychology (SGE050)	3			●
ED236 Observation & Participation	3			
Humanities Gen Ed (SGE060)	3			
Physical Education Requirement	1-3			
Subtotal Fourth Semester (minimum)	17			

Education - Mathematics - Secondary Education

Associate of Science

Total Credits 70

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA220 Analytic Geometry & Calculus I (SGE030)	5	●		
CH177 Chemistry I w/Lab (SGE040)	OR 5	●	\$60	●
BI177 Biology I w/Lab (SGE040)		●	\$60	●
PS276 Developmental Psychology (SGE050)	3			●
Subtotal First Semester (minimum)	17			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
MA230 Analytic Geometry & Calculus II (SGE030)	5	●		
CH178 Chemistry II w/Lab (SGE040)	OR 5	●	\$60	
BI279 Biology II w/Lab (SGE040)		●	\$60	
Humanities Gen Ed (SGE060)	3			
Physical Education Requirement	1-3			
Subtotal Second Semester (minimum)	17			
Third Semester (Fall)				
PH208 Engineering Physics I w/Lab (SGE040)	5	●	\$60	
MA240 Analytic Geometry & Calculus III (SGE030)	5	●		
EC276 Principles of Macroeconomics (SGE050)	3	●		●
MA205 Elements of Statistics (SGE030)	3			●
ED177 Foundations of Modern Education	3			
Subtotal Third Semester (minimum)	19			
Fourth Semester (Spring)				
PH228 Engineering Physics II w/Lab (SGE040)	5	●	\$60	
PH249 Statics (SGE030)	3	●		
MA245 Differential Equations (SGE030)	3	●		●
Humanities Gen Ed (SGE060)	3			●
Oral Communications Gen Ed SGE020)	3			
Subtotal Third Semester (minimum)	17			

Political Science

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
Humanities Gen Ed (SGE060)	3			
PO110 Introduction to Political Science (SGE050)	3			
Approved Political Science Elective	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			
PO176 American Government (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			
Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
BI100 General Biology w/Lab (SGE040)	4		\$50	●
Humanities Gen Ed (SGE060)	3			
PO210 Comparative Politics (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
PE177 Personal & Community Health (SGE070)	3			●
PO105 State & Local Government (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			
Approved Political Science Elective	3			
Approved Political Science Elective	3			
Subtotal Fourth Semester (minimum)	15			

Psychology

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
Humanities Gen Ed (SGE060)	3			
PS176 General Psychology (SGE050)	3			●
General Ed	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			
SO176 Introduction to Sociology (SGE050)	3			●
PS276 Developmental Psychology (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			
Humanities Gen Ed (SGE060)	3			
PS280 Child Development (SGE050)	3	●		●
Mathematics Gen Ed (SGE030)	3			
Oral Communication Gen Ed (SGE020)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen Ed (SGE050)	3			
Humanities Gen Ed (SGE060)	3			
PE177 Personal & Community Health (SGE070)	3			●
PS214 Abnormal Psychology (SGE050)	3	●		●
General Ed	3			
Subtotal Fourth Semester (minimum)	15			

Program Design

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

Related Employment Fields

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.

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.



Social Work

Associate of Arts

Total Credits 64

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
Humanities Gen Ed (SGE060)	3			
SO176 Introduction to Sociology (SGE050)	3			●
General Ed	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
PI101 Introduction to Philosophy (SGE060) OR	3	●		
PI200 Philosophy of Thought and Logic (SGE060)				●
PS176 General Psychology (SGE050)	3			●
Math or Science Gen Ed (SGE030/040)	3-5			
General Ed	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
BI100 General Biology w/Lab (SGE040)	4		\$50	●
FL176 Elementary Spanish I (SGE060)	5	●		●
Mathematics Gen Ed (SGE030)	3			
Oral Communication Gen Ed (SGE020)	3			
Approved Social Work Elective	3			
Subtotal Third Semester (minimum)	18			
Fourth Semester (Spring)				
Social/Behavioral Science Gen Ed (SGE050)	3			
Humanities Gen Ed (SGE060)	3			
PE177 Personal & Community Health (SGE070)	3			●
General Ed	3			
General Ed	3			
Subtotal Fourth Semester (minimum)	15			

Program Design

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

Related Employment Fields

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.

After Colby Community College

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas State University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University. Students also transfer to four-year universities out-of-state.

Sociology

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
Humanities Gen Ed (SGE060)	3			
SO176 Introduction to Sociology (SGE050)	3			●
General Ed	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
Approved Sociology Elective	3			
Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			
Humanities Gen Ed (SGE060)	3			
Approved Sociology Elective	3			
Mathematics Gen Ed (SGE030)	3			
Oral Communication Gen Ed (SGE020)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen Ed (SGE050)	3			
Humanities Gen Ed (SGE060)	3			
PE177 Personal & Community Health (SGE070)	3			●
Approved Sociology Elective	3			
Approved Sociology Elective	3			
Subtotal Fourth Semester (minimum)	15			
Recommended Sociology Courses, General Education, & Elective Options				
GE176 World Regional Geography (SGE050)	3	AN177 Cultural Anthropology (SGE050)		3
CJ110 Introduction to Criminal Justice (SGE050)	3	SO123 Criminology (SGE070)		3
SO181 Career Development (SGE070)	3	SO210 Sociology of Discrimination (SGE050)		3
SO186 Social Problems (SGE050)	3	SO182 Sociology of Families (SGE050)		3
SO176 Introduction to Sociology (SGE050)	3	SO135 Women's Studies: A Transnational View (SGE050)		3



Division of
**STEM &
Technical
Education**



Biological Science/Wildlife Biology

Associate of Science

Total Credits 67

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BI177 Biology I w/Lab (SGE040)	5	●	\$60	●
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
Subtotal First Semester (minimum)	17			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
BI279 Biology II w/Lab (SGE040)	5	●	\$60	
CH178 Chemistry II w/Lab (SGE040)	5	●	\$60	
Social/Behavioral Science Gen Ed (SGE050)	3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
BI276 Anatomy & Physiology I w/Lab (SGE040)	4	●	\$60	●
BI280 Principles of Microbiology w/Lab (SGE040)	5	●	\$60	●
AL103 Medical Terminology (SGE070)	3	●		●
Oral Communication Gen Ed (SGE020)	3			
Humanities Gen Ed (SGE060)	3			
Subtotal Third Semester (minimum)	18			
Fourth Semester (Spring)				
BI277 Anatomy & Physiology II w/Lab (SGE040)	4	●	\$60	●
MA205 Elements of Statistics (SGE030)	3			●
PE177 Personal & Community Health (SGE070)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			
Humanities Gen Ed (SGE060)	3			
Subtotal Fourth Semester (minimum)	16			

Program Design

This program is designed for the student planning to transfer to a four-year Baccalaureate Degree program in biology.

After Colby Community College

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas State 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.

Chemistry

Associate of Science

Total Credits 64

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
Social/Behavioral Science Gen Ed (SGE050)	3			
Subtotal First Semester (minimum)	15			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			
CH178 Chemistry II w/Lab (SGE040)	5	●	\$60	
MA185 Plane Trigonometry (SGE030)	3	●		
General Ed	3			
Subtotal Second Semester (minimum)	17			
Third Semester (Fall)				
CH225 Organic Chemistry I w/Lab (SGE040)	5	●	\$60	
MA220 Analytic Geometry & Calculus I (SGE030)	5	●		
Humanities Gen Ed (SGE060)	3			
Oral Communication Gen Ed (SGE020)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
CH235 Organic Chemistry II w/Lab (SGE040)	5	●	\$60	
MA230 Analytic Geometry & Calculus II (SGE030)	5	●		
Social/Behavioral Science Gen Ed (SGE050)	3			
PE177 Personal & Community Health (SGE070)	3			●
Subtotal Fourth Semester (minimum)	16			

Program Design

This program is designed for the student planning to transfer to a four-year Baccalaureate Degree program in chemistry.

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, quality control manager, and many more.

Physical Science

Associate of Science

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			
CH177 Chemistry I w/Lab (SGE040)	5	●	\$60	●
Subtotal First Semester (minimum)	15			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
MA185 Plane Trigonometry (SGE030)	3	●		
Humanities Gen Ed (SGE060)	3			
CH178 Chemistry II w/Lab (SGE040)	5	●	\$60	
PE177 Personal & Community Health (SGE070)	3			
Subtotal Second Semester (minimum)	17			
Third Semester (Fall)				
PH207 General Physics I w/Lab (SGE040)	5	●	\$60	
PH177 Introduction to Geology w/Lab (SGE040)	5	●	\$60	●
MA205 Elements of Statistics (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
PH227 General Physics II w/Lab (SGE040)	5	●	\$60	
PH180 Descriptive Astronomy w/Lab (SGE040)	4	●		
EC276 Principles of Macroeconomics (SGE050)	3	●		●
Oral Communication Gen Ed (SGE020)	3			
Subtotal Fourth Semester (minimum)	15			

Program Design

Students pursuing an emphasis of study 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 (Math or biology, for example) if going into an educational field.

