CATALOG

2023-2024

HUTCHINSON
COMMUNITY COLLEGE

President's Welcome

Welcome to Hutchinson Community College, an institution that has a reputation for excellence that spans 90 years. Evolving from a traditional "junior college" to a full service community college/vocational school, HutchCC serves nearly 5,000 credit students every semester with a like number of individuals involved in community service and non-credit activities.

Dr. Carter File
President, Hutchinson Community College

Board of Trustees Listing 2023

BOARD OF TRUSTEES

NAME	HOME	OFFICE	TERM EXPIRES
Terry Bisbee Vice Chair	107 Thunderbird Drive Hutchinson, KS 67502 620-259-6018 cell	Retired tlbisbee@cs.com	2023
Rod Calhoun	424 W 1st Ave. Hutchinson, KS 67501 620-665-8941 316-644-0445 cell	Retired Rcalhoun3@cox.net	2025
David Marshall	8020 N. Plum St. Hutchinson, KS 67502 620-662-6277	First National Bank Hutchinson saltcityroadrunner@gmail.com	2023
Todd Miller Chair	3219 Inverness Hutchinson, KS 67502 620-662-5556 620-899-0110 cell	Home Instead Senior Care 1515 N. Lorraine St., Ste. C Hutchinson, KS 67501 todd.miller@homeinstead.com	2025
Mo Penny	709 Dull Knife Hutchinson, KS 67502 620-694-0292	Retired mopenny42@gmail.com	2023
Bob Snyder	510 S. Walnut South Hutchinson, KS 67505 620-663-7512 620-694-0412	Retired duckman1@cox.net	2023
Jan Young	611 E. 39th Hutchinson, KS 67502 620-921-5971	USD 308 youngj@usd308.com	2025

HutchCC Mission Statement

Expanding the tradition of excellence in higher education through learning and collaboration.

HutchCC Vision Statement

Hutchinson Community College will be the premier, two-year Kansas educational institution, delivering accessible opportunities for learning, growth and improved quality of life.

HutchCC Values

- **Teaching and Learning** – HutchCC empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- **Integrity and Social Responsibility**– HutchCC contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect.
- **Service and Collaboration** – HutchCC provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- **Diversity and Inclusion** – HutchCC celebrates the uniqueness of individuals, ideas, and forms of expression by supporting and listening to students and stakeholders.
- **Tradition and Responsiveness** – HutchCC respects tradition while examining future-focused trends to predict how conditions will change, develop innovations, and meet the mission-driven needs of our students and stakeholders.
- **Leadership and Stewardship** – HutchCC fosters the development of and provides opportunities for leadership within the institution and community while undertaking responsible management of resources.

Catalog Disclaimer

This catalog is for informational purposes only and does not constitute a contract. Every reasonable effort was made to ensure that all information contained herein is accurate. Hutchinson Community College reserves the right, at any time, to change graduation requirements, costs, curricula and content, without notice. The college further reserves the right to add or delete course offerings and other information without notice. Information about changes is available from college counselors and advisors or on the college website.

History of the College

Hutchinson Community College, a fully accredited, public comprehensive college, offers five degrees in Associate of Arts, Associate of Science, Associate of General Studies, Associate of Fine Arts, and Associate of Applied Science. HutchCC has an open admissions policy and is governed locally by an elected Board of Trustees.

In spring 1928, Hutchinson voters approved the establishment of a two-year co-educational college called the Hutchinson Junior College. The College held its first classes that fall. Enrollment was 187 students – 177 freshmen, 10 sophomores. Classes were held on the second and third floors of a newly constructed addition to Hutchinson High School at Seventh and Walnut. In February 1938, the Board of Education acquired land on Plum Street and built Lockman Hall.

On July 1, 1965, the College name was changed to Hutchinson Community Junior College and governance was transferred to an elected Board of Trustees. The name was changed again in 1980 to Hutchinson Community College. On July 1, 1993, HutchCC merged with the local vocational school and was renamed Hutchinson Community College and Area Vocational School. The “and Area Vocational School” was removed from the name in 2012.

Additions to HutchCC include an athletic field, stadium, tennis courts, maintenance and warehouse buildings, a student union with two additions, two residence halls, a library, science building, fine arts building, and an athletic complex. The John F. Kennedy Library was completed in 1966 and the Kopke Science Hall was completed in fall 1967. Elland and Kent Halls, residence halls for men and women, were also opened in 1967.

In April 1970, the College acquired 425 acres of land and buildings from the Hutchinson Air National Guard. They are used primarily for agricultural, emergency medical science, building construction, and technical education courses. This location is called South Campus.

A wing was added to Lockman Hall in 1975. The College acquired Davis Hall (Ninth and Walnut) from Hutchinson Hospital Corporation in 1980. It is used for allied health curricula, Radio Kansas (HutchCC's public radio station), Retired Senior Volunteer Program (RSVP), Kansas Small Mine Safety and Occupational Safety.

Stringer Fine Arts Center was opened January 1989. A major addition to the Parker Student Union was completed in 1996. In 1999 the College built Shears Technology Center to house vocational programs and technical labs. On April 27, 2003, after major renovation, the library was renamed the Rimmer Learning Resource Center, after John Rimmer, chairman of HUBCO and major contributor to the College.

In fall 2006, a renovated Gowans Stadium reopened for use. The stadium hosts a variety of high school, college, regional and national events. In 2008, the Reno County Industrial Center was renovated and expanded. The new facility was reopened in fall and as the Ade-Wifco RCIC to recognize the contributions of Fred Ade and the Wifco Corporation.

The science hall was revamped into a modern scientific facility and was renamed the Richard E. Smith Science Center to recognized the major contributions of local entrepreneur and alumnus Richard Smith in 2010.

In September 2013 the College dedicated the Bob and Lou Peel Allied Health Center at Ninth and Main to house five Allied Health programs—Physical Therapy Assistant, Respiratory Therapy, Health Information Management, Surgical Technology, and Pharmacy Technology.

On April 26, 2015 the new Fire Science Training Center was dedicated. This project was completed in conjunction with the City of Hutchinson Fire Department. The College also utilizes the Hutchinson Sports Arena, providing maintenance of the building in exchange for its use.

The College has multiple off-campus locations: McPherson, Newton, Fire Science, Allied Health (Davis Hall and Peel Center) and Cosmetology. The Newton location is housed in the Axtell Educational Center at 203 East Broadway Street in Newton, Kansas and opened in 2008. The McPherson location, at 2208 Plaza East Place in McPherson, Kansas, opened in 2010. HutchCC Cosmetology, located at 200 E. 3rd Avenue in Hutchinson, Kansas, opened in 2016.

The Jack Mull family Football Complex, renovated in the spring of 2015, houses the coaches’ offices, meeting space, locker rooms, and the Bob and Lou Peel Weight Training Center.

Thanks to the support of the City of Hutchinson and the voters of Hutchinson, the Hutchinson Sports Arena underwent a $29 million renovation project that was completed in the spring of 2017. The project included the addition of three new practice gyms, a new weight training and sports medicine facility and renovated locker rooms and office for the athletic department.

Notice of Nondiscrimination

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination statutes, the Board of Trustees prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

The College nondiscrimination policy encompasses employment practices, conditions of employment, personnel actions and all educational programs and activities of the College and its affiliated organizations and it is the policy of the Board of Trustees to make policy decisions and to take action to prevent discrimination in all aspects of the College's operations. Reports of discrimination shall be evaluated promptly and acted upon in the manner deemed necessary by the President and appropriate administrative personnel and in accordance with the College's grievance procedures applicable to College employees and students

The Board of Trustees shall promote equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age or veteran status, sexual orientation, marital status, parental status, gender identity, or gender expression and directs the President and College employees to take all appropriate steps to increase the number of historically- underrepresented persons in order to promote greater cultural and intellectual diversity in the College's educational programs in among its employees.

1. The Board of Trustees will work closely with the Kansas Civil Rights Commission and Hutchinson Human Relations Commission and other agencies in implementing the Board's nondiscrimination policies and programs.

Accreditation

Hutchinson Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

For More Visit: The Higher Learning Commission

Program Accreditation

Allied Health Department

Health Information Management (AAS)
Commission on the Accreditation for Health Informatics and Information Management Education
200 E. Randolph Street, Suite 5100
Chicago, IL 60601
Action Letter
Next Review: Reviewed Annually

Health Information - Emphasis in Cancer Registry Management - AAS and Certificate
National Cancer Registrars Association
1330 Braddock Place, Suite 520
Alexandria, VA 22314
703-299-6640
Action Letter
Next Review: June 2024

Nursing - Associate Degree (ADN)
The associate degree nursing program at Hutchinson Community College at Hutchinson Campus, located in Hutchinson, KS is accredited by the

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326
404-975-5000
http://www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation.
View the public information disclosed by the ACEN regarding this program at

http://www.acenursing.org/search-programs/

Initial Accreditation: May 1985
Date of most recent Commission Action: July 2017
Date of Last Visit: February 1-3, 2017
Next Site Visit: Spring 2025

Kansas State Board of Nursing
900 SW Jackson St., Room 1051
Topeka, KS 66612
785-296-4924

Nursing - Practical Nursing (LPN)

The practical nursing program at Hutchinson Community College at the McPherson, KS campus is approved by:

Kansas State Board of Nursing
900 SW Jackson St., Room 1051
Topeka, KS 66612
785-296-4924

The most recent approval decision made by the KSBN for the practical nursing program is continuing approval.

Initial Accreditation: May 1996
Date of most recent Commission Action: July 2017
Date of Last Visit: February 1-3, 2017
Next Site Visit: Spring 2025

Physical Therapist Assistant
Commission on Accreditation in Physical Therapy Education
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085

703-706-3245
Action Letter
Next Review: Fall 2025

Radiologic Technology
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
E-mail: mail@jrcert.org
Action Letter
Next Review: 2024

Respiratory Care
Commission on Accreditation for Respiratory Care

264 Precision Blvd
Telford, TN 37690
817-283-2835

The Commission of Accreditation for Respiratory Care (CoARC) accredits respiratory care education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. For more information on accreditation requirements click https://coarc.com. To obtain the outcomes for the respiratory therapy program at Hutchinson Community College click on the Outcomes link below and locate Hutchinson Community College. Our program number is 200598.

Action Letter
Next Review: 2033

Surgical Technologist
Commission on the Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350

Accreditation Review Committee on Education for Surgical Technology and Surgical Assisting
19751 East Mainstreet, Suite #339
Parker, CO 80138
303-694-9262
Action Letter
Next Review: 2024

Public Safety Department

Emergency Medical Services - Paramedic
Commission on the Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
Action Letter
Next Review:2022

Kansas Board of Emergency Medical Services
Landon State Office Building
900 SW Jackson Street, Suite 1031
Topeka, Kansas 66612-1228

Admissions Introduction

Hutchinson Community College is excited that you have decided to continue your education with us. Before moving to the next step make sure that you have applied to HutchCC at www.hutchcc.edu/apply.

Whether you're a first-time student at Hutchinson Community College or you've taken classes with us before, preparing for college can be challenging, even confusing at times. We're here to help guide you through the process of applying online, tracking your progress as you go, and making sure you don't miss anything.

Hutchinson Community College maintains institutional memberships with the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Admissions personnel and recruiters abide by KACRAO's Statement of Good Practices for Secondary Student Recruitment and AACRAO's Ethics and Practices

Admissions Policy

Hutchinson Community College (HutchCC) is an open Admissions Institution. Students are admitted in one of the categories listed below. Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact the HutchCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.

Admissions Procedures - Allied Health - Health Care Training

Specific requirements are listed below. The State of Kansas regulates certification and/or employment of individuals with a criminal background. All requirements/supporting documentation are required before the 1st day of class.

Certified Nurse Aide – AL131

- Achieve at least the minimum score on reading test (if no score is on file)
- Health & Safety Required for Clinical Sites
    - Tuberculosis Screening
        - Two-step method, or Proof of current test (Mantoux only, NO TINES accepted)
    - Covid-19
        - Documentation of vaccination(s) must include the vaccine manufacturer, lot number, date and healthcare professional or clinical site given. Students may request exemption based on religious belief or medical need. Request does not guarantee approval by clinical facility.
- Copy of Social Security card and State or Government issued photo ID
- CPR

Certified Medication Aide – AL132

- Achieve at least the minimum score on reading test (if no score is on file)
- Health & Safety Required for Clinical Sites
    - Tuberculosis Screening
        - Two-step method, or Proof of current test (Mantoux only, NO TINES accepted)
    - Covid-19
        - Documentation of vaccination(s) must include the vaccine manufacturer, lot number, date and healthcare professional or clinical site given. Students may request exemption based on religious belief or medical need. Request does not guarantee approval by clinical facility.
- Copy of Social Security card and State or Government issued photo ID
- Copy of CNA

Certified Medication Update (Med Update) – AL134

- Copy of CMA

Home Health Aide – AL137

- Achieve at least the minimum score on reading test (if no score is on file)
- Copy of Social Security card and State or Government issued photo ID
- Copy of CNA

Phlebotomy – AL170

- No requirements to take this course

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For further information, please contact the Health Care Training office at: 620-665-4947 or 620-665-4948 or HCT@hutchcc.edu.

Admissions Procedures - EMS - Paramedics

Admission procedure:

1. Submission of application to HutchCC and required transcripts from high schools and other colleges previously attended.

2. Submission of application to the EMS paramedic program. The application and the directions for the application is available by contacting the EMS Department at 620-728-4407 or EMS@hutchcc.edu. It is the responsibility of the applicant to ensure that the documentation is complete.

3. Personal interview and testing will then be set up with the program coordinator and faculty of the college. It is the responsibility of the applicant to ensure that all documentation is complete before the interview and testing.

Admissions Procedures - Health Information Management

Admission to Hutchinson Community College

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the HIM program.

Admission to Criteria by Program Option

Submit a Health Information program application (applications accepted year-round). The completion of the application is the student's responsibility. To meet this responsibility, the student must have:

Health Information Management (AAS) & Healthcare Coding (Certificate)

- High school graduation with a minimum cumulative grade point average of 2.0 on a 4.0 scale for the last two years of high school, or
- Minimum cumulative grade point average of 2.0 on a 4.0 scale for a minimum of 12 semester hours of college, or
- Satisfactory performance on the GED.
- *Provisional admission will be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least 2.0 on a 4.0 scale during the first 12 credit hours.*

Health Information Management Emphasis in Cancer Registry Management (AAS)

- High school graduation with a minimum cumulative grade point average of 2.5 on a 4.0 scale for the last two years of high school, or
- Minimum cumulative grade point average of 2.5 on a 4.0 scale for a minimum of 12 semester hours of college, or
- Satisfactory performance on the GED.
- *Provisional admission will be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least a 2.5 on a 4.0 scale during the first 12 credit hours.*

Health Information Management Emphasis in Cancer Registry Management (Certificate)

- Successful completion of a minimum of any Associate's Degree in any field or the equivalent (60 college-level credits)
- Minimum cumulative grade point average of 2.5 on a 4.0 scale for a minimum of 12 semester hours of college
- *Provisional admission will be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least a 2.5 on a 4.0 scale during the first 12 credit hours.*

Admissions Procedures - Nursing - EMT-P to RN Bridge Program - Online

Admission to HutchCC

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the Nursing program.

Admission to Nursing - EMT-P to RN Bridge Program - Online
Application to the EMT-P to RN Bridge Program - Online may be made May 15th through August 1st for the class starting the following January. The selection committee meets in September to consider applicants who have completed the application process. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Submit application for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll.
- Successfully complete the ATI TEAS Exam (For details see Application Checklist and ATI TEAS information at: www.hutchcc.edu/adn). The cost for proctoring of the exam will be required.
- Submit application for admission to the EMT-P to RN Bridge Program - Online between May 15th through August 1st.
- APPLICATIONS WILL NOT BE ACCEPTED IF THE ATI TEAS EXAM HAS NOT BEEN SUCCESSFULLY COMPLETED.
- Submit official transcripts from high school and all colleges and/or technical schools to the HutchCC records office no later than August 21st.
- Complete program option prerequisites: Human A & P (must be within 7 years), English Composition I, General Psychology, Human Growth and Development, Sociology or Nutrition, Pathophysiology, Public Speaking or Interpersonal Communication, and General Microbiology (must be within 7 years).
- GPA: GPA for all general education courses within the curriculum completed, MUST be at 2.75 or higher. All general education courses within the curriculum must be at a grade of "C" or higher. The overall college GPA must be 2.0 or higher to enter the program. Prior learning credit (such as AP test scores) with a grade of “P” can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would not count as meeting the requirement and would not count in GPA.
- Paramedics must possess current Kansas Certification or National Registration when application is submitted.
- LPN's must be IV Therapy certified in Kansas OR APPROVED BY the HutchCC ADN Program.
- LPN's must possess a current unencumbered Practical Nurse license in Kansas or the State where they reside when application is submitted.
- If graduation was more than three (3) years ago, individuals must have 1000 hours documented Paramedic or LPN work experience, within those previous three (3) years.
- Applicants must be CPR certified at the healthcare provider level prior to the start of the program. The Healthcare Provider Level CPR MUST include instructor/student skill demonstration component.
- **All applicant files must be completed by August 1st to be considered for the ADN program. This includes the successful completion of the ATI TEAS exam and other information needed per any correspondence from the nursing office. ALL transcripts must be received in the records office no later than August 21st. If the applicant file is not complete on August 1st, with the exception of transcripts, the applicant file will be pulled from the applicant pool.**
- A background check, drug screen, comprehensive physical examination, proof of required immunizations, and current Healthcare provider CPR are required for all Nursing students and must be completed prior to the first day of the program.

For questions or problems with the application process, please contact the ADN office at: 620.665.4930 or ADN@hutchcc.edu

Admissions Procedures - Nursing - LPN to RN (Online Bridge Program)

Admission to HutchCC

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the Nursing program.

Admission to Nursing - LPN to RN (Online Bridge Program)
Application to the LPN to RN (Online Bridge Program) may be made May 15th through August 1st for the class starting the following January. The selection committee meets in September to consider applicants who have completed the application process. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Submit application for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll.
- Successfully complete the ATI TEAS Exam (For details see Application Checklist and ATI TEAS information at: www.hutchcc.edu/adn). The cost for proctoring of the exam will be required.
- Submit application for admission to the LPN to RN (Online Bridge Program) between May 15th through August 1st.
- APPLICATIONS WILL NOT BE ACCEPTED IF THE ATI TEAS EXAM HAS NOT BEEN SUCCESSFULLY COMPLETED.
- Submit official transcripts from high school and all colleges and/or technical schools to the HutchCC records office no later than August 21st.
- Complete program option prerequisites: Human A & P (must be within 7 years), English Composition I, General Psychology, Human Growth and Development, Sociology or Nutrition, Pathophysiology, Public Speaking or Interpersonal Communication, and General Microbiology (must be within 7 years).
- GPA: GPA for all general education courses within the curriculum completed, MUST be at 2.75 or higher. All general education courses within the curriculum must be at a grade of "C" or higher. The overall college GPA must be 2.0 or higher to enter the program. Prior learning credit (such as AP test scores) with a grade of “P” can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would not count as meeting the requirement and would not count in GPA.
- Paramedics must possess current Kansas Certification or National Registration when application is submitted.
- LPN's must be IV Therapy certified in Kansas OR APPROVED BY the HutchCC ADN Program.
- LPN's must possess a current unencumbered Practical Nurse license in Kansas or the State where they reside when application is submitted.
- If graduation was more than three (3) years ago, individuals must have 1000 hours documented Paramedic or LPN work experience, within those previous three (3) years.
- Applicants must be CPR certified at the healthcare provider level prior to the start of the program. The Healthcare Provider Level CPR MUST include instructor/student skill demonstration component.
- **All applicant files must be completed by August 1st to be considered for the ADN program. This includes the successful completion of the ATI TEAS exam and other information needed per any correspondence from the nursing office. ALL transcripts must be received in the records office no later than August 21st. If the applicant file is not complete on August 1st, with the exception of transcripts, the applicant file will be pulled from the applicant pool.**
- A background check, drug screen, comprehensive physical examination, proof of required immunizations, and current Healthcare provider CPR are required for all Nursing students and must be completed prior to the first day of the program.

For questions or problems with the application process, please contact the ADN office at: 620.665.4930 or ADN@hutchcc.edu

Admissions Procedures - Nursing - LPN to RN (Traditional Program)

Admission to HutchCC

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the Nursing program.

Admission to LPN to RN Traditional Bridge Option

Application to the LPN to **RN** Traditional Bridge Option may be made December 15th through March 1st for the class starting the following August. The selection committee meets in April to consider applicants who have completed the application process. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Submit application for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll.
- Successfully complete the ATI TEAS Exam (For details see Application Checklist and ATI TEAS information at: www.hutchcc.edu/adn).
- Submit application for admission to the LPN to **RN** Traditional Bridge Option between December 15th and March 1st.
- APPLICATIONS WILL NOT BE ACCEPTED IF THE ATI TEAS EXAM HAS NOT BEEN SUCCESSFULLY COMPLETED.
- Submit official transcripts from high school and all colleges and/or technical schools to the HutchCC records office no later than March 21st.
- Complete program option prerequisites: Human A & P (must be within 7 years), English Composition I, General Psychology, Human Growth and Development, Medical Terminology.
- Required general education courses during year 2 of the program option may be completed prior to the start of the program: Public Speaking or Interpersonal Communication, Sociology or Nutrition, and Microbiology (must be within 7 years).
- GPA: GPA for all general education courses within the curriculum completed, MUST be at 2.75 or higher. All general education courses within the curriculum must be at a grade of "C" or higher. The overall college GPA must be 2.0 or higher to enter the program. Prior learning credit (such as AP test scores) with a grade of “P” can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would not count as meeting the requirement and would not count in GPA.
- Must be IV Therapy certified in Kansas or APPROVED BY the HutchCC ADN Program.
- Applicants must be CPR certified at the healthcare provider level prior to the start of the program. The Healthcare Provider Level CPR MUST include instructor/student skill demonstration component.
- **All applicant files must be completed by March 1st to be considered for the ADN program. This includes the successful completion of the ATI TEAS Exam and other information needed per any correspondence from our office. ALL transcripts must be received in the records office no later than March 21st. If the applicant file is not complete on March 1st, with the exception of transcripts, the applicant file will be pulled from the applicant pool.**
- A background check, drug screen, comprehensive physical examination, proof of required immunizations, and current Healthcare provider CPR are required for all Nursing students and must be completed prior to the first day of the program.

For questions or concerns with the application process, please contact the ADN office at: 620-665-4930 or ADN@hutchcc.edu.

Admissions Procedures - Nursing - Associate Degree Nursing (ADN) Program Traditional Option

Admission to Hutchinson Community College

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the Nursing program.