Related Employment Fields

Career opportunities science instructor, accelerator operator, applications engineer, data analyst, design engineer, IT consultant, or lab technician.

After Colby Community College

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University.

Physics/Engineering/Mathematics

Associate of Science

Total Credits 67

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA220 Analytic Geometry & Calculus I (SGE030)	5	●		
CH177 Chemistry I w/Lab (SGE040)	OR 5	●	\$60	●
BI177 Biology I w/Lab (SGE040)		●	\$60	●
Social/Behavioral Science Gen Ed (SGE050)	3			
Subtotal First Semester (minimum)	17			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
MA230 Analytic Geometry & Calculus II (SGE030)	5	●		
CH178 Chemistry II w/Lab (SGE040)	OR 5	●	\$60	
BI279 Biology II w/Lab (SGE040)		●	\$60	
Humanities Gen Ed (SGE060)	3			
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
PH208 Engineering Physics I w/Lab (SGE040)	5	●	\$60	
MA240 Analytic Geometry & Calculus III (SGE030)	5	●		
EC276 Principles of Macroeconomics (SGE050)	3	●		●
MA205 Elements of Statistics (SGE030)	3			●
Physical Education Requirement	1-3			
Subtotal Third Semester (minimum)	17			
Fourth Semester (Spring)				
PH228 Engineering Physics II w/Lab (SGE040)	5	●	\$60	
PH249 Statics (SGE040)	3	●	\$60	
MA245 Differential Equations (SGE030)	3	●		
Humanities Gen Ed (SGE060)	3			
Oral Communication Gen Ed (SGE020)	3			
Subtotal Fourth Semester (minimum)	17			

Program Design

This program is designed for the student planning to transfer to a four-year Baccalaureate Degree program in physics/ engineering/ mathematics.

Related Employment Fields

Career opportunities include civil engineer, electrical engineer, or teaching.

After Colby Community College

Students have transferred to Colorado State University, Fort Hays State University, Kansas State University, Kansas University, or Wichita State University.

*Math or Engineering majors are encouraged to complete College Algebra and Trigonometry while in high school.

Pre-Physics/Engineering Pathway

Associate of Science

Total Credits 65

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
CH177 Chemistry I w/Lab (SGE040)	OR 5	●	\$60	●
BI177 Biology I w/Lab (SGE040)		●	\$60	●
Social/Behavioral Science Gen Ed (SGE050)	3			
Physical Education Requirement	1-3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
MA185 Plane Trigonometry (SGE030)	3	●		
MA205 Elements of Statistics (SGE030)	3			●
CH178 Chemistry II w/Lab (SGE040)	OR 5	●	\$60	
BI279 Biology II w/Lab (SGE040)		●	\$60	
Humanities Gen Ed (SGE060)	3			
Subtotal Second Semester (minimum)	17			
Third Semester (Fall)				
PH208 Engineering Physics I w/Lab (SGE040)	5	●	\$60	
MA220 Analytic Geometry & Calculus I (SGE030)	5	●		
EC276 Principles of Macroeconomics (SGE050)	3	●		●
Humanities Gen Ed (SGE060)	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
PH228 Engineering Physics II w/Lab (SGE040)	5	●	\$60	
MA230 Analytic Geometry & Calculus II (SGE030)	5	●		
PH249 Statics (SGE040)	3	●	\$60	
Oral Communication Gen Ed (SGE020)	3			
Subtotal Fourth Semester (minimum)	16			

1. If the student does not meet the requirements for College Algebra for their first semester, general studies pathway is recommended with a focus on getting taking College Algebra and Trigonometry as soon as possible.

2. It is recommended that the student take College Algebra their first semester, even if they completed the full algebra series in high school (if the student has already taken a college level College Algebra course - i.e. dual enrollment while in high school, then Statistics can be taken in their first semester instead).

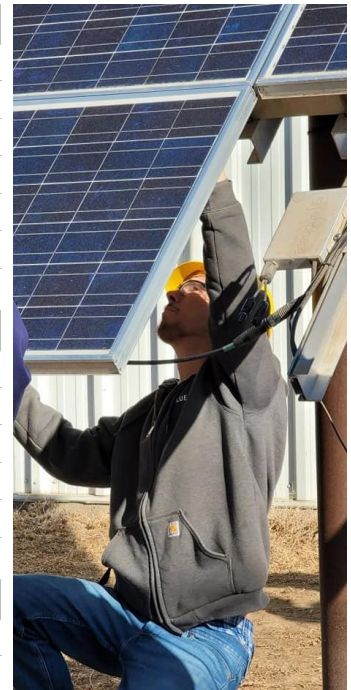
3. The student should choose either the Chemistry or Biology sequence for their first year. If it is unsure what would be the best choice, contact science or math faculty.

Solar Photovoltaic

Technical Certificate

Total Credits 37

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
AE277 Solar PV Fundamentals and Applications	3	●		●
AE279 Solar PV Grid Direct	3	●		●
AE190 Electronics	3			●
AE276 Introduction to Energy Technologies	3	●	\$112	●
FY100 First Year Experience	1			●
AE241 Power Storage/Transmission & Conversion	3	●		●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AE200 Solar PV, Battery-Based	3	●		●
AE201 Solar PV Technical Sales	3	●		●
AE182 Drones in Renewable Energy	3	●		
SO181 Career Development (SGE070)	3			●
AE297 Small Wind & Solar PV Installation Prof	5			●
Subtotal Second Semester (minimum)	17			
Third Semester (Summer)				
AE298 Internship	4			●
Subtotal Third Semester (minimum)	4			



Solar Photovoltaic

Certificate of Completion

Total Credits 12

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
AE277 Solar PV Fundamentals and Applications	3	●		●
AE279 Solar PV Grid Direct	3	●		●
Subtotal First Semester (minimum)	6			
Second Semester (Spring)				
AE200 Solar PV, Battery-Based	3	●		●
AE201 Solar PV Technical Sales	3	●		●
Subtotal Second Semester (minimum)	6			



Alternative Energy

Associate of Applied Science

Total Credits 66

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
AE190 Electronics	3			●
AE276 Introduction to Energy Technologies	3	●	\$112	●
AE241 Power Storage/Transmission & Conversion	3	●		●
AE277 Solar PV Fundamentals and Applications	3	●		●
AE279 Solar PV Grid Direct	3	●		●
FY100 First Year Experience	1			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AE182 Drones in Renewable Energy	3	●		
AE297 Small Wind & Solar PV Installation Prof	5			●
SO181 Career Development (SGE070)	3			●
AE200 Solar PV, Battery-Based	3	●		●
AE201 Solar PV Technical Sales	3	●		●
Subtotal Second Semester (minimum)	17			
Third Semester (Summer)				
AE298 Internship	4			●
Subtotal Third Semester (minimum)	4			
Fourth Semester (Fall)				
AE181 Small Wind Turbine	3	●		●
AE178 AG/Rural Wind Applications	3			●
PH177 Introduction to Geology w/Lab (SGE040)	5	●	\$60	●
SP176 Public Speaking (SGE020)	3			●
Subtotal Fourth Semester (minimum)	14			
Fourth Semester (Spring)				
AE183 Wind, Battery-Based	3	●		
AE180 Wind/Solar PV Hybrid Systems	3			●
Social/Behavioral Science Gen Ed (SGE050) OR Humanities Gen Ed (SGE060)	3			
Social/Behavioral Science Gen Ed (SGE050) OR Humanities Gen Ed (SGE060)	3			
EN176 English Composition I (SGE010)	3		\$10	●
Subtotal Fourth Semester (minimum)	15			

Program Design

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!

Related Employment Fields

According to the Bureau of Labor Statistics, employment of solar photovoltaic (PV) installers is projected to grow 52 percent from 2020-2030, and wind turbine service technicians is projected to grow 68 percent during the same period. 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 or technical school.