Admission to ADN Traditional Option

Application to the ADN Traditional Option may be made December 15th through March 1st for the class starting the following August. The selection committee meets in April to consider applicants who have completed the application process. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Submit application for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll.
- Successfully complete the ATI TEAS Exam (For details see Application Checklist and ATI TEAS information at: www.hutchcc.edu/adn).
- Submit application for admission to the ADN Traditional Option between December 15th and March 1st.
- APPLICATIONS WILL NOT BE ACCEPTED IF THE ATI TEAS EXAM HAS NOT BEEN SUCCESSFULLY COMPLETED.
- Submit official transcripts from high school and all colleges and/or technical schools to the HutchCC records office no later than March 21st.
- Complete program option prerequisites: Human A & P (must be within 7 years), English Composition I, and General Psychology.
- Required general education courses (may be completed during program but it is recommended these be completed prior to the start of the program); Human Growth and Development, Public Speaking or Interpersonal Communication, Medical Terminology, Sociology or Nutrition, and General Microbiology (must be within 7 years).
- GPA: GPA for all general education courses within the curriculum completed, MUST be at 2.75 or higher. All general education courses within the curriculum must be at a grade of "C" or higher. The overall college GPA must be 2.0 or higher to enter the program. Prior learning credit (such as AP test scores) with a grade of “P” can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would not count as meeting the requirement and would not count in GPA.
- Applicants must be CPR certified at the healthcare provider level prior to the start of the program. The Healthcare Provider Level CPR MUST include instructor/student skill demonstration component.
- **All applicant files must be completed by March 1st to be considered for the ADN program. This includes the successful completion of the ATI TEAS Exam and other information needed per any correspondence from our office. ALL transcripts must be received in the records office no later than March 21st. If the applicant file is not complete on March 1st, with the exception of transcripts, the applicant file will be pulled from the applicant pool.**
- A background check, drug screen, comprehensive physical examination, proof of required immunizations, and current Healthcare provider CPR are required for all Nursing students and must be completed prior to the first day of the program.

For questions or concerns with the application process, please contact the ADN office at: 620-665-4930 or ADN@hutchcc.edu.

Admissions Procedures - Physical Therapy Assistant

Admission to Hutchinson Community College

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the PTA program.

Admission to PTA program

Application to the PTA program may be made January 28th through May 21st for the class starting the following August. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Submit application for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll.
- Complete program prerequisites. All prerequisites must be completed by before the start of the program, August 1st.
    - GPA for all prerequisite courses must be a 2.5 or higher to be considered for admission.
        - Human Anatomy & Physiology (lab & lecture)
            - Must be within 7 years
        - English Comp I or II
        - General Psychology
        - Human Growth & Development
        - College Algebra or higher (except for Elements of Statistics)
        - Medical Terminology
        - Public Speaking or Interpersonal Communications
- Submit a Physical Therapist Assistant program application January 28-May 21 to be considered for the following fall program start, including: three letters of reference and unofficial transcript(s).
    - Applicants who complete all prerequisite courses prior to the application deadline will receive 3 additional points. Applicants who possess an Associate's degree or above will receive 2 additional points.
- Based upon an evaluative system for each category, the top 40 applicants will be selected for an interview.
    - Notification will be sent to students of interview selection, including the interview date.
        - Interview dates will be conducted in June of each year with dates to be determined.
    - Notification will also be sent to those applicants not receiving an interview.

For questions or concerns with the application process, please contact the PTA office at: 620-665-4956 or PTA@hutchcc.edu

Admissions Procedures - Practical Nursing

1. Applicant must complete a Hutchinson Community College student application before applying to the Practical Nursing Program.
    - Apply to Hutchinson Community College at: https://www.hutchcc.edu/apply-enroll
2. Possess English language proficiency.
    - If English is a second language applicant must show proficiency in oral and written English.
        - Completion of a transferable English Comp I course with a "C" or better.
        - Or meet the minimum scores listed below for the TOEFL exam.
            - Writing - 20 Speaking - 20 Reading - 19 Listening - 20
3. Submit Practical Nursing Program application to program secretary:
    - Full-time Program applications are accepted October 1 - March 15.
    - Part-time Program applications are accepted April 1 - September 15.
    - Email completed application to: LPNProgram@hutchcc.edu
4. Submit Official high school/GED and all college transcripts to: Hutchinson Community College, Attn: Records Office, 1300 North Plum, Hutchinson, KS 67501
5. Prerequisites - all courses must be completed with a grade of "C" or better.
    - Must be completed by:
        - Full-time Program: July 30th
        - Part-time Program: December 20th
            - Any courses in progress during application period will receive "zero" points on admission criteria rating sheet.
    - General Psychology
    - Human Growth & Development
    - Nutrition
    - Human Anatomy & Physiology w/Lab (A&P)
        - A&P must be a 6 credit hour course with a lab. Completion date must be within 5 years of the program start date.
6. Applicant must be a Certified Nursing Assistant (CNA) in the state of Kansas.
    - CNA must be current and active for the duration of the program.
7. Applicant will receive a link for the information session and quiz. This will be sent approximately 2 weeks prior to the deadline.
    - This is to be completed by the Program Deadline.
        - Applicant will receive points on their criteria rating sheet for completing this Information Session.
8. Applicants are ranked by the total points received on their criteria rating sheet.
    - Students admitted into the program will receive information regarding background checks, immunizations, physical examination and CPR requirements.
    - Individuals who are not accepted at this time may reapply for the next program.

Admissions Procedures - Radiology

To be considered for acceptance into the program, the following criteria must be completed:

- Complete the following prerequisite college courses with a minimum grade of a C:
    - College Algebra
    - Human Anatomy and Physiology (At least 5 credits AND within the last 5 years. Online anatomy and physiology is NOT recommended.)
    - English Composition IA or IB or Honors English
- Schedule and sit for the ATI TEAS (Test of Essential Academic Skills). The ATI TEAS is a multiple-choice assessment measuring basic academic preparedness in reading, math, science, English and language usage. A minimum score of a 62 must be obtained to submit an application to the program. Scores will be valid for 2 years. Students may only sit twice each application period for the exam. Cost of the exam is $60.00. Payment is non-refundable, required at the time of each exam, and must be in the form of a check or money order written to Hutchinson Community College. Students may obtain a ATI TEAS study guide at the HutchCC bookstore (http://www.hutchcc.edu/campus-store/) or go to www.atitesting.com. Students may sign up for an exam date by calling 620-665-4956 or by sending an email to: Radiology@hutchcc.edu
- Complete an information session with a radiology faculty member after receiving a passing score on the assessment exam.
- Complete a radiology program application during the information session. It is permissible to apply to the program prior to completion of prerequisite courses.
- Recommended 6-8 hours observation at a hospital/clinic x-ray department.
- Submit a word processed essay. Criteria for essay will be given at the information session.
- Submit an application for admission to HutchCC to the Admissions Office.
- Submit official high school and/or college transcripts or GED records to the Records Office at HutchCC.
- Submit unofficial transcripts to program director after grades for prerequisite classes have been recorded if not taken through HutchCC.

Scores obtained on the entrance exam will be given points. A sample of the scoring sheet will be available to prospective students upon request. Applicants will also have the opportunity to receive points on their essay which is scored by a rubric. Applicants will be ranked based upon total points received. Completed checklist given at information session must be submitted by May 24th to be considered for admission. Students on the waiting list must continue to meet all admission criteria to be able to fill vacancies if they become available. Following program acceptance all students will be required to complete a background check prior to scheduling first year observations.

Application check lists and essay information will be given to students during the information session. The faculty of the program ask that applicants send no information to the HutchCC Radiology Department until they have completed the assessment test, the information session and have completed all items on the checklist. To schedule the assessment test and information session, please send an email to: Radiology@hutchcc.edu

Admissions Procedures - Respiratory Care

Admission to Hutchinson Community College

- Apply for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll as a degree seeking student.
- Send all official transcripts to Hutchinson Community College by going to www.hutchcc.edu/transcript.
- Application to Hutchinson Community College and official transcripts must be on file to apply to the Respiratory Care program.

Admission to Respiratory Care

Application to the Respiratory Care program shall be made August 1st – April 15th for the class starting the following August. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Submit application for admission to Hutchinson Community College at https://www.hutchcc.edu/apply-enroll.
- Complete program prerequisites. All prerequisites must be completed by the start of the program, August 1st. Students who still have prerequisite courses to complete after the April 15th application deadline and who meet the necessary guidelines for admission, may be eligible to receive a provisional letter of acceptance, provided all prerequisite courses are completed by August 1st.
    - All prerequisite courses must be within 7 years
    - Grades must be a “C” or higher; 2.0 or higher.
        - Human Anatomy & Physiology
        - Medical Terminology
        - Intermediate Algebra
- Two professional/colleague references must be completed to be considered for ranking.
- Required general education courses (may be completed during the program, but it is recommended these be completed prior to the start of the program).
    - GPA for general education courses must be a “C” or higher; 2.0 or higher.
        - English Comp I
        - Speech /Interpersonal Communications
        - General Psychology
        - Pharmacology
- Applicants are ranked based upon the total points acquired. The top students are accepted into the program (based on number of spots available), provided that all other admission conditions have been met.
- Upon acceptance into the program, a comprehensive physical, drug screen, and background check will be required, along with current vaccinations. The cost for this will be handled by the student.

Admissions Procedures - Surgical Technology

1. Submission of an application for Hutchinson Community College, 1300 N. Plum, Hutchinson, KS 67501.
2. Submission of application and questionnaire to the Surgical Technologist Program, 1 East 9th Ave., Peel Center, Hutchinson, KS 67501. Submission of program applications is an ongoing process from January 3rd to May 11th. Applications received after May 11th will be evaluated dependent upon availability of program openings at that time.
3. Submission of official high school transcript (or GED scores) and official transcripts for college level work coursework must be submitted to the Records Office.
4. Must have a cumulative GPA of 2.0.
5. Prerequisites are: a) Anatomy and Physiology, b) Microbiology.
6. Submission of proof of CPR certification at health care provider level.
7. Human Anatomy and Physiology, Medical Terminology, Pharmacology and Microbiology must have been completed within five years of the program start date.
8. Schedule visit with surgical technology faculty member.
9. Submit names, addresses and phone numbers for three individuals familiar with applicant's work habits or school work, per the application.

Placement scores in English, Reading, and Math must be on file.

If the applicant has completed college-level English Composition and Math courses with grades of "C" or higher, the placement test will be waived.

Any applicant needing accommodations to take the placement test must contact: ADA Accommodations Coordinator, Hutchinson Community College, 1300 North Plum, Hutchinson, KS 67501.

Applicants will be ranked based upon total points received. Applicants are notified by mail of acceptance into the program.

Applications, questionnaire, and reference forms are available at:

Hutchinson Community College

Surgical Technology Program

1 East 9th Ave.

Hutchinson, KS 67501

Contact: 620-694-2456 or SurgTech@hutchcc.edu

Admissions Categories

Regular Student

To be admitted as a regular student the applicant must:

- Have completed an application for admission.
- Be a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be a high school graduate from a Home school. Schools must be recognized by the state in which it is located. Students must provide official transcript, with graduation date posted, and documentation demonstrating that home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- Be a high school graduate of a non-accredited private secondary school. Schools must be recognized by the state in which it is located. Students must provide official transcript, with graduation date posted, and documentation demonstrating that home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- Have submitted official transcripts including High School/ GED (with graduation date posted) and any College/Technical Schools attended.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- For out-of-country High School Graduates' transcripts to be evaluated, they must be submitted through a member of theNational Association of Credential Evaluation Services. Students can also contact the Director of Admissions about other possible evaluations.
- Be seeking a degree or certificate (semester length or longer program) from HutchCC.
- Not currently be considered a degree seeking or certificate seeking student (semester length or longer program), at another institution.
- Be a United States citizen or legal resident of the U.S.