Wind Technology

Technical Certificate

Total Credits 37

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
AE178 AG/Rural Wind Applications	3			●
AE181 Small Wind Turbine	3	●		●
AE190 Electronics	3			●
AE276 Introduction to Energy Technologies	3	●	\$112	●
FY100 First Year Experience	1			●
AE241 Power Storage/Transmission & Conversion	3	●		●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AE183 Wind, Battery-Based	3	●		
AE180 Wind/Solar PV Hybrid Systems	3			●
AE182 Drones in Renewable Energy	3	●		
SO181 Career Development (SGE070)	3			●
AE297 Small Wind & Solar PV Installation Prof	5			●
Subtotal Second Semester (minimum)	17			
Third Semester (Summer)				
AE298 Internship	4			●
Subtotal Third Semester (minimum)	4			



Wind Technology

Certificate of Completion

Total Credits 12

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
AE181 Small Wind Turbine	3	●		●
AE178 AG/Rural Wind Applications	3			●
Subtotal First Semester (minimum)	6			
Second Semester (Spring)				
AE183 Wind, Battery-Based	3	●		
AE180 Wind/Solar PV Hybrid Systems	3			●
Subtotal Second Semester (minimum)	6			



Athletic Training or Exercise Science

Associate of Science

Total Credits 64

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
MA178 College Algebra (SGE030)	3			●
BI177 Biology I w/Lab (SGE040)	5	●	\$60	●
Humanities Gen Ed (SGE060)	3			
Subtotal First Semester (minimum)	15			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
AL101 Basic Nutrition (SGE070)	3	●		●
BI280 Principles of Microbiology w/Lab (SGE040)	5	●	\$60	●
PS276 Developmental Psychology (SGE050)	3			●
MA205 Elements of Statistics (SGE030)	3			●
Subtotal Second Semester (minimum)	17			
Third Semester (Fall)				
BI276 Anatomy & Physiology I w/Lab (SGE040)	4	●	\$60	●
AL103 Medical Terminology (SGE070)	3	●		●
Humanities Gen Ed (SGE060)	3			
CO176 Computer Concepts and Applications (SGE070)	3			●
Concentration Course	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
BI277 Anatomy & Physiology II w/Lab (SGE040)	4	●	\$60	●
Social/Behavioral Science Gen Ed (SGE050)	3			
Oral Communication Gen Ed (SGE020)	3			
PE177 Personal & Community Health (SGE070)	3			●
Concentration Course	3			
Subtotal Fourth Semester (minimum)	16			

Physical Education

Associate of Arts

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			
Humanities Gen Ed (SGE060)	3			
Social/Behavioral Science Gen Ed (SGE050)	3			
ED177 Foundations of Modern Education (SGE070)	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			
ED236 Observation & Participation (SGE070)	3			
PS276 Developmental Psychology (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
BI100 General Biology w/Lab (SGE040)	4		\$50	●
Humanities Gen Ed (SGE060)	3			
PS280 Child Development (SGE050)	3	●		●
PE177 Personal & Community Health (SGE070)	3			●
General Ed	3			
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
SO176 Introduction to Sociology (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			
Oral Communication Gen Ed (SGE020)	3			
General Ed	3			
General Ed	3			
Subtotal Fourth Semester (minimum)	15			

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

AC101 Accounting Fundamentals (3 Cr.)

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)**

***AC177 Accounting I (3 Cr.)**

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)**

***AC178 Accounting II (3 Cr.)**

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)**

AC219 QuickBooks (3 Cr.)

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)**

***AC257 Managerial Accounting (3 Cr.)**

Prerequisite: AC178 Accounting II. 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

AG101 Agriculture Orientation (1 Cr.)

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)**

AG103 Agriculture Workplace Communication (1 Cr.)

Students will gain a basic understanding of Spanish pertaining to the agriculture industry. Students will acquire the skills necessary to speak the Spanish language as a form of communication for all aspects of the cattle feedlot industry. **(offered fall semester)**

AG104 Feedlot Horsemanship (1 Cr.)

Students will be able to incorporate the use of horses and low stress handling techniques of livestock in a feedlot setting. Basic skills such as opening and closing gates, pen riding, and moving cattle will be obtained by the end of the course. **(offered fall semester)**

AG105 AG OSHA Certification (1 Cr.)

This course enables the student to receive their OSHA Certificate in agricultural equipment training so they are equipped and know how to safely operate equipment that is typically used on a daily basis within an agricultural operation. **(offered fall semester)**

AG106 Principles of Agricultural Economics (3 Cr.)

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)**

AG107 Crop Science (w/Lab) (4 Cr.)

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)**

AG109 Farm Records & Accounts (3 Cr.)

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)**

AG117 Soils (w/Lab) (4 Cr.)

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)**

AG118 Marketing of Agricultural Products (3 Cr.)

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)**

AG120 Beef Cattle Clipping and Handling I (2 Cr.)

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 semester)**

AG121 Beef Cattle Clipping and Handling II (2 Cr.)

Prerequisite: AG120 Beef Cattle Clipping and Handling I. Preparing cattle for show and exhibition is a lucrative skill that can be beneficial to anyone interested in cattle production. You will hone your 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 spring semester)**

AG124 Techniques of Livestock Selection (2 Cr.)

Prerequisite or Co-requisite: 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. **Required for Livestock Judging Team members. (offered fall semester)**

AG125 Techniques of Cattle Selection (2 Cr.)

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)**

AG126 Principles of Livestock Nutrition (3 Cr.)

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)**

AG131 Range Management (3 Cr.)

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)**

AG149 Principles of Animal Science (3 Cr.)

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)**

AG150 Principles of Animal Science Laboratory (1 Cr.)

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)**

AG151 Beef Cattle Science (3 Cr.)

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)**

AG152 Introduction to Animal Health (1 Cr.)

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)**

AG153 Reproduction of Farm Animals (3 Cr.)

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)**

AG154 Ultrasounding – Pregnancy Detection (2 Cr.)

This course will enable the student to successfully pregnancy diagnose their own cattle or at an operation for whom they work in a beef production setting utilizing an ultrasonography machine. Students will learn the female reproductive structures and have the ability and confidence to be able to identify if the female is pregnant or non-pregnant, locate the fetus if present, and age the fetus.

AG157 Fundamentals of Hunt Seat Disciplines (1 Cr.)

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)**

AG158 Fundamentals of the Western Disciplines (1 Cr.)

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)**

AG162, 163, 165, 167 I-IV Horsemanship for Horse Training (1 Cr.)

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**

AG168 Equine Management Technology I (4 Cr.)

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)**

AG169 Equine Management Technology II (4 Cr.)

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)**

AG176 Horse Production (3 Cr.)

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)**

AG180 Feedlot Management Techniques I (4 Cr.)

This course will enable the student to identify sick cattle and administrate appropriate treatment. In addition, the student will also be able to incorporate the use of horses and low stress handling techniques of livestock in a feedlot setting at the college farm. An introduction to the latest in feedlot technology will also be covered. **(offered fall semester)**

AG205 Agricultural Finance (3 Cr.)

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)**

AG208 Agri-Business Management Techniques (4 Cr.)

This course enables the student to gain work experience and exposure to management responsibilities related to decision-making in business. **(offered spring semester)**

AG209 Agricultural Law (2 Cr.)

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.)

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)**

AG232 Farm & Ranch Management Techniques I (4 Cr.)

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)**

AG233 Farm & Ranch Management Techniques II (4 Cr.)

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)**

AG236 Farm Welding (2 Cr.)

This course will enable students to apply welding processes including Arc, Oxy-Acetylene, TIG and MIG are taught in this course. Students learn to weld and cut the common metals used in agriculture. No previous welding experience is required. Students will also learn basic maintenance and repair large equipment typically used in the ranch and feedlot industries.

(offered fall semester)

AG240 Introduction to Beef Production (3 Cr.)

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)**

AG245 Advanced Livestock Judging I (2 Cr.)

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)**

AG246 Advanced Livestock Judging II (2 Cr.)

Prerequisite: AG245 Advanced Livestock Judging I. 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)**

AG247 Animal (Equine) Breeding (1 Cr.)

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)**

AG249 Artificial Insemination (2 Cr.)

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)**

AG251 Applied Beef Practices (3 Cr.)

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)**

AG252 Beef Management Techniques I (4 Cr.)

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)**

AG253 Beef Management Techniques II (4 Cr.)

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)**

AG259 Equine Reproduction (1 Cr.)

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)**

AG260 Equine Nutrition (1 Cr.)

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)**

AG261 Equine Anatomy (1 Cr.)

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)**

AG263 Beginning Equine Training (3 Cr.)

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)**

AG265 Advanced Equine Training (3 Cr.)

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)**

AG268 Equine Management Technology III (4 Cr.)

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)**

AG269 Equine Management Technology IV (4 Cr.)

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)**

AG290 Agriculture Equipment Safety (1 Cr.)

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)**

AG293 Agriculture Entomology (3 Cr.)

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)**

AG299 Directed/Independent Study: Agriculture (1-4 Cr.)

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

***AL101 Basic Nutrition (3 Cr.)** 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 Cr.)

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)**

***AL103 Medical Terminology (3 Cr.)** **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 semesters online)**

AL104 Nurse Aide (5 Cr.)

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 student's 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)**

AL110 Medication Aide (4 Cr.)

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 function in this course. **(offered fall, spring, and summer semesters)**

AL136 Pharmacology (1 Cr.)

This course is designed to support and complement the knowledge-base of persons in the healthcare field during their first semester of the ADN year. It explores pharmacology beyond the course content offered in the required healthcare 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, nutritional, and cultural considerations are examined and discussed. **(offered fall semesters)**

AL190 LPN-Intravenous Therapy Course (3 Cr.)

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)**

AL236 Pharmacology (3 Cr.)

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)**

AL281 Pathophysiology (4 Cr.)

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

*AN177 Cultural Anthropology (3 Cr.) **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)**

AN185 Introduction to Forensic Anthropology (3 Cr.)

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

*AR102 2-D Design (3 Cr.) **COURSE ▶ TRANSFER**

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)**

*AR103 Drawing I (3 Cr.) **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)**

AR104 Watercolor Painting I (3 Cr.)

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)

AR105 Oil Painting (3 Cr.)

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)**

AR106 Elementary Art Education (3 Cr.)

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)

AR111 Ceramics I (3 Cr.)

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)

AR115 Beginning Sculpture (3 Cr.)

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)

AR116 Lettering & Design (1-3 Cr.)

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)**

AR118 Synthetic & Mixed Media (3 Cr.)

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)

AR119 Printmaking (3 Cr.)

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)**

AR123 Introduction to Crafts (1-3 Cr.)

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)**

AR150 Beginning Photography (3 Cr.)

“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)**

AR155 Advanced Photography (3 Cr.)

Prerequisite: AR105 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)**

***AR175 Art Appreciation (3 Cr.)** COURSE ▶ TRANSFER

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)**

***AR176 Art History I (3 Cr.)** COURSE ▶ TRANSFER

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)**

***AR177 Art History II (3 Cr.)** COURSE ▶ TRANSFER

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)**

***AR202 3-D Design (3 Cr.)** COURSE ▶ TRANSFER

Prerequisite: AR102 2-D Design. 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)**

AR203 Drawing II (3 Cr.)

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)**

AR204 Watercolor Painting II (3 Cr.)

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)**

AR205 Problems in Drawing (1-5 Cr.)

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)**

AR206 Problems in Painting (1-5 Cr.)

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)**

AR210 Advanced Oil Painting

This course is an advanced oil painting class where student and instructor will sit down and develop a direction for the course based upon student experience and areas that need to be developed. The student will use a combination of these techniques: scumbling, alla prima, glazing, chiaroscuro, impasto, grisaille, blocking in and blending using brushes, palette knives, and other application techniques. Composition, content, and creativity are major considerations in painting. This course enables the student to feel confident with working with opaque mediums, painting surfaces, stretching canvas, making frames, and introducing mixed media into the composition. The student will be expected to frame and complete each painting to the point where it is "show ready". **(by arrangement)**

AR214 Ceramics II (1-3 Cr.)

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)**

AR215 Advanced Crafts (1-3 Cr.)

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)**

AR220 Projects in Ceramics (1-3 Cr.)

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)**

Biology***BI100 General Biology (w/Lab) (4 Cr.)** **COURSE ▶ TRANSFER**

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)**

***BI177 Biology I (w/Lab) (5 Cr.)** **COURSE ▶ TRANSFER**

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)**

***BI279 Biology II (w/Lab) (5 Cr.)** COURSE ▶ TRANSFER

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)**

***BI276 Anatomy & Physiology I (w/Lab) (4 Cr.)** COURSE ▶ TRANSFER

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)**

***BI277 Anatomy & Physiology II (w/Lab) (4 Cr.)** COURSE ▶ TRANSFER

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)**

***BI278 Anatomy & Physiology (5 Cr.)** 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)**

***BI280 Principles of Microbiology (w/Lab) (5 Cr.)** COURSE ▶ TRANSFER

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

BU131 Principles of Leadership (3 Cr.) COURSE ▶ TRANSFER

This course will enable the student to focus on the process of influencing individuals and groups toward organizational goals including such topics as the evolution of leadership, leadership effectiveness, and situational leadership. The student will explore literature that defines leadership as setting and maintaining direction for an organization. Persons who lead do so with a vision and a purpose.

BU141 Leading Organizational Change (3 Cr.)

This course will enable the student to develop the fundamental areas necessary to lead effective individual, team, and organizational change. The student will explore change as a vital component for the 21st century individual and organization.

***BU175 Personal Finance (3 Cr.)** 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)**

BU176 Introduction to Personal Finance (1 Cr.)

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)**

***BU178 Introduction to Business (3 Cr.)** 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)**

BU212 Business Communications (3 Cr.)

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)**

***BU217 The Legal Environment of Business (3 Cr.)** COURSE ▶ TRANSFER

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)**

BU221 Human Resource Management (3 Cr.)

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)**

BU222 Customer Service (3 Cr.)

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)**

***BU225 Marketing (3 Cr.)** COURSE ▶ TRANSFER

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)**

***BU237 Principles of Management (3 Cr.)** COURSE ▶ TRANSFER

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)**

BU241 Management of Small Business (3 Cr.)

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)**

BU244 Retail Management (3 Cr.)

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)**

BU245 Principles of Selling (3 Cr.)

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)**

BU281 Effective Time Management (1 Cr.)

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)**

BU298 Seminar in Business (3 Cr.)

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, creates an e-portfolio, a resume, a cover letter, and various employment documents related to the student's career goals. **(offered spring online)**

Chemistry

CH150 Chemistry in Society (w/Lab) (5 Cr.)

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 spring semesters)**

***CH176 Fundamentals of Chemistry (w/Lab) (5 Cr.)** COURSE ▶ TRANSFER

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)**

***CH177 Chemistry I (w/Lab) (5 Cr.)** COURSE ▶ TRANSFER

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)**

***CH178 Chemistry II (w/Lab) (5 Cr.)** COURSE ▶ TRANSFER

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)**

CH225 Organic Chemistry I (w/Lab) (5 Cr.)

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)**

CH235 Organic Chemistry II (w/Lab) (5 Cr.)

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)**

Computers

CO120 Computer Graphics I (3 Cr.)

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)**

***CO176 Computer Concepts & Applications (3 Cr.)** 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)**

CO218 Advanced Word Processing (3 Cr.)

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)**

CO223 Advanced Electronic Spreadsheets (3 Cr.)

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)**

CO276 Webpage Design (3 Cr.)

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

CJ105 Police Administration (3 Cr.)

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

***CJ110 Introduction to Criminal Justice (3 Cr.)** **COURSE ▶ TRANSFER**

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)**

CJ210 Juvenile Delinquency and Justice (3 Cr.)

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)**

CJ211 Law Enforcement Operations and Procedures (3 Cr.)

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 fall semester)**

CJ212 Introduction to Corrections (3 Cr.)

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 spring semesters)**

CJ214 Criminal Investigation (3 Cr.)

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)**

CJ215 Criminal Law (3 Cr.)

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)**

CJ216 Criminal Justice Interview and Report Writing (3 Cr.)

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)**

CJ223 Criminalistics (3 Cr.)

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)**

CJ224 Medico legal Death Investigation (3 Cr.)

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)**

CJ227 Victimology (3 Cr.)

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)**

CJ230 Introduction to Homeland Security (3 Cr.)

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)**

CJ233 Criminal Procedures (3 Cr.)

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)**

CJ236 Rules of Evidence (3 Cr.)

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)**

CJ237 Professional Responsibility in Criminal Justice (3 Cr.)

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)**

CJ240 Agency Administration (3 Cr.)

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)**

CJ245 Critical Incident Management (3 Cr.)

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)**

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

DH100 Dental Hygiene Orientation (1 Cr.)

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)**

DH103/10-508-101 Dental Health Safety (1 Cr.)

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)**

DH104/10-508-105 Dental Hygiene Process I (4 Cr.)

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)**

DH105/10-508-113 Dental Materials (2 Cr.)

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)**

DH109/10-508-103 Dental Radiography (2 Cr.)

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)**

DH112/10-508-106 Dental Hygiene Process II (4 Cr.)

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)**

DH122/10-508-102 Oral Anatomy, Embryology, and Histology (4 Cr.)

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)**

DH203 Transition into DH Practice (1 Cr.)

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)**

DH210/10-508-112 Dental Hygiene Process III (5 Cr.)

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)**

DH212/10-508-117 Dental Hygiene Process IV (4 Cr.)

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)**

DH215 Dental Anxiety & Pain Management (2 Cr.)

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)**

DH280/10-806-197 Dental Hygiene Microbiology (4 Cr.)