Ability to Benefit Student

To be admitted as an ability to benefit student the applicant must:

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not qualify as a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be seeking a degree or certificate from HutchCC, or taking courses for transfer to another accredited institution in order to complete a degree.
- Not currently be considered a degree seeking or certificate seeking student (semester length or longer program), at another institution.
- Submit documentation to the Director of Admissions of satisfactory completion of six credit hours that are applicable toward a degree or certificate offered by the institution.
- Have submitted official transcripts of College/Technical Schools attended.
- Be a United States citizen or legal resident of the U.S.

International Students

Thank you for your interest in Hutchinson Community College. Hutchinson Community College is a comprehensive community college offering two-year associate degree programs in both academic and technical areas. Hutchinson Community College is fully accredited by the Commission on Institutions of Higher Education of the North Central Associations of Colleges and Schools. Established in 1928, the Hutchinson Community College main campus consists of 47 acres located in the heart of the city. Hutchinson is centrally located in the middle of Kansas with a population of 41,000.

Students from numerous countries such as Japan, Brazil, Bosnia, Australia and Germany have chosen to study at Hutchinson Community College. Before making a formal application for admission, it is suggested that prospective students carefully consider the following essential information and instructions. International applicants must:

- Submit proof of support for an academic year in U.S. dollars for the estimated cost of tuition, fees, books, misc. expenses and room and board. Contact the International Advisor for the current estimated cost. Proof of support must be documented using the HutchCC Financial Resources Verification Form. The student and sponsor must complete the HutchCC Financial Resources Verification Form and request the appropriate financial institution send a verification letter directly to HutchCC.
- Complete and sign the International Student Application.
- Submit a deposit of $1500 with the International Application. The deposit will be applied against the first semester enrollment if the applicant is accepted as a student at HutchCC. Should the applicant not be accepted, the deposit will be refunded in full.
- Submit copies of Non-United States secondary and post-secondary academic transcripts. Transcripts must include an English translation. International students wishing to transfer coursework from colleges or universities outside of the continental U.S. must first have the transcript evaluated by an official evaluation service. There is a fee for this service.
- Request official copies of United States secondary and post-secondary transcripts be sent directly to HutchCC.

- Document proficiency in English. For all international student applicants whose primary language is not English, the results of one of the following tests must be less than two years old at the expected date of enrollment at HutchCC:
    - A Duolingo English Test score of 85+. The Duolingo English Test can be taken at https://englishtest.duolingo.com/.
    - A minimum score of 500 on the TOEFL paper-based test, 173 on the computer-based test, or 61 on the internet-based test. TOEFL scores must be submitted directly to HutchCC from ETS. If you have taken the test, you can request that your scores be sent to HutchCC by writing or calling EDUCATIONAL TESTING SERVICES, Princeton, New Jersey 08540, USA. HutchCC's TOEFL codes are: 6281 Department Code: 00.
        - To be considered to have met the English proficiency requirement, international applicants who have TOEFL scores between 56-60 on the internet-based test can submit a written recommendation from a teacher or other education professional who has experience with the student and knowledge of his/her abilities related to reading, writing, speaking, and understanding of the English language.
- An applicant may have the English proficiency requirement waived if he or she has studied at a U.S. high school for at least one year, completed 12 credits or more at a U.S. college or university with a minimum cumulative GPA of 2.0, or has submitted an official transcript from an accredited U.S. college or university showing completion of an English course with a "C" or better, evaluated by the HutchCC Fine Arts and Humanities Department, equivalent to HutchCC's EN098, Foundations of Composition. The English proficiency requirement may also be waived if the applicant is from a country whose official/primary language is English as indicated on the CIA Factbook web page.
    - International students enrolled in an Intensive English Program must show a certificate of completion to be considered for transfer to HutchCC.

Online, Non-US Citizen, Non-US Resident Student

To be admitted as an Online, Non-US Citizen, Non-US Resident Student the applicant must:

- Not be a United States Citizen or legal resident of the U.S.
- Have a legal address outside of the United States.
- Have completed an application for admission.
- Be eighteen years of age or older.
- Certify that the applicant does not intend to enter the United States for study.

Special Student

To be admitted as a Special Student the applicant must:

- Have completed an application for admission.
- Not be a United States Citizen or legal resident of the U.S.
- Be residing in the United States.
- Be over eighteen years of age.
- Have submitted official transcripts including High School/ GED and any College/Technical Schools attended.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- Home schools must be registered with the State of Kansas in order to be recognized.

Guest Student

To be admitted as a Guest Student the applicant must:

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not be seeking a degree or certificate (semester length or longer) from HutchCC.

Or

- Be a student who is considered a degree seeking student at another parent institution.

High School Student

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

- Have completed an application for admission.
- Be enrolled in high school in grades 10, 11 or 12, or be a gifted student in grade 9 with an IEP recommending college experience.
- Have placement tests taken with proper scores on file at HutchCC.
- Have submitted a permission form signed by the high school principal for each semester of enrollment.

Visiting Student

Visiting student status is granted at the discretion of the Director of Admissions to students who cannot qualify for admission in another admission's category. Students admitted as visiting students may take coursework, but do not receive college credit or a transcript for classes completed. Visiting students may not petition to receive credit at a later date for courses completed while in visiting student status.

To be granted admission as a visiting student the applicant must:

- Have completed an application for admission.
- Complete a waiver form from the Admissions office prior to enrollment in classes.

Non-Credit Student

To be admitted as a Non-Credit Student the applicant must:

Have completed a Non-Credit student application.

Be taking only non-credit classes with Hutchinson Community College. (Students in other HutchCC admission statuses may take non-credit classes.)

Course Fees

Description of Course Fee	Amount	Fee Applied	Course ID for Fee
Fort Riley Center Facility Fee	$10.00	Per Hour	Fort Riley Center
Hutchinson Correctional Facility	$50.00	Per Hour	HCF
Hybrid Course Fee	$17.00	Per Hour	Hybrid Courses
McPherson Center Facility Fee	$10.00	Per Hour	McPherson Center
Newton Center Facility Fee	$10.00	Per Hour	Newton Center
Online Course Fee	$17.00	Per Hour	Online Courses
Secondary Blended Online Fee	$25.00	Per Course	Secondary Blended Courses
Tiered Course Fee (Excludes LPN (PN) & Cosmetology (CO) & SB155)	$2.00	Per Hour	Tiered Courses
AB110 Course Fee	$90.00	Per Course	AB110
AB112 Course Fee	$25.00	Per Course	AB112
AB114 Course Fee	$25.00	Per Course	AB114
AB115 Course Fee	$25.00	Per Course	AB115
AB117 Course Fee	$25.00	Per Course	AB117
AE100 Lab Fee	$15.00	Per Course	AE100
AE100 Tool Fee	$130.00	Per Course	AE100
AE105 Materials Fee	$0.00	Per Course	AE105
AE105 Tool Fee	$0.00	Per Course	AE105
AE150 Lab Fee	$28.00	Per Course	AE150
AE152 Lab Fee	$15.00	Per Course	AE152
AE155 Lab Fee	$110.00	Per Course	AE155
AE200 Lab Fee	$10.00	Per Course	AE200
AE202 Lab Fee	$10.00	Per Course	AE202
AE205 Lab Fee	$28.00	Per Course	AE205
AE250 Lab Fee	$28.00	Per Course	AE250
AE252 Lab Fee	$10.00	Per Course	AE252
AE252 Materials Fee	$40.00	Per Course	AE252
AE255 Lab Fee	$35.00	Per Course	AE255
AG110 Course Fee	$10.00	Per Course	AG110
AG112 Course Fee	$40.00	Per Course	AG112
AG130 Course Fee	$350.00	Per Course	AG130
AL126 Course Fee	$90.00	Per Course	AL126
AL131 Course Fee	$90.00	Per Course	AL131
AL131 Materials Fee	$0.00	Per Course	AL131
AL131 Tool Fee	$0.00	Per Course	AL131
AL132 Course Fee	$65.00	Per Course	AL132
AL134 Course Fee	$40.00	Per Course	AL134
AL137 Course Fee	$65.00	Per Course	AL137
AL170 Course Fee	$235.00	Per Course	AL170
AL226 Course Fee	$90.00	Per Course	AL226
AM101 Course Fee	$50.00	Per Course	AM101
AM201 Course Fee	$50.00	Per Course	AM201

AM202 Course Fee	$50.00	Per Course	AM202
AM203 Course Fee	$50.00	Per Course	AM203
Animation Lab Fee (Every AN Course)	$3.00	Per Course	AN
AP101 Course Fee	$39.00	Per Course	AP101
AP102 Course Fee	$39.00	Per Course	AP102
AP104 Course Fee	$39.00	Per Course	AP104
AP107 Course Fee	$39.00	Per Course	AP107
AP120 Course Fee	$140.00	Per Course	AP120
AP121 Course Fee	$39.00	Per Course	AP121
AP122 Course Fee	$39.00	Per Course	AP122
AP125 Course Fee	$39.00	Per Course	AP125
AP131 Course Fee	$1575.00	Per Course	AP131
AP203 Course Fee	$39.00	Per Course	AP203
AP207 Course Fee	$39.00	Per Course	AP207
AP221 Course Fee	$39.00	Per Course	AP221
AP222 Course Fee	$39.00	Per Course	AP222
AP225 Course Fee	$39.00	Per Course	AP225
AP227 Course Fee	$39.00	Per Course	AP227
AR101 Course Fee	$20.00	Per Course	AR101
AR106 Lab Fee	$30.00	Per Course	AR106
AR110 Lab Fee	$50.00	Per Course	AR110
AR111 Lab Fee	$50.00	Per Course	AR111
AR113 Lab Fee	$50.00	Per Course	AR113
AR114 Lab Fee	$50.00	Per Course	AR114
AR116 Lab Fee	$40.00	Per Course	AR116
AR117 Lab Fee	$40.00	Per Course	AR117
AR122 Lab Fee	$40.00	Per Course	AR122
AR123 Lab Fee	$50.00	Per Course	AR123
AR124 Lab Fee	$40.00	Per Course	AR124
AR134 Course Fee	$20.00	Per Course	AR134
AR135 Course Fee	$20.00	Per Course	AR135
AR141 Lab Fee	$40.00	Per Course	AR141
BI101 Course Fee	$55.00	Per Course	BI101
BR Program Fee (Every BR course)	$82.00	Per Hour	BR
BR100 Course Fee	$1650.00	Per Course	BR100
BR286 Course Fee	$180.00	Per Course	BR286
BT104 Course Fee	$25.00	Per Course	BT104
BT109 Course Fee	$25.00	Per Course	BT109
BT121 Course Fee	$32.00	Per Course	BT121
BT131 Course Fee	$25.00	Per Course	BT131
BT134 Course Fee	$25.00	Per Course	BT134
BU100 Course Fee	$118.00	Per Course	BU100
BU101 Course Fee	$110.50	Per Course	BU101
BU108 Course Fee	$89.25	Per Course	BU108
BU126 Course Fee	$112.00	Per Course	BU126
BU127 Course Fee	$112.00	Per Course	BU127