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)**

DH298/10-806-186 Dental Hygiene Biochemistry (3 Cr.)

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.)

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.)

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.)

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.)

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.)

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.)

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.)

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

***DR120 Theatre Appreciation (3 Cr.)** COURSE ▶ TRANSFER

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)**

DR145 Theatre Practicum II (3 Cr.)

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)**

***DR140 Theatre Performance II (3 Cr.)** COURSE ▶ TRANSFER

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)**

DR271 Introduction to Acting Experience (3 Cr.)

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

*ED177 Foundations of Modern Education (3 Cr.) COURSE ▶ TRANSFER

This course is an introductory course for students considering teaching as a career. Covered in this course are the historical, philosophical and sociological foundations of teaching, plus 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)**

ED199 Problems in Education (3 Cr.)

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)**

ED226 Digital Storytelling (3 Cr.)

This course will help you develop communications, research and writing skills through exploration of traditional and contemporary stories. Storytelling can be used with both children and adults, to educate, entertain, excite or calm, and to convey important information in a memorable way. You will learn to leverage the power of engaging narrative and effective visuals so you can harness the power of effective storytelling in the digital age. We will focus on the storytelling and technical production of multimedia content for a digital audience. **(offered summer semester)**

ED236 Observation and Participation (1-3 Cr.)

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)**

*ED277 Children's Literature (3 Cr.) COURSE ▶ TRANSFER

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)**

ED299 Direct Independent Study (1-3 Cr.)

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 & Its Effects (3 Cr.)

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.)

Prerequisite: ED300; Intro to Childhood Trauma & Its Effects. 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)**

ED302 The Trauma-Informed Classroom (3 Cr.)

Prerequisites: ED300; Intro to Childhood Trauma & Its Effects and ED301; Trauma-Informed Strategies and Practices. 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, spring, and summer semesters)**

ED303 A Culture of Caring: Student Mental Health, Suicide, Loss, and Grief (3 Cr.)

Prerequisites: ED300; Intro to Childhood Trauma & Its Effects, ED301; Trauma-Informed Strategies and Practices, and ED302; The Trauma-Informed Classroom. 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. **(offered fall, spring, and summer semesters)**

ED304 The Educator as a Whole Person (3 Cr.)

Prerequisites: ED300; Intro to Childhood Trauma & Its Effects, ED301; Trauma-Informed Strategies and Practices, and ED302; The Trauma-Informed Classroom, and ED303; A culture of Caring. 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. **(offered fall, spring, and summer semesters)**

ED305 Topics in Trauma-Informed Perspectives and Practices (1-3 Cr.)

Prerequisites: ED300; Intro to Childhood Trauma & Its Effects, ED301; Trauma-Informed Strategies and Practices, and ED302; The Trauma-Informed Classroom, and ED303; A culture of Caring, and ED304; The Educator as a Whole Person. This course offers an in-depth study of specialized topics and practices in the field of trauma and trauma-informed perspectives. **(offered fall, spring, and summer semesters)**

Economics

***EC276 Principles of Macroeconomics (3 Cr.)** COURSE ▶ TRANSFER

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)**

***EC277 Principles of Microeconomics (3 Cr.)** COURSE ▶ TRANSFER

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)**

First Year Experience

FY100 First Year Experience (1 Cr.)

First Year Experience is a dynamic course designed to help students assimilate to life at Colby Community College at to prepare students for future challenges. Students will have the opportunity to become familiar with campus resources which are designed to improve student success. This is a recommended course for all first-time, full-time students, including students who have earned college credit while in high school and those who have not earned more than 12 hours of previous college credit. **(offered fall, spring, and summer semesters)**

English

EN076 Fundamentals of Reading and Writing (3 Cr.)

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.)

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, spring, and summer semesters)**

***EN107 Creative Writing (3 Cr.)** COURSE ▶ TRANSFER

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)**

***EN176 English Composition I (3 Cr.)** 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)**

***EN177 English Composition II (3 Cr.)** 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)**

***EN202 American Literature I (3 Cr.)** COURSE ▶ TRANSFER

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)**

***EN203 American Literature II (3 Cr.)** COURSE ▶ TRANSFER

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)**

***EN219 Introduction to Literature (3 Cr.)** 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)**

EN222 World Literature (3 Cr.)

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

***GE176 World Regional Geography (3 Cr.)** 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

***HI104 World Civilization to 1600 (3 Cr.)** COURSE ▶ TRANSFER

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)**

HI175 History of the Holocaust (3 Cr.)

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)**

***HI176 American History to 1865 (3 Cr.)** **COURSE ▶ TRANSFER**

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)**

***HI177 American History 1865 to Present (3 Cr.)** **COURSE ▶ TRANSFER**

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)**

***HI204 World Civilization 1600 to Present (3 Cr.)** **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

MA076 Beginning Algebra (3 Cr.)

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 (MA177). **(offered face-to-face and online fall and spring semesters)**

MA109 Math for Veterinary Nurses (2 Cr.)

Prerequisite: ACT Math Score of 14 or above or equivalent. This course will enable students to work with fractions, decimals, percent's, ratio and proportions, and systems of measure. This course will enable the student to accurately determine solutions, medication and dosage. **(offered spring, summer, and fall semesters) (online)**

***MA177 Intermediate Algebra (3 Cr.)** COURSE ▶ TRANSFER

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)**

***MA178 College Algebra (3 Cr.)** 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 summer)**

***MA185 Plane Trigonometry (3 Cr.)** 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 190Pre-Calculus (3 Cr.)

Prerequisite: MA178 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)**

***MA205 Elements of Statistics (3 Cr.)** 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)**

***MA210 Calculus: For Business & Liberal Arts (3 Cr.)** 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)**

***MA220 Analytical Geometry & Calculus I (5 Cr.)** COURSE ▶ TRANSFER

Co or Prerequisite: MA178 College Algebra and MA185 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 (MA230). **(offered face-to-face fall semester)**

MA230 Analytical Geometry & Calculus II (5 Cr.)

Prerequisite: MA185 Plane Trigonometry and MA220 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 (MA240). **(offered face-to-face spring semester)**

MA240 Analytical Geometry & Calculus III (5 Cr.)

Prerequisite: MA230 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)**

MA245 Differential Equations (3 Cr.)

Prerequisite: MA240 Analytical 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

ML237 Spanish Composition and Conversation (3 Cr.)

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)**

***FL176 Elementary Spanish I (5 Cr.)** 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)**

***FL177 Elementary Spanish II (5 Cr.)** COURSE ▶ TRANSFER

Prerequisite: FL176 Elementary Spanish I with a grade of "C" or better or the equivalent. 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

*MU102 Music Theory I (3 Cr.) **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)**

MU103 Aural Skills I (2 Cr.)

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)**

MU108 Fundamentals of Music (3 Cr.)

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)**

MU113, 123, 233, 243/Choir I, II, III, IV (0-1 Cr.)

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)**

MU114, 124, 234, 244/Concert Band I, II, III, IV (0-1 Cr.)

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)**

MU115, 125, 235, 245/Chorale I, II, III, IV (0-1 Cr.)

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)**

MU116, 126, 236, 246/Instrumental Ensemble I, II, III, IV (0-1 Cr.)

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)**

MU118, 128, 238, 248/Jazz Ensemble I, II, III, IV (0-1 Cr.)

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)**

MU119, 129, 239, 249/Pep Band I, II, III, IV (0-1 Cr.)

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)**

MU121 Beginning Keyboard Skills for Music Majors COURSE ▶ TRANSFER**MU122 Keyboard Skills for Music Majors II****MU221, MU222 Keyboard Skills I, II, III, IV (0-1 Cr.)**

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)**

MU150 Music Literature (3 Cr.)

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)**

MU152 Music Theory II (3 Cr.) COURSE ▶ TRANSFER

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)**

MU153 Aural Skills II (2 Cr.)

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)**

***MU176 Introduction to Music (3 Cr.)** COURSE ▶ TRANSFER

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.)**MU160, MU161, MU260, and MU261/Applied Music Voice I, II, III, and 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)**

MU162 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)**

MU163 Adult Beginning Piano II**MU262 Applied Piano Adult III****MU263 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)**

MU166, 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)**

MU168, 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)**

MU170, 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)**

MU202 Music Theory III (3 Cr.)

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)**

MU203 Aural Skills III (2 Cr.)

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)**

MU252 Music Theory IV (3 Cr.)

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)**

MU253 Aural Skills IV (2 Cr.)

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.

NS100 KSPN Foundations of Nursing I (4 Cr.)

Prerequisite: Admission into the Practical Nursing Program. This course introduces practical nursing and roles of the practical nurse as well as profession- and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills are presented and an introduction to the nursing process provides the student with a framework for decision making. **(offered fall semester)**

NS101 KSPN Foundations of Nursing I Clinical (2 Cr.)

Prerequisite: Admission into the Practical Nursing Program. This course introduces 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)**

NS112 KSPN Care of Aging Adults (2 Cr.)

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)**

NS122 KSPN Fundamentals of Pharmacology and Safe Medication Administration (2 Cr.)

Prerequisite: NS100 KSPN Foundations of Nursing and NS100 KSPN Foundations of Nursing Clinical with a grade of a "C" or better. This course introduces 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)**

NS145 KSPN Maternal Child Nursing I (2 Cr.)

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)**

NS146 KSPN Maternal Child Nursing I Clinical (1 Cr.)

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)**

NS156 KSPN Mental Health Nursing I (2 Cr.)

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)**

NS167 KSPN Nursing Care of Adults I (4 Cr.)

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)**

NS168 KSPN Nursing Care of Adults I Clinical (2 Cr.)

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)**

NS178 KSPN Nursing Care of Adults II (4 Cr.)

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)**

NS179 KSPN Nursing Care of Adults II Clinical (2 Cr.)

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)**

NS189 KSPN Leadership, Roles, and Issues I (1 Cr.)

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)**

NS201 RRT/MICT to A.D.N. Transition Concepts. (1 Cr.)

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)**

NS202 RRT/MICT to A.D.N. Articulation Course (1 Cr.)

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)**

NS203 RRT/MICT to A.D.N. Concepts of Care (2 Cr.)

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)**

NS205 Nursing Care of Adults III (3 Cr.)

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)**

NS206 Nursing Care of Adults III Clinical (2 Cr.)

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)**

NS210 Mental Health Nursing II (2 Cr.)

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)**

NS211 Mental Health Nursing II Clinical (1 Cr.)

Prerequisite: NS205 Nursing Care of Adults III; **Co-requisite:** NS206 Nursing Care of Adults III Clinical 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)**

NS215 Leadership, Roles and Issues II (1 Cr.)

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)**

NS220 Maternal Child Nursing II (3 Cr.)

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)**

NS221 Maternal Child Nursing II Clinical (2 Cr.)

Prerequisite: NS215 Leadership, Roles, and Issues 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)**

NS235 Nursing Care of Adults IV (3 Cr.)

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)**

NS236 Nursing Care of Adults IV Clinical (2 Cr.)

Pre-requisite: NS220 Maternal Child Nursing II and NS221 Maternal Child Nursing II Clinical 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)**

NS240 Health Assessment (3 Cr.)

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)**

NS245 NCLEX-RN Exam Preparation/Capstone (1 Cr.)

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)**

Philosophy/Religion

*PI101 Introduction to Philosophy (3 Cr.) **COURSE ▶ TRANSFER**

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)**

*PI200 Philosophy of Thought and Logic (3 Cr.) **COURSE ▶ TRANSFER**

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, spring, and summer semesters)**

*PI276 Introduction to Ethics (3 Cr.) **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)**

*RE104 World Religions (3 Cr.) **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)**

*RE106 Survey of New Testament (3 Cr.) **COURSE ▶ TRANSFER**

This course is a systematic study of the logic and major philosophical topics proposed in the New Testament. This course includes a historical perspective of the times and persons involved in the New Testament of the Bible. **(offered fall semester)**

Physical Education

PE064 Physical Activity Water Exercise (1 Cr.) (This course does not meet graduation requirements.) By the end of this course the student will have performed water exercises combining stretching, swimming and a variety of movements providing low to medium intensity. **(offered every semester)**

*PE177 Personal and Community Health (3 Cr.) **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)**

PE219 Lifeguard Training (2 Cr.)

The course enables the student to develop the skill and knowledge necessary for non-surf lifeguarding. 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.

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.)

PE268 Varsity Baseball (1 Cr.)

PE272 Varsity Men's Cross Country (1 Cr.)

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

PE276 Varsity Men's Basketball (1 Cr.)

PE277 Varsity Women's Basketball (1 Cr.)

PE280 Varsity Wrestling (1 Cr.)

PE284 Varsity Men's Track (1 Cr.)

PE285 Varsity Women's Track (1 Cr.)

PE288 Varsity Volleyball (1 Cr.)

PE295 Varsity Softball (1 Cr.)

Physical Science

PH101 Our Physical World (w/Lab) (5 Cr.)

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 of atomic energy. Ample laboratory activities are included within the weekly lessons. **(offered fall and spring semesters)**

PH176 Introduction to Physical Science (w/Lab) (5 Cr.) COURSE ▶ TRANSFER

This course is a basic introduction to physical science and is intended for students with little or no science background. It will present an integrated approach to topics in physics and chemistry which will include the scientific method, laws of motion, energy, heat and temperature, electricity and magnetism, light, atoms, molecules, chemical reactions, and the atomic nucleus. Laboratory exercises will illustrate the practical applications of the course content. **(offered fall and spring semesters)**

PH177 Introduction to Geology (w/Lab) (5 Cr.) COURSE ▶ TRANSFER

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 fall and spring semesters)**

Physical Therapy

PT101 Introduction to Physical Rehabilitation (w/Lab) (6 Cr.)

Prerequisite: Admission to the PTA program. Introduces the physical therapist assistant student to introductory applications of rehabilitation. This course engages the student in hands-on application of rehabilitation and exposes the student to critical components necessary for safe and effective intervention. **(offered fall semester)**

PT111 Functional Musculoskeletal Anatomy (w/Lab) (6 Cr.)

Introduces the physical therapist assistant student to the foundations of anatomy and functional musculoskeletal concepts. Students will have the opportunity to learn and gain appreciation of the mechanics and physiology of the human body. **(offered fall semester)**

PT121 Physical Agents (w/Lab) (3 Cr.)

Exposes the physical therapist assistant to research based therapeutic interventions to allow for safe and effective clinical application of electrical, thermal, sound, electromagnetic, and mechanical based modalities. **(offered fall semester)**

PT131 Physical Therapy Documentation (2 Cr.)

Introduces the physical therapist assistant student to legal, moral, and ethical medical record keeping. The student will gain critical awareness in the art of defensible documentation. **(offered fall semester)**

PT141 Professional Issues and Ethics (2 Cr.)

Explores legal, moral, and ethical situations and dilemmas common in the realm of healthcare. This course provides insight to special considerations regarding professional behavior, fraud, litigation, and scope of practice. **(offered fall semester)**

PT226 Clinical Education III (1 Cr.)

Prerequisite: PT225 Clinical Education II. 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)**

PT227 Clinical Education IV (8 Cr.)

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)**

PT230 Physical Therapy Procedures III (w/Lab) (6 Cr.)

Prerequisite: PT220 Physical Therapy Procedures II. 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)**

PT231 Physical Therapy Procedures IV (w/Lab) (6 Cr.)

Prerequisite: PT230 Physical Therapy Procedures III. 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)**

PT242 Physical Therapy Seminar (1 Cr.)

Prerequisite: Completion of Clinical Education IV. 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)**

Physics

***PH180 Descriptive Astronomy (w/Lab) (4 Cr.)** 

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 spring semester online only)**

***PH207 General Physics I (w/Lab) (5 Cr.)** COURSE ► TRANSFER

Prerequisite: MA185 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. PH207 is similar to PH208 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. Twenty-five percent 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 PH207/PH227 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)**

***PH208 Engineering Physics I (w/Lab) (5 Cr.)** COURSE ► TRANSFER

Prerequisite: MA220 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. PH208 is similar to PH207 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. Twenty-five percent 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/PH228 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)**

***PH227 General Physics II (w/Lab) (5 Cr.)** COURSE ► TRANSFER

Prerequisite: PH207 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. PH227 is similar to PH228 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. Twenty-five percent 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/PH227 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)**

***PH228 Engineering Physics II (w/Lab) (5 Cr.)** COURSE ► TRANSFER

Prerequisite: PH208 Engineering Physics I. Engineering Physics II is the continuation of Engineering Physics I; PH228 is similar to PH227 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. Twenty-five percent 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/PH228 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)**

PH249 Statics (3 Cr.)

Prerequisite: MA220 Analytical Geometry & Calculus I and PH208 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)**

Political Science***PO105 State & Local Government (3 Cr.)** COURSE ► TRANSFER

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)**

***PO176 American Government (3 Cr.)** COURSE ► TRANSFER

An introduction to the American Government political system, 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)**

PO210 Comparative Politics (3 Cr.) COURSE ► TRANSFER

Survey of the governments and politics of many of the world's most important countries. Explores political leadership, representative mechanisms, legal processes, and the extra-institutional behaviors of voting, culture, ethnic conflict, and corruption. **(offered fall semester)**

Psychology***PS176 General Psychology (3 Cr.)** 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)**

PS214 Abnormal Psychology (3 Cr.)