BU128/BU129 Keyboarding GDP License	$112.00	Per Course	
BU201 Course Fee	$104.00	Per Course	BU201
CC201 Course Fee	$34.00	Per Course	CC201
CC202 Course Fee	$34.00	Per Course	CC202
CH101 D8 Lab Fee	$10.00	Per Course	CH101
CH106 Course Fee	$5.00	Per Course	CH106
Chemistry Lab Fee (Every CH course)	$5.00	Per Course	CH
CO Tiered Course Fee (Every CO course)	$71.00	Per Hour	CO
CO100 Course Fee	$1850.00	Per Course	CO100
CO125 Course Fee	$0.00	Per Course	CO125
CO276 Course Fee	$220.00	Per Course	CO276
CO290 Course Fee	$265.00	Per Course	CO290
CO295 Course Fee	$155.00	Per Course	CO295
Computer Lab Fee (Every CS course)	$2.00	Per Course	CS
Computer Lab Fee (Every IS course)	$2.00	Per Course	IS
Computer Security Program Background Check	$0.00	One Time	
Cosmetology Nail Kit Fee (if applicable)	$380.00	Per Course	
CS106 Course Fee	$20.00	Per Course	CS106
DR101 Course Fee	$6.00	Per Course	DR101
Drafting Lab Fee (Every DR course)	$6.00	Per Course	DR
ED110 Course Fee	$20.00	Per Course	ED110
ED115 Course Fee	$20.00	Per Course	ED115
ED201L Course Fee	$34.00	Per Course	ED201L
EM101 Course Fee	$60.00	Per Course	EM101
EM110 Course Fee	$223.00	Per Course	EM110
EM111 Course Fee	$225.00	Per Course	EM111
EM112 Course Fee	$158.00	Per Course	EM112
EM120 Course Fee	$180.00	Per Course	EM120
EM122 Course Fee	$125.00	Per Course	EM122
EM131 Course Fee	$50.00	Per Course	EM131
EM132 Course Fee	$25.00	Per Course	EM132
EM162 Course Fee	$100.00	Per Course	EM162
EM168 Course Fee	$100.00	Per Course	EM168
EM169 Course Fee	$100.00	Per Course	EM169
EM191 Course Fee	$300.00	Per Course	EM191
EM192 Course Fee	$300.00	Per Course	EM192
EM201 Course Fee	$300.00	Per Course	EM201
EM202 Course Fee	$300.00	Per Course	EM202
EN098 Course Fee	$0.00	Per Course	EN098
EN100 Course Fee	$5.00	Per Course	EN100
EN101 Course Fee	$5.00	Per Course	EN101
EN102 Course Fee	$5.00	Per Course	EN102
EN106 Course Fee	$0.00	Per Course	EN106
EN108 Course Fee	$5.00	Per Course	EN108
Fire Science Lost Gear Fee - FS125	$2250.00	Per Course	FS125
Fire Science Lost Gear Fee - FS136	$2250.00	Per Course	FS136

Fire Science Lost Gear Fee - FS137	$2250.00	Per Course	FS137
Fire Science Lost Gear Fee - FS225	$2250.00	Per Course	FS225
FS106 Course Fee	$75.00	Per Course	FS106
FS107 Course Fee	$50.00	Per Course	FS107
FS108 Course Fee	$55.00	Per Course	FS108
FS109 Course Fee	$55.00	Per Course	FS109
FS110 Course Fee	$165.00	Per Course	FS110
FS111 Course Fee	$25.00	Per Course	FS111
FS113 Course Fee	$100.00	Per Course	FS113
FS118 Course Fee	$50.00	Per Course	FS118
FS120 Course Fee	$39.00	Per Course	FS120
FS124 Course Fee	$60.00	Per Course	FS124
FS125 Course Fee	$55.00	Per Course	FS125
FS126 Course Fee	$20.00	Per Course	FS126
FS127 Course Fee	$80.00	Per Course	FS127
FS136 Course Fee	$250.00	Per Course	FS136
FS137 Course Fee	$250.00	Per Course	FS137
FS145 Course Fee	$35.00	Per Course	FS145
FS150 Course Fee	$85.00	Per Course	FS150
FS151 Course Fee	$140.00	Per Course	FS151
FS153 Course Fee	$40.00	Per Course	FS153
FS155 Course Fee	$40.00	Per Course	FS155
FS156 Course Fee	$75.00	Per Course	FS156
FS160 Course Fee	$40.00	Per Course	FS160
FS161 Course Fee	$20.00	Per Course	FS161
FS206 Course Fee	$175.00	Per Course	FS206
FS225 Course Fee	$55.00	Per Course	FS225
HR103 Course Fee	$49.00	Per Course	HR103
HR203 Course Fee	$150.00	Per Course	HR203
HR211 Course Fee	$150.00	Per Course	HR211
HR215 Course Fee	$40.00	Per Course	HR215
HR225 Course Fee	$190.00	Per Course	HR225
HR260 Course Fee	$40.00	Per Course	HR260
HR267 Course Fee	$40.00	Per Course	HR267
Hutchinson Correctional Facility - Equipment Fee	$200.00	Per Semester	
IS103 Course Fee	$86.00	Per Course	IS103
IS104 Course Fee	$86.00	Per Course	IS104
IS113 Course Fee	$10.00	Per Course	IS113
IS120 Course Fee	$20.00	Per Course	IS120
IS148 Course Fee	$116.00	Per Course	IS148
IS149 Course Fee	$116.00	Per Course	IS149
IS224 Course Fee	$179.00	Per Course	IS224
IS240 Course Fee	$260.00	Per Course	IS240
IS255 Course Fee	$20.00	Per Course	IS255
JL104 Lab Fee	$10.00	Per Course	JL104
JL105 Lab Fee	$10.00	Per Course	JL105

JL201 Lab Fee	$10.00	Per Course	JL201
JL202 Lab Fee	$10.00	Per Course	JL202
JL203 Lab Fee	$10.00	Per Course	JL203
JL204 Lab Fee	$10.00	Per Course	JL204
JL205 Course Fee	$10.00	Per Course	JL205
JL206 Course Fee	$10.00	Per Course	JL206
JP110 Course Fee	$35.00	Per Course	JP110
JP113 Course Fee	$35.00	Per Course	JP113
JP118 Course Fee	$20.00	Per Course	JP118
JP119 Course Fee	$20.00	Per Course	JP119
JP216 Course Fee	$0.00	Per Course	JP216
LE121 Course Fee	$11.00	Per Course	LE121
LE122 Course Fee	$11.00	Per Course	LE122
LE217 Course Fee	$69.00	Per Course	LE217
MA130 Course Fee	$6.00	Per Course	MA130
MC101 Course Fee	$35.00	Per Course	MC101
MC102 Course Fee	$35.00	Per Course	MC102
MC103 Course Fee	$35.00	Per Course	MC103
MC106 Course Fee	$225.00	Per Course	MC106
MC110 Course Fee	$35.00	Per Course	MC110
MC112 Course Fee	$35.00	Per Course	MC112
MC113 Course Fee	$35.00	Per Course	MC113
MC114 Course Fee	$35.00	Per Course	MC114
MC115 Course Fee	$35.00	Per Course	MC115
MC116 Course Fee	$35.00	Per Course	MC116
MC117 Course Fee	$35.00	Per Course	MC117
MC118 Course Fee	$32.00	Per Course	MC118
MC122 Course Fee	$35.00	Per Course	MC122
MC127 Course Fee	$35.00	Per Course	MC127
MC201 Course Fee	$35.00	Per Course	MC201
MC202 Course Fee	$35.00	Per Course	MC202
MC203 Course Fee	$35.00	Per Course	MC203
MC204 Course Fee	$35.00	Per Course	MC204
MC205 Course Fee	$35.00	Per Course	MC205
ME105 Lab Fee	$10.00	Per Course	ME105
ME106 Lab Fee	$10.00	Per Course	ME106
ME108 Course Fee	$55.00	Per Course	ME108
ME110 Lab Fee	$35.00	Per Course	ME110
ME112 Lab Fee	$0.00	Per Course	ME112
ME115 Lab Fee	$10.00	Per Course	ME115
ME115 Tool Fee	$320.00	Per Course	ME115
ME116 Lab Fee	$10.00	Per Course	ME116
ME117 Lab Fee	$10.00	Per Course	ME117
ME119 Lab Fee	$10.00	Per Course	ME119
ME122 Lab Fee	$10.00	Per Course	ME122
ME124 Lab Fee	$10.00	Per Course	ME124

ME129 Course Fee	$20.00	Per Course	ME129
ME129 Lab Fee	$10.00	Per Course	ME129
ME131 Lab Fee	$10.00	Per Course	ME131
ME136 Lab Fee	$10.00	Per Course	ME136
ME140 Lab Fee	$10.00	Per Course	ME140
ME141 Lab Fee	$10.00	Per Course	ME141
ME142 Lab Fee	$10.00	Per Course	ME142
Media Audio Kit Rental Fee	$90.00	Per Semester	MP
Media Pack Rental Fee	$175.00	Per Semester	MP
MP112 Course Fee	$25.00	Per Course	MP112
MP113 Course Fee	$10.00	Per Course	MP113
MP214 Course Fee	$25.00	Per Course	MP214
MP262 Course Fee	$25.00	Per Course	MP262
MU110 Course Fee	$10.00	Per Course	MU110
MU111 Course Fee	$10.00	Per Course	MU111
MU112 Course Fee	$10.00	Per Course	MU112
MU113 Course Fee	$10.00	Per Course	MU113
MU122 Course Fee	$10.00	Per Course	MU122
MU123 Course Fee	$10.00	Per Course	MU123
MU128 Course Fee	$10.00	Per Course	MU128
MU129 Course Fee	$10.00	Per Course	MU129
MU130 Course Fee	$10.00	Per Course	MU130
MU132 Course Fee	$10.00	Per Course	MU132
MU137 Course Fee	$10.00	Per Course	MU137
MU138 Course Fee	$10.00	Per Course	MU138
MU139 Course Fee	$10.00	Per Course	MU139
MU144 Course Fee	$10.00	Per Course	MU144
MU158 Course Fee	$10.00	Per Course	MU158
MU159 Course Fee	$10.00	Per Course	MU159
MU161 Course Fee	$10.00	Per Course	MU161
MU162 Course Fee	$10.00	Per Course	MU162
MU163 Course Fee	$10.00	Per Course	MU163
MU164 Course Fee	$10.00	Per Course	MU164
MU165 Course Fee	$10.00	Per Course	MU165
MU171 Course Fee	$35.00	Per Hour	MU171
MU172 Course Fee	$35.00	Per Hour	MU172
MU173 Course Fee	$35.00	Per Hour	MU173
MU174 Course Fee	$35.00	Per Hour	MU174
MU179 Course Fee	$35.00	Per Hour	MU179
MU180 Course Fee	$35.00	Per Hour	MU180
MU181 Course Fee	$35.00	Per Hour	MU181
MU182 Course Fee	$35.00	Per Hour	MU182
MU183 Course Fee	$10.00	Per Course	MU183
MU184 Course Fee	$10.00	Per Course	MU184
MU185 Course Fee	$10.00	Per Course	MU185
MU186 Course Fee	$10.00	Per Course	MU186