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 fall, spring, and summer semesters)**

PS230 Adolescent Psychology (3 Cr.)

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)**

PS265 Criminal Profiling

This course enables the student to learn the techniques of sociological and behavioral profiling to establish leads and detect patterns of criminal behavior. Students apply the principles of forecasting and assessing typology, patterns, personality, and demographics. Students rely on case studies to analyze details.

(offered fall semester)

***PS276 Developmental Psychology (3 Cr.)** COURSE ▶ TRANSFER

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, spring, and summer semesters)**

***PS280 Child Development (3 Cr.)** COURSE ▶ TRANSFER

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, spring, and summer semesters)**

Sociology

SO123 Criminology (3 Cr.)

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)**

***SO135 Women's Studies: A Transnational View (3 Cr.)** COURSE ▶ TRANSFER

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)**

SO155

***SO176 Introduction to Sociology (3 Cr.)** COURSE ▶ TRANSFER

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 introduce 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)**

SO181 Career Development (3 Cr.)

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)**

***SO182 Sociology of Families (3 Cr.)** COURSE ▶ TRANSFER

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)**

***SO186 Social Problems (3 Cr.)** COURSE ▶ TRANSFER

Daily news reports direct much of our attention to social problems 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)**

***SO210 Sociology of Discrimination (3 Cr.)** COURSE ▶ TRANSFER

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

SP101 Fundamentals of Oral Communication (3 Cr.)

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)**

***SP106 Interpersonal Communications (3 Cr.)** COURSE ▶ TRANSFER

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)**

***SP176 Public Speaking (3 Cr.)** 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)**

Sustainable/Renewable Energy

AE178 AG/Rural Wind Applications (3 Cr.)

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)**

AE180 Wind/Solar PV Hybrid Systems (3 Cr.)

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)**

AE181 Small Wind Turbine (3 Cr.)

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)**

AE182 Drones in Renewable Energy (3 Cr.)

This course will enable the student to fly a drone for a solar or wind site survey. The student will apply different flight techniques to capture the ideal photographs. This course will allow students to apply the theoretical knowledge in the course with a practical hands-on experience at the Boot Camp. **(offered spring semester)**

AE183 Wind, Battery-Based (3 Cr.)

This course will enable the student to install, test, and commission different wind turbine systems. The student will apply different battery wiring techniques to achieve the correct battery bank voltage and capacity required for the different turbine they will be installing. This course will allow students to apply the theoretical knowledge in the course with a practical hands-on experience at the Boot Camp or lab days. **(offered spring semester)**

AE190 Electronics (3 Cr.)

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)**

AE199 Introduction to Construction (4 Cr.)

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)**

AE200 Solar PV Battery-Based (3 Cr.)

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)**

AE201 Solar PV Technical Sales (3 Cr.)

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)**

AE241 Power Storage/Transmission and Conversion (3 Cr.)

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)**

AE276 Introduction to Energy Technologies (3 Cr.)

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)**

AE277 Solar PV Fundamentals & Applications (3 Cr.)

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)**

AE279 Solar Photovoltaic Grid-Direct (3 Cr.)

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)**

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

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 1st 8 weeks and summer)**

AE298 Internship (4 Cr.)

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)**

Telecommunications

TC100 Intro to Telecommunications (4 Cr.)

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)**

TC101 Fiber Optic Based Systems (4 Cr.)

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)**

TC102 Copper Based Systems (4 Cr.)

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)**

TC103 Applied Systems Integrations (4 Cr.)

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)**

TC104 Connecting to Business (1 Cr.)

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

WD155 OSHA Safety 10 (1 Cr.)

This course focuses on OSHA standards and ensuring proper safety techniques. **(offered fall semester at Norton Correctional Facility)**

WD120 Oxy-Acetylene and Safety None (3 Cr.)

Prerequisite: WD155 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)**

WD130 Gas Tungsten Arc Welding Reading (3 Cr.)

Prerequisite: WD155 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)**

WD140 Shielded Metal Arc Welding (3 Cr.)

Prerequisite: WD155 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)**

WD160 Gas Metal Arc Welding

Prerequisite: WD155 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)**

WD180 Pipe Layout and Blueprint Reading (3 Cr.)

Prerequisite: WD155 OSHA 10, WD130 Gas Tungsten Arc Welding, WD140 Shielded Metal Arc, WD160 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)**

WD210 Advanced Gas Tungsten Arc Welding (4 Cr.)

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)**

WD220 Advanced Gas Metal Arc Welding (4 Cr.)

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)**

WD240 Advanced Shielded and Metal Arc Welding (4 Cr.)

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)**

WD260 Specialized Welding (4 Cr.)

Prerequisite: WD210, WD220, and WD240. 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)**

Veterinary Science

VM101 Pre-Veterinary Medicine Orientation (1 Cr.)

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)**

VM108 Obedience Training (1 Cr.)

Prerequisite: Current standing as a student in the On-Campus Veterinary Nursing Program. You will practice training dog's basic obedience commands and be introduced to showmanship skills. **(offered spring and/or fall) (face-to-face and/or online)**

On-Campus Veterinary Nursing Program

MA109 Math for Veterinary Nurses (2 Cr.)

Prerequisite: ACT Math Score of 14 or above or equivalent. Improve understanding of fractions, decimals, percent, 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 semesters) (online)**

VN115 Introduction to Veterinary Nursing (1 Cr.)

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 semesters) (online) and (fall semester) (face-to-face)**

VN 119 Breeds of Domestic Animals (1 Cr.)

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 semesters) (online)**

VN120 Animal Facility Management I (1 Cr.)

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)**

VN121 Medical Records and Veterinary Office Skills (2 Cr.)

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 semesters) (online)**

VN123 Basic Nutrition of Domestic Animals (1 Cr.)

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 semesters) (online)**

VN126 Veterinary Medical Terminology (1 Cr.)

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 semesters) (online) and (fall semester) (face-to-face)**

VN130 Veterinary Clinical Procedures (2 Cr.)

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)**

VN131 Veterinary Clinical Procedures Laboratory (2 Cr.)

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)**

VN140 Anatomy & Physiology of Domestic Animals (3 Cr.)

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)**

VN141 Anatomy & Physiology of Domestic Animals Laboratory (1 Cr.)

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)**

VN145 Veterinary Clinical Pathology I (1 Cr.)

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)**

VN146 Veterinary Clinical Pathology I Laboratory (2 Cr.)

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)**

VN150 Veterinary Nursing Pharmacology I (1 Cr.)

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 semesters) (online)**

VN151 Veterinary Nursing Pharmacology II (3 Cr.)

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 semesters) (online)**

VN152 Physical Rehabilitation for Veterinary Nurses (1 Cr.)

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 semesters) (online)**

VN167 Cooperative Education Experience I (3 Cr.)

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)**

VN210 Veterinary Technician National Examination Preparation (1 Cr.)

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 semesters online) and (offered spring semester) (face-to-face)**

VN230 Large Animal Medicine and Surgery (1 Cr.)

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)**

VN236 Principles of Anesthesiology & Radiology (4 Cr.)

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)**

VN237 Principles of Anesthesiology & Radiology Laboratory (2 Cr.)

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)**

VN240 Veterinary Clinical Pathology II (2 Cr.)

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)**

VN241 Veterinary Clinical Pathology II Laboratory (2 Cr.)

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)**

VN246 Laboratory Animal and Exotic Pet Medicine Laboratory (1 Cr.)

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)**

VN250 Animal Facility Management II (1 Cr.)

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)**

VN260 Large Animal Nursing (1 Cr.)

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)**

VN261 Advanced Large Animal Nursing I (1 Cr.)

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)**

VN262 Advanced Large Animal Nursing (1 Cr.)

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)**

VN265 Animal Facility Management III (1 Cr.)

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)**

VN267 Cooperative Education Experience II (3 Cr.)

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)**

VN268 Laboratory Animal and Exotic Pet Medicine (2 Cr.)

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 semesters online)**

VN275 Veterinary Surgical Nursing & Clinical Skills (4 Cr.)

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)**

VN276 Veterinary Surgical Nursing & Clinical Skills Laboratory (2 Cr.)

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)**

VN277 Veterinary Nursing Microbiology (2 Cr.)

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 semesters online)**

VN 280 Veterinary Clinical Pathology III (2 Cr.)

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)**

VN281 Veterinary Clinical Pathology III Laboratory (2 Cr.)