MU187 Course Fee	$10.00	Per Course	MU187
MU188 Course Fee	$10.00	Per Course	MU188
MU189 Course Fee	$10.00	Per Course	MU189
MU190 Course Fee	$10.00	Per Course	MU190
MU191 Course Fee	$10.00	Per Course	MU191
MU192 Course Fee	$10.00	Per Course	MU192
MU193 Course Fee	$10.00	Per Course	MU193
MU194 Course Fee	$10.00	Per Course	MU194
NR103 Course Fee	$395.00	Per Course	NR103
NR110 Course Fee	$335.00	Per Course	NR110 FALL
NR110L Lab Fee	$100.00	Per Course	NR110L
NR118 Course Fee	$335.00	Per Course	NR118 SPRING
NR118L Lab Fee	$60.00	Per Course	NR118L
NR123 Course Fee	$380.00	Per Course	NR123 SPRING
NR123L Lab Fee	$160.00	Per Course	NR123L
NR208 Course Fee	$365.00	Per Course	NR208 SUMMER
NR208L Lab Fee	$50.00	Per Course	NR208L
NR211L Lab Fee	$75.00	Per Course	NR211L
NR220 Course Fee (Online only)	$30.00	Per Course	NR220
NR220L Lab Fee	$40.00	Per Course	NR220L
NR221L Lab Fee	$50.00	Per Course	NR221L
NR224 Course Fee	$340.00	Per Course	NR224 FALL
Paralegal Course Fee (Every LA course)	$5.00	Per Hour	LA
PE106 Course Fee	$25.00	Per Course	PE106
PE145 Course Fee	$50.00	Per Course	PE145
PN Tiered Course Fee (Every PN Course)	$30.00	Per Hour	PN
PN100FT Course Fee	$425.00	Per Course	PN100FT
PN100PT Course Fee	$170.00	Per Course	PN100PT
PN106PT Course Fee	$170.00	Per Course	PN106PT
PN108PT Course Fee	$170.00	Per Course	PN108PT
PN112FT Course Fee	$425.00	Per Course	PN112FT
PN112PT Course Fee	$170.00	Per Course	PN112PT
PN114 Lab Fee	$149.00	Per Course	PN114
PN114PT Course Fee	$170.00	Per Course	PN114PT
PN115 Lab Fee	$361.00	Per Course	PN115
PN116 Lab Fee	$107.00	Per Course	PN116
PN117 Lab Fee	$120.00	Per Course	PN117
PT201 Course Fee	$20.00	Per Course	PT201
PT203 Course Fee	$30.00	Per Course	PT203
PT205 Course Fee	$10.00	Per Course	PT205
PT214 Course Fee	$5.00	Per Course	PT214
PT217 Course Fee	$125.00	Per Course	PT217
PT222 Course Fee	$210.00	Per Course	PT222
RA105 Course Fee	$125.00	Per Course	RA105
RA106 Course Fee	$110.00	Per Course	RA106
RA201 Course Fee	$75.00	Per Course	RA201

RT210 Course Fee	$80.00	Per Course	RT210
RT211 Course Fee	$300.00	Per Course	RT211
RT212 Course Fee	$60.00	Per Course	RT212
RT221 Course Fee	$55.00	Per Course	RT221
RT222 Course Fee	$55.00	Per Course	RT222
RT223 Course Fee	$65.00	Per Course	RT223
RT225 Course Fee	$195.00	Per Course	RT225
SM180 Course Fee	$30.00	Per Course	SM180
ST101 Course Fee	$280.00	Per Course	ST101
ST103 Course Fee	$290.00	Per Course	ST103
TH119 Course Fee	$50.00	Per Course	TH119
TH130 Course Fee	$40.00	Per Course	TH130
TR121 Course Fee	$55.00	Per Course	TR121
WE100 Course Fee	$143.75	Per Course	WE100
WE102 Course Fee	$62.50	Per Course	WE102
WE104 Course Fee	$118.75	Per Course	WE104
WE105 Course Fee	$118.75	Per Course	WE105
WE106 Course Fee	$156.25	Per Course	WE106
WE110 Course Fee	$137.50	Per Course	WE110
WE111 Course Fee	$137.50	Per Course	WE111
WE112 Course Fee	$212.50	Per Course	WE112
WE113 Course Fee	$212.50	Per Course	WE113
WE115 Course Fee	$18.75	Per Course	WE115
WE116 Course Fee	$212.50	Per Course	WE116
WE117 Course Fee	$118.75	Per Course	WE117
WE118 Course Fee	$100.00	Per Course	WE118
WE128 Course Fee	$87.50	Per Course	WE128
WE209 Course Fee	$212.50	Per Course	WE209
WE217 Course Fee	$212.50	Per Course	WE217
WE218 Course Fee	$212.50	Per Course	WE218
WE220 Course Fee	$275.00	Per Course	WE220
Welding Tools	$450.00	One Time	

Incidental Fees

Description of Incidental Fee	Amount	Fee Applied
Career Assessment Services(non students)	$50.00	Per Service
CDL Extra Drive Time	$100.00	Per Hour
CDL Re-Test	$50.00	Each
CDL Test	$100.00	Each
Clinical Hour Make-up Fee(Cosmetology)	$7.00	Per Hour
Clinical Hour Make-up Fee(Nursing)	$30.00	Per Hour
Football Equipment Fee	$300.00	One Time
Golf Equipment Fee	$300.00	One Time
Graduation (Includes Cap and Gown)	$30.00	Each
Handling Fee	$25.00	Per Month
I.D. Replacement	$5.00	Each
Library Lost Book Fee	$50.00	Each
Library Lost Media Fee	$75.00	Each
NSF Check Fee (charge for return check)	$20.00	Each
Parking Fine Child Care center	$50.00	Each
Parking Fine Handicap Violation	$50.00	Each
Parking Fine Regular Violation	$15.00	Each
Placement Test Score Release Fee	$5.00	Per Service
Proctoring Fee for Non-HCC Students (min. 1 hour)	$10.00	Per Hour
Replace Diploma/Certificate and Cover	$20.00	Each
Residence Hall - Late/Early Check-In Fee	$25.00	Per Service
Ten Meal Punch Card	$63.72	Each
Transcript - Official	$6.25	Each
Transcript - Overnight Mail Service	$26.00	Each
Transcript - Unofficial Faxed Copy	$8.00	Each

Room and Board

Room and Board - Per Semester	Amount		Amount
Elland Hall Single Occupancy	$3,815.00		$3,815.00
Elland Hall Double Occupancy	$3,415.00		$3,415.00
Kent Hall Single Occupancy	$3,815.00		$3,815.00
Kent Hall Double Occupancy	$3,415.00		$3,415.00
Suite Single Occupancy	$4,115.00		$4,115.00
Suite Double Occupancy	$3,715.00		$3,715.00
Apartment Single Occupancy	$4,165.00		$4,165.00
Apartment Double Occupancy	$3,765.00		$3,765.00
Meals Only - All Access Meal Plan	$1,765.00	Meals Only - All Access Meal Plan	$1,765.00

Room and Board - Per Year	Amount		Amount
Elland Hall Single Occupancy	$7,630.00		$7,630.00
Elland Hall Double Occupancy	$6,830.00		$6,830.00
Kent Hall Single Occupancy	$7,630.00		$7,630.00
Kent Hall Double Occupancy	$6,830.00		$6,830.00
Suite Single Occupancy	$8,230.00		$8,230.00
Suite Double Occupancy	$7,430.00		$7,430.00
Apartment Single Occupancy	$8,330.00		$8,330.00
Apartment Double Occupancy	$7,530.00		$7,530.00
Meals Only - All Access Meal Plan	$3,530.00	Meals Only - All Access Meal Plan	$3,530.00

Room and Board - Summer	Amount	
Residence Hall Summer Traditional	$20.00	Day/Room
Residence Hall Summer Traditional -(2)	$10.00	Day/Person
Residence Hall Summer Suite	$50.00	Day/Suite
Residence Hall Summer Suite - (4)	$12.50	Day/Person

Tuition and Fees

In-State	
Regular Student	$124.00 Per Hour
Merged Hour Student	$124.00 Per Hour
High School Student	$97.00 Per Hour
Auditing Student	$136.00 Per Hour
Visiting Student	$136.00 Per Hour
Credit by Exam Student	$57.00 Per Service
College @ 60 Student	$97.00 Per Hour

Out-State	
Regular Student	$155.00 Per Hour
Merged Hour Student	$124.00 Per Hour
High School Student	$128.00 Per Hour
Auditing Student	$136.00 Per Hour
Visiting Student	$136.00 Per Hour
Credit by Exam Student	$57.00 Per Service
College @ 60 Student	$97.00 Per Hour

International	
Regular Student	$174.00 Per Hour
Merged Hour Student	$124.00 Per Hour
Auditing Student	$136.00 Per Hour
Credit by Exam Student	$57.00 Per Service
College @ 60 Student	$97.00 Per Hour

Financial Aid

Eligibility for Federal Financial Aid is determined for students who annually complete the Free Application for Federal Student Aid (FASFA). Award packages are determined as early as March of each calendar year for the upcoming academic year for early applicants. Awarding continues as Financial Aid applications are processed. A student is eligible only for those Federal programs that have funds available at the time your file is fully processed and the student meets eligibility guidelines. To be considered for Federal Aid, you must meet basic financial aid requirements:

- Be enrolled at HutchCC in a degree-seeking major and meet Enrollment Requirements.
- Make satisfactory academic progress as started in HutchCC policy.
- Complete and meet FAFSA eligibility.

Hutchinson Community College complies with the Veterans Benefits and Transition Act of 2018, and will not impose any penalty upon eligible students if they are unable to meet their financial obligations due to delayed payment of benefits from the Department of Veteran Affairs.

Scholarships

HutchCC offers a variety of scholarships that is as diverse as our student body. Whether you are a full-time or part-time student, seeking vocational training or looking to transfer to a university, we have a scholarship for which you may qualify. Scholarships are gifts and do not have to be repaid. Most are given to eligible students with no strings attached. Some may require the student to maintain a certain level of academic success.

Refund Policy

Hutchinson Community College Refund Policy (Effective Fall 2008)

Class Length Description	Calendar Days*	Refund Amount
Class length: 9 weeks or greater (Refund Type 1)	0-7 calendar days 8th calendar day through end of class	100% 0%
Class length: 5 weeks or greater and less than 9 weeks (Refund Type 2)	0-3 calendar days 4th calendar day through end of class	100% 0%
Class length: 1 week or greater and less than 5 weeks (Refund Type 3)	0-2 calendar days 3rd calendar day through end of class	100% 0%
Class length: Less than 1 week (Refund Type 4)	0-1 calendar days 2nd calendar day through end of class	100% 0%

This policy is for credit hour courses and covers all course delivery methods.

Students receiving federal financial aid who withdraw completely from Hutchinson Community College may be required to repay a portion of the federal financial aid they have received. Questions about repayment of federal aid should be directed to the HutchCC Financial Aid Office.

Students required to report for active military duty during a semester of enrollment are entitled to a full refund of tuition and fees- contingent upon presentation of official military orders. Students who volunteer for military service during a semester of enrollment are not eligible for military refunds and instead are subject to the institution's regular refund policy.

Exceptions to the refund policy may be authorized by the Vice President of Student Services. All appeals must be in writing; however appeals will not be considered after the last scheduled day of the course or semester. Written appeals may be sent to the following addresses:

Vice President of Student Services
Hutchinson Community College
1300 N Plum
Hutchinson, KS 67501

Or

refunds@hutchcc.edu

Withdrawals

Complete Withdrawal from the Institution
Registered students, who are within the published withdrawal date, who wish to withdraw completely from the institution, should log in to DragonZone, navigate to their course schedule, and click the Withdrawal button for all courses listed. Students are officially withdrawn and receive the designation of "W" immediately. Refunds to students who complete this transaction will be awarded according to the refund policy as listed in the catalog.

Emergency Withdrawal
After the withdrawal period has ended, requests for emergency withdrawal must be submitted in writing by the student making the request to the Vice President of Academic Affairs. The request will be reviewed, and the decision will be returned to the student within 30 calendar days.

Course Withdrawal
The withdrawal process becomes effective immediately after the period allowed for schedule changes. Registered students wishing to withdraw from a course must do so on or prior to the date that corresponds to 80 percent completion of the course. The withdraw date is published on the schedule. Students who complete this transaction will receive the designation of "W" for the course. To complete the withdrawal procedure, students will log in to Dragon Zone, navigate to their course schedule, locate the course they wish to withdraw from, and click the Withdraw button. Students are officially withdrawn immediately.

Financial Aid Satisfactory Academic Progress

Satisfactory Academic Progress Policy

The U.S. Department of Education requires that colleges monitor the academic progress of Federal Financial Aid recipients to ensure that only those students demonstrating satisfactory academic progress towards the completion of their educational programs continue to receive financial aid. Hutchinson Community College's Satisfactory Academic Progress Policy monitors student progress in three areas: completion rate, GPA, and maximum time frame. Students receiving any Federal Financial Aid including Pell Grants, Supplemental Educational Opportunity Grants, Work Study, Direct Loans, and/or any other Federal or state aid must meet the following standards:

- Students must earn credit for 67% of the cumulative hours they attempt
- Students must maintain a 2.0 cumulative GPA
- Students must complete their program of study within a reasonable time frame not to exceed 150% of their published program length

Each requirement is discussed in greater detail below.

Satisfactory Academic Progress is measured at the end of each semester and the student will be notified if they are not in compliance with the policy at that time.

Completion Rate

Cumulative completion rate is calculated by dividing the number of cumulative credit hours earned by the number of cumulative credit hours attempted. Students must earn **67%** of the cumulative credit hours attempted. A student failing to complete **67%** of their attempted hours will be placed on **warning** (see back of this form for details) for the following semester for which the student is enrolled. A student who does not meet satisfactory academic progress standards during their warning semester will be placed on **denial** at the end of that semester. A student may **appeal** their **denial.** Instructions for appeal are found below.

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

Any grades that are not posted at the time of SAP review will be considered as hours attempted, but not earned.

A student must contact the Financial Aid Office to resolve any discrepancies related to classes with grades posting after the review.

Cumulative GPA

A student must also maintain a 2.0 cumulative grade point average (CGPA). A student failing to meet the cumulative GPA standard will be placed on **warning** for the following semester of enrollment. A student who does not meet satisfactory academic progress standards during their warning semester will be placed on **denial** at the end of that semester. A student may **appeal** their **denial.** Instructions for appeal are found below.

Maximum Time Frame

Federal regulations require that a student complete their degree or certificate in a reasonable time frame not to exceed 150% of the published program length. All credit hours attempted at HutchCC and transfer credit hours posted to the HutchCC transcript are counted towards the maximum time frame regardless of whether or not the credit hours apply to the degree or certificate the student is currently pursuing or if aid was received for those credit hours. A student will be placed on **warning** at the end of the semester that they reach or exceed 125% their published program length. If the student does not complete his or her degree or certificate during the warning semester, they will be placed on **denial**. A student may **appeal** their **denial.** Instructions for appeal are found below.

Example: A student is pursuing an Associate's degree which requires 60 credit hours for graduation. The student will be placed on warning at 75 attempted credit hours (60x125%=75). The student will then be placed on denial at the end of the warning semester.

Transfer Hours

All transfer hours accepted by HutchCC and posted to the student's HutchCC transcript are included when determining Satisfactory Academic Progress status for transfer students. All official transcripts from other colleges must be received, evaluated, and posted to the student's HutchCC transcript before any financial aid will be awarded to a transfer student at HutchCC. The transcript will then be evaluated for Satisfactory Academic Progress before any awards are made. Students will be notified of their SAP status at that time. If HutchCC becomes aware of any coursework not accounted for after an award is made, the award may be canceled until SAP status can be determined.

Warning

At the conclusion of each semester, all students receiving Title IV aid will be evaluated to determine whether or not they are maintaining Satisfactory Academic Progress (SAP). If a student is failing to meet SAP standards, they will be placed on warning for the following semester for which they are enrolled. Warning status will not prevent the student from receiving financial aid. This is not the same as being on academic probation with the College. If the student fails to meet satisfactory academic progress standards while on warning, the student will be placed on financial aid denial.

Denial

A student not meeting satisfactory progress for two consecutive semesters will be denied financial aid until they reach the required completion rate or grade point average to meet satisfactory academic progress policy requirements. Students on denial are not eligible for financial aid of any kind, including Federal Direct student loans. This is not the same as being on academic dismissal with the College.

Reinstatement

A student who has been placed on financial aid warning or denial may request that their status be adjusted if a subsequent semester brings them into compliance with Satisfactory Academic Progress standard. Students may request a re-evaluation of their SAP status in writing to the Financial Aid Office.

Appeal

A student on denial may also appeal to have their eligibility reinstated through the Financial Aid Office. Appeal forms are available at www.hutchcc.edu and/or DragonZone. Appeals will be accepted through September 30 for the fall term, February 28 for the spring term, and July 15 for the summer term. The Financial Aid Office reserves the right to review appeals after the deadline dates, if warranted. Appeals will be reviewed within 10 business days of the date they were received in the Financial Aid Office.

The Financial Aid office will consider each petition individually. Only extenuating circumstances will be considered for appeal. Extenuating circumstances must be unexpected circumstances that are beyond the student's control. Typical adjustments to college life such as underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances. Extenuating circumstances must be adequately documented and the documentation must be included with the appeal. Documentation may include supporting statements from doctors, teachers, counselors, etc. Students filing an appeal must be enrolled in the semester they are appealing aid for. The student will be notified in writing of the decision within ten days of the appeal review.

A student whose appeal has been denied who wishes to appeal the decision further may file another appeal if they can provide additional information or documentation that was not included in their initial appeal.

Academic Affairs

The Office of Academic Affairs at Hutchinson Community College facilitates accessible, quality teaching/learning by overseeing five academic and professional/technical departments of the college. The major responsibilities of the Office are to:

- support instructional quality at all locations through all delivery modalities,
- act on behalf of the institution as a liaison with accrediting and regulating agencies,
- provide students an avenue for academic inquiry and appeal,
- assist departments in all areas of support and oversight including;
    - curriculum development—meeting currency, state alignment, workforce needs
    - program review--goal setting and improvement planning
    - academic assessment of course/program/institutional outcomes
    - faculty appointments, faculty evaluation processes, and faculty development
    - budgeting/expenditure management/grant acquisition
    - and most importantly, building a college community of learning.

Academic Calendar - 2023-2024

2023-2024 Academic Calendar-Approved by Board of Trustees 8/10/23

August 2023

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

September 2023

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

October 2023

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

November 2023

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

December 2023

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

January 2024

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

Hutchinson Community College
1300 North Plum
620-665-3500 1-888-GO-HUTCH
Hutchinson, KS 67501

Aug 1	Any course beginning after this date is considered a Fall course
Aug 7-8	Faculty Development Days
Aug 9-15	Enrollment/Registration/Faculty Prep
Aug 16	Classes Begin
Sept 4	Labor Day, College Closed
Oct 13	Fall Break, College Closed
Oct 20	HCC Recruitment Day, No Day Classes
Nov 22-24	Thanksgiving Break, College Closed
Dec 4-7	Final Exams
Dec 8	Make-Up Exams, Final Grades Due by 5 p.m.
Dec 25-Jan 1	Winter Break, College Closed
Jan 1	Any course beginning after this date is considered a Spring course
Jan 2-3	Faculty Development Days
Jan 4-5	Enrollment/Registration/Faculty Prep
Jan 8	Classes Begin
Jan 15	Martin Luther King Day, College Closed
Feb 19	2024-2025 Schedule Available
Mar 11-15	Spring Break
Mar 15	College Closed
Apr 20	Enrollment/Registration/Faculty Prep
Apr 29-May 2	Final Exams
May 3	Commencement, 7:00 p.m., Make-Up Exams, Final Grades Due by 5 p.m.
May 24	Floating Holiday, College Closed
May 27	Memorial Day, College Closed
Jun 1	Any course beginning after this date is considered a Summer course
Jun 3	1st Summer Term Begins
Jun 27	1st Summer Term Ends
Jul 1	2nd Summer Term Begins
Jul 4	Independence Holiday, College Closed
Jul 5	Floating Holiday, College Closed
Jul 29	2nd Summer Term Ends

Faculty will have 1 prep day (contract day) to be used at their discretion between July 1, 2023 & June 30, 2024

February 2024

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

March 2024

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

April 2024

S	M	T	W	T	F	S
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May 2024

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June 2024

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July 2024

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Check DragonZone or Course Syllabus for last date to withdraw.

Academic Calendar - 2024-2025

2024-2025 Academic Calendar Approved by Board of Trustees 12/8/22

August 2024

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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September 2024

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October 2024

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27	28	29	30	31		

November 2024

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December 2024

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January 2025

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

Hutchinson Community College
1300 North Plum
620-665-3500 1-888-GO-HUTCH
Hutchinson, KS 67501

Aug 1	Any course beginning after this date is considered a Fall course
Aug 12-13	Faculty Development Days
Aug 14-20	Enrollment/Registration/Faculty Prep
Aug 21	Classes Begin
Sept 2	Labor Day, College Closed
Oct 11	Fall Break, College Closed
Oct 25	HCC Recruitment Day, No Day Classes
Nov 27-29	Thanksgiving Break, College Closed
Dec 9-12	Final Exams
Dec 13	Make-Up Exams, Final Grades Due by 5 p.m.
Dec 24-Jan 1	Winter Break, College Closed
Jan 1	Any course beginning after this date is considered a Spring course
Jan 6-7	Faculty Development Days
Jan 8-10	Enrollment/Registration/Faculty Prep
Jan 13	Classes Begin
Jan 20	Martin Luther King Day, College Closed
Feb 17	2025-2026 Schedule Available
Mar 17-21	Spring Break
Mar 21	College Closed
May 5-8	Final Exams
May 9	Commencement, 7:00 p.m., Make-Up Exams, Final Grades Due by 5 p.m.
May 26	Memorial Day, College Closed
Jun 1	Any course beginning after this date is considered a Summer course
Jun 2	1st Summer Term Begins
Jun 26	1st Summer Term Ends
Jun 30	2nd Summer Term Begins
Jul 4	Independence Holiday, College Closed
Jul 24	2nd Summer Term Ends

Faculty will have 1 prep day (contract day) to be used at their discretion between July 1, 2024 & June 30, 2025

February 2025

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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March 2025

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April 2025

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May 2025

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June 2025

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July 2025

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20	21	22	23	24	25	26
27	28	29	30	31		

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Academic Calendar - 2025-2026

2025-2026 Academic Calendar-Approved by Board of Trustees 8/10/23

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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September 2025

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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November 2025

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December 2025

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21	22	23	24	25	26	27
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January 2026

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25	26	27	28	29	30	31

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1300 North Plum
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Jan 2	Floating Holiday, College Closed
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Jan 7-9	Enrollment/Registration/Faculty Prep
Jan 12	Classes Begin
Jan 19	Martin Luther King Day, College Closed
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Faculty will have 1 prep day (contract day) to be used at their discretion between July 1, 2025 & June 30, 2026

February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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July 2026

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Check DragonZone or Course Syllabus for last date to withdraw.

Catalog Curriculum - AA, AS, AGS, AFA Requirements

Associate of Arts, Associate of Science, Associate of General Studies and Associate of Fine Arts

Associate of Arts	
The Associate of Arts provides a general education degree designed for students planning to transfer to four-year colleges and universities and pursue, in general, majors in arts and humanities.	
Program Courses	Number of Credits
Basic Skills	12
English Composition I or equivalent	3
EN100 English Composition IB	
EN101 English Composition IA	
EN102 English Composition II	3
SH101 Public Speaking	3
MA 106 College Algebra or higher	3
Social Science	6
Minimum of 6 hours from two of the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Natural Sciences	4
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Humanities and Literature	9
Minimum of 9 hours from two or more of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (FR, GR, IT, or SP), History (HI), Music (MU)*, Philosophy (PL), or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
General Electives	29
TOTAL	60

Associate of Science	
The Associate of Science provides a general education degree designed for students planning to transfer to four-year colleges and universities and pursue, in general, majors in science (computer, natural, physical, and social sciences), mathematics, and business.	

Program Courses	Number of Credits
Basic Skills	12
English Composition I or equivalent	3
EN100 English Composition IB	
EN101 English Composition IA	
EN102 English Composition II	3
SH101 Public Speaking	3
MA 106 College Algebra or higher	3
Social Science	6
Minimum of 6 hours from two of the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Natural Sciences and Mathematics	9
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab. Additional hours may be Mathematic courses	
Humanities and Literature	6
Minimum of 6 hours from two of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (FR, GR, IT, or SP), History (HI), Music (MU)*, Philosophy (PL), or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
General Electives	27
TOTAL	60

Associate of General Studies	
The Associate of General Studies provides a flexible general education degree to meet student interest, career goal, academic need, and desire for lifelong learning.	
Program Courses	Number of Credits
Basic Skills	12
English Composition I or equivalent	3
EN100 English Composition IB	
EN101 English Composition IA	
EN102 English Composition II	3
SH101 Public Speaking	3
MA 105 Intermediate Algebra or higher	3

Social Science	6
Minimum of 6 hours from the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Natural Sciences and Mathematics	4
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Humanities and Literature	6
Minimum of 6 hours from the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (FR, GR, IT, or SP), History (HI), Music (MU)*, Philosophy (PL), or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
Necessary Skills/KBOR Aligned Courses Option	2
Minimum of 2 hours from the approved list	
General Electives	30
TOTAL	60

Associate of Fine Arts	
The Associate of Fine Arts provides a general education degree designed for students planning to transfer to four-year colleges and universities and pursue, in general, majors in fine arts.	
Program Courses	Number of Credits
Basic Skills	12
English Composition I or equivalent	3
EN100 English Composition IB	
EN101 English Composition IA	
EN102 English Composition II	3
SH101 Public Speaking	3
MA 106 College Algebra or higher	3
Social Science	6
Minimum of 6 hours from two of the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Natural Sciences	4
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Humanities and Literature	9

Minimum of 9 hours from two or more of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (FR, GR, IT, or SP), History (HI), Music (MU)*, Philosophy (PL), or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
Fine Arts Electives	21
Minimum of 21 hours from at least one of the following disciplines: Art (AR), Music (MU), or Theatre (TH)	
Capstone Options	2
AR250 Art Capstone	
MU250 Music Capstone	
TH250 Theatre Capstone	
General Electives	6
TOTAL	60

Programs/Areas of Study - AAS and CERT Requirements

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Agricultural Diesel Mechanics - ASSOC
Agriculture, Business, Computers and Technology

The Agriculture Diesel Mechanics curriculum prepares students with technical knowledge and skills for employment as service technicians at implement dealerships or independent shops. The course of study includes repair and service of diesel engines, hydraulics, transmissions, air conditioning and electrical systems on agriculture and light industrial equipment.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AP101	Introduction to Ag Power	6
AP102	Hay and Seeding Systems	2
AP104	Ag Air Conditioning	2
AP105	Field Study and Conference Internship	4
AP107	Ag Equipment Hydraulics	6
AP121	Ag Equipment Electricity	3
AP122	Combine Operation and Repair	2
AP125	Agriculture Equipment Technology & Optimization	1
AP203	Ag Equipment Powertrains	7
AP206	Dealership Operations and Procedures	1
AP207	Advanced Ag Equipment Hydraulics	4
AP221	Advanced Ag Equipment Electricity	4
AP222	Transverse and Axial Combines	4
AP225	Advanced Ag Equipment Systems	4
AP227	Ag Diesel Diagnostics	3
General Education Options		15
	TOTAL CREDIT HOURS	68

Contact Information

Contact: Heath Weninger - weningerh@hutchcc.edu - (620) 665-3589
Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Agricultural Diesel Mechanics - CERTB
Agriculture, Business, Computers and Technology

The Agriculture Diesel Mechanics curriculum prepares students with technical knowledge and skills for employment as service technicians at implement dealerships or independent shops. The course of study includes repair and service of diesel engines, hydraulics, transmissions, air conditioning and electrical systems on agriculture and light industrial equipment.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AP101	Introduction to Ag Power	6
AP102	Hay and Seeding Systems	2
AP104	Ag Air Conditioning	2
AP105	Field Study and Conference Internship	4
AP107	Ag Equipment Hydraulics	6
AP121	Ag Equipment Electricity	3
AP122	Combine Operation and Repair	2
AP125	Agriculture Equipment Technology & Optimization	1
AP203	Ag Equipment Powertrains	7
AP206	Dealership Operations and Procedures	1
AP221	Advanced Ag Equipment Electricity	4
	TOTAL CREDIT HOURS	38

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Applied Technologies - ASSOC
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
General Education Options		15
Option I: Select Two Certificate A's from the Specific List of Options		15
Option II: Select one Certificate B from the Specific List of Options		15
Additional Credits Required		19
	TOTAL CREDIT HOURS	64

Students completing this degree must complete either two Certificate A options (Auto Collision, Auto Technology, Computer Support Specialist, Construction Technology, Fire Science, Industrial Mechanical Maintenance, Machine Technology, Media Communication & Production, Networking, or Welding Technology) or one Certificate B option (Ag Diesel, Auto Collision, Auto Technology, Business Adm Technologies-Accounting or Office Support, Business Mgmt + Entrepreneurship-Sales or Supervision, Construction Technology, Industrial Electrical Technology, Machine Technology, Networking-Emphasis in Security, or Welding Technology) and a minimum of 15 hours of General Education courses. Additional hours of Technical Concentrator Electives will be required to make up the 64 hours. If the Certificate B option is selected these hours must be from a different technical area (different course prefix).

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Audio Technology - CERTA
Agriculture, Business, Computers and Technology

The Audio Technology Program prepares students for an entry level position in the varied fields of the audio industry, to enable them to transfer to an audio degree at another institution or compliment other media degrees at HutchCC. There is an emphasis on hands-on experiential training, while assuring students also understand audio theory and traditional musical concepts. Students can focus their work on a media or music track based on interest. Our curriculum produces a versatile professional prepared to work in a variety of audio industry fields and to communicate with performers in a studio or at a live event.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MP109	Audio Production I	3
MP157	Introduction to the Media Recording Set	1
MP209	Audio Production II	3
MU157	Introduction to the Music Recording Studio	1
Media or Music Track Options		8
Audio Technology Electives		8
	TOTAL CREDIT HOURS	24

Contact Information

Contact: Robert Obermite - obermiteb@hutchcc.edu - (620) 665-3433
Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automation Engineer Technology - ASSOC
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE208	National Electrical Code	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
ME106	Industrial Fluid Power	3
ME108	Occupational Safety	2
ME110	Fundamentals of Motor Controls	3
General Education Options		6
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Written Communications Options for AET AAS		3
AET Networking Options		3
AET Math Options		3
Automation Engineer Technology Contextual Electives		3
	TOTAL CREDIT HOURS	60

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automotive Collision & Refinishing Technology - CERTA
Agriculture, Business, Computers and Technology

This program prepares students for entry into collision repair careers. Students learn and then apply collision repair skills, from estimating damage to final detailing.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AB110	Painting and Refinishing I	3
AB111	Painting and Refinishing II	3
AB114	Non-Structural Analysis and Damage Repair I	4
AB115	Non-Structural Analysis and Damage Repair II	4
AB118	Intro to Estimating & Diagnostic Scanning	1
AB120	Structural Analysis and Damage Repair I	2
TR121	General Industrial Safety/OSHA10	1
	TOTAL CREDIT HOURS	18

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automotive Collision & Refinishing Technology - CERTB
Agriculture, Business, Computers and Technology

This program prepares students for entry into collision repair careers. Students learn and then apply collision repair skills, from estimating damage to final detailing.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AB110	Painting and Refinishing I	3
AB111	Painting and Refinishing II	3
AB112	Painting and Refinishing III	3
AB113	Painting and Refinishing IV	4
AB114	Non-Structural Analysis and Damage Repair I	4
AB115	Non-Structural Analysis and Damage Repair II	4
AB116	Non-Structural Analysis and Damage Repair III	4
AB117	Non-Structural Analysis and Damage Repair IV	5
AB118	Intro to Estimating & Diagnostic Scanning	1
AB119	Advanced Estimating and Blueprinting	2
AB120	Structural Analysis and Damage Repair I	2
AB121	Structural Analysis and Damage Repair II	2
AB124	Mechanical and Electrical Components	3
TR121	General Industrial Safety/OSHA10	1
	TOTAL CREDIT HOURS	41

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automotive Collision & Refinishing Technology - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students for entry into collision repair careers. Students learn and then apply collision repair skills, from estimating damage to final detailing.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AB110	Painting and Refinishing I	3
AB111	Painting and Refinishing II	3
AB112	Painting and Refinishing III	3
AB113	Painting and Refinishing IV	4
AB114	Non-Structural Analysis and Damage Repair I	4
AB115	Non-Structural Analysis and Damage Repair II	4
AB116	Non-Structural Analysis and Damage Repair III	4
AB117	Non-Structural Analysis and Damage Repair IV	5
AB118	Intro to Estimating & Diagnostic Scanning	1
AB119	Advanced Estimating and Blueprinting	2
AB120	Structural Analysis and Damage Repair I	2
AB121	Structural Analysis and Damage Repair II	2
AB124	Mechanical and Electrical Components	3
TR121	General Industrial Safety/OSHA10	1
General Education Options		6
Auto Collision & Repair Social Science Options		3
Auto Collision & Repair Math Options		3
Auto Collision & Repair Written Communcation Options		3
Auto Collision & Repair Technical Options		6
	TOTAL CREDIT HOURS	60

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automotive Technology - CERTA
Agriculture, Business, Computers and Technology

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles, including instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air conditioning systems.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM205	Suspension and Steering II	1
	TOTAL CREDIT HOURS	19

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automotive Technology - ASSOC
Agriculture, Business, Computers and Technology

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles, including instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air conditioning systems.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
General Education Options		3
Automotive Technology Technical Options		15
Computer Literacy Options-Automotive Technology		2
Math Options-Automotive Technology		3
Social Science Options-Automotive Technology		3
Written Communication Options-Automotive Technology		3
Additional Credits Required		1
	TOTAL CREDIT HOURS	64

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Automotive Technology - CERTB
Agriculture, Business, Computers and Technology

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles, including instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air conditioning systems.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
	TOTAL CREDIT HOURS	34

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Accounting Services - ASSOC
Agriculture, Business, Computers and Technology

The accounting clerk curriculum prepares the student for immediate employment as an accounting clerk, payroll clerk, accounts receivable clerk, or accounts payable clerk. The focus is on the accounting, computer and communication skills required for these entry-level positions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I	3
BU102	Accounting II	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU111	