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 cytology's, blood chemistries, coagulation testing, crossmatching, blood typing, serologic tests, and other body fluid examinations. **(offered spring semester) (face-to-face)**

VN286 Veterinary Nursing Microbiology Laboratory (0 Cr.)**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)****VN289 Common Animal Diseases (2 Cr.)****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 semesters) (online)**

Distance Learning Veterinary Nursing Program

MA109 Math for Veterinary Nurses (2 Cr.) Prerequisite: ACT Math Score of 14 or above or equivalent.This course will enable students to work with fractions, decimals, percent, 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 semesters) (online)****VN115 Introduction to Veterinary Nursing (1 Cr.)**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 semesters) (online) and (fall semester) (face-to-face)****VN119 Breeds of Domestic Animals (1 Cr.)**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 semesters) (online)****VN121 Medical Records and Veterinary Office Skills (2 Cr.)**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 semesters) (online)****VN122 Anatomy and Physiology for Veterinary Nurses (4 Cr.)****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 semesters) (online)**

VN123 Basic Nutrition of Domestic Animals (1 Cr.)

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 semesters) (online)**

VN124 Mentorship Preparation (1 Cr.)

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 semesters) (online)**

VN126 Veterinary Medical Terminology (1 Cr.)

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 semesters) (online) and (fall semester) (face-to-face)**

VN134 Veterinary Immunology (1 Cr.)

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 semesters) (online)**

VN135 Small Animal Clinical Procedures (3 Cr.)

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 semesters online)**

VN136 Small Animal Clinical Procedures Mentorship (0 Cr.)

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 semesters online)**

VN137 Animal Facility Management and Sanitation (1 Cr.)

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 semesters) (online)**

VN138 Animal Facility Management and Sanitation Mentorship (0 Cr.)

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 semesters) (online)**

VN143 Veterinary Parasitology (3 Cr.)

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 semesters online)**

VN144 Veterinary Parasitology Mentorship (0 Cr.)

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 semesters online)**

VN148 Veterinary Clinical Chemistry (2 Cr.)

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 semesters online)**

VN149 Veterinary Clinical Chemistry Mentorship (0 Cr.)

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 semesters online)**

VN150 Veterinary Nursing Pharmacology I (1 Cr.)

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 semesters) (online)**

VN151 Veterinary Nursing Pharmacology II (3 Cr.)

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 semesters) (online)**

VN152 Physical Rehabilitation for Veterinary Nurses (1 Cr.)

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 semesters) (online)**

VN199 Directed/Independent Study: Veterinary Nursing (1-3 Cr.)

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 semesters) (online)**

VN210 Veterinary Technician National Examination Preparation (1 Cr.)

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 semesters online)**

VN263 Large Animal Clinical Procedures (3 Cr.)

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 semesters online)**

VN264 Large Animal Clinical Procedures Mentorship (0 Cr.)

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 semesters (Online and Face-to-face))**

VN268 Laboratory Animal and Exotic Pet Medicine (2 Cr.)

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 semesters online)**

VN269 Laboratory Animal and Exotic Pet Medicine Mentorship (1 Cr.)

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 semesters (Online and Face-to-face))**

VN272 Veterinary Clinical Experience I (2 Cr.)

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 semesters) (online)**

VN273 Veterinary Hematology (3 Cr.)

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)**

VN274 Veterinary Hematology Mentorship (0 Cr.)

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 semesters online)**

VN277 Veterinary Nursing Microbiology (2 Cr.)

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 semesters online)**

VN278 Veterinary Nursing Microbiology Mentorship (0 Cr.)

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 semesters (Online and Face-to-face))**

VN279 Veterinary Clinical Experience II (2 Cr.)

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 semesters online)**

VN283 Veterinary Anesthesiology and Analgesia (5 Cr.)

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 semesters online)**

VN284 Veterinary Anesthesiology and Analgesia Mentorship. (0 Cr.)

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 semesters)**

VN287 Veterinary Cytology (2 Cr.)

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 semesters online)**

VN288 Veterinary Cytology Mentorship (0 Cr.)

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 semesters online)**

VN289 Common Animal Diseases (2 Cr.)

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 semesters) (online)**

VN290 Veterinary Imaging (3 Cr.)

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 semesters online)**

VN291 Veterinary Imaging Mentorship (0 Cr.)

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 semesters online)**

VN292 Veterinary Dentistry (1 Cr.)

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 semesters online)**

VN293 Veterinary Dentistry Mentorship (0 Cr.)

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 semesters online)**

VN296 Veterinary Surgical Nursing (3 Cr.)

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 semesters online)**

VN297 Veterinary Surgical Nursing Mentorship (0 Cr.)

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 semesters online)**

VN298 Veterinary Critical Care and Clinical Skills (3 Cr.)

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 semesters online)**

VN299 Veterinary Critical Care and Clinical Skills Mentorship (0 Cr.)

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 semesters online)**

Index

A

Accounting/Management Cert..... 114
 Accounting and Finance (AS) 115
 Accreditation..... 6
 Add/Drop/Last Day to Withdraw
 Policy 15
 Administration, Business (AS)..... 116
 Administrative Drop Policy 14
 Admissions Information 8
 Adult Basic Education..... 11, 72
 Agriculture, Division of..... 81
 Agri-Business/Ag Economics (AS) 82
 Agriculture Education (AS)..... 83
 Agronomy (AS)..... 84
 Animal Science (AS)..... 85
 Animal Science - Pre-Vet (AS)..... 86
 Arts & Humanities, Division of..... 102
 Athletic Training or Exercise
 Science (AS)..... 141

B

Beef Management Certificate..... 88
 Beef Production (AAS)..... 87
 Billing..... 62
 Biological Science/
 Wildlife Biology (AS) 133
 Business Management and
 Administration (AAS) 120

C

Chemistry 134
 Class Attendance 14
 Community Enrichment 13
 Comprehensive Learning Center .. 67
 Computer Services 67
 Counseling Services 63
 Course Descriptions 143
 Criminal Justice (AA) 122
 Criminal Justice (AAS)..... 121

D

Dental Hygienist (AAS) 107
 Determination of Residency..... 13
 Disabilities 62
 Dual Advisement 69

E

Education (AA) 123
 English (AA) 103
 Essential Skills..... See Student
 Outcomes
 Equine Science (AS)..... 89

F

Feedlot Certificate.....90
 FERPA.....47
 Final Examination 14
 Financial Aid 40, 61
 Food Service.....65

G

General Education Requirements .37
 General Studies (AA)79
 General Studies (AS)80

H

Health, Student63
 Health Science, Division of.....106
 High School Student 10
 History (AA)104
 Home-Schooled Students 10
 Horse Production and
 Management (AAS).....91

I

Institutional Mission..... 4
 IT Student Services.....67

L

Leadership, Business (AS)..... 117
 Leadership, Business Certificate .117
 Library.....68

M

Management, Business (AS)..... 118
 Marketing, Business (AS)..... 119
 Multiple Measures..... See Placement
 Policy Guide
 Music (AA) 105

N

Notice of Non-Discrimination.....3
 Nursing (Pre-BSN) (AS)..... 108

P

Philosophy5
 Physical Therapist Assistant 109
 Physical Education (AA).....142
 Physical Science.....135
 Physics/Engineering/
 Mathematics (AS) 136
 Placement Testing24
 Political Science (AA).....92
 Practical Nursing (PN) Certificate 111
 Pre-Physics/
 Engineering Pathway (AS) 137
 Pre-Professional (AS) 110
 Prospective Students 13
 Psychology (AA) 92
 Purposes5

R

Reentering Students..... 11
 Registered Nursing (RN) (AAS).... 11
 Registrar's Office..... 61
 RRT/Paramedic to ADN 112

S

Satisfactory Academic Progress and
 Financial Aid 42
 Security 64
 Selective Admissions Programs ... 13
 Senior Citizen Grant 12
 Social & Behavioral
 Science, Division of 112
 Social Work (AA)..... 130
 Sociology (AA) 131
 Solar Photovoltaic Certificates.... 138
 STEM & Technical
 Education, Division of 132
 Student Outcomes..... 6
 Student Rights and
 Responsibilities 46
 Student Union 61
 Sustainable/Renewable
 Energy (AAS) 139

T

Textbook Information..... 64
 Transfer Student 10
 Trojan Advising Center 68
 Tutoring..... 68

U

Undocumented Immigrant Policy.. 12

V

Veterans..... 12
 Veterinary Nursing (AAS) 92
 Distance Learning..... 92
 On-Campus 98
 Veterinary Office
 Assistant Certificate..... 101
 Veterinary Nursing Office
 Assistant Certificate..... 101
 Vision 4

W

Waitlisting..... 16, 17
 Weather Policies 54
 Welcome from CCC President..... 1
 Welcome from the Vice President of
 Academic Affairs 2
 Wind Technology Certificates 140
 Withdrawal for Non-Attendance.... 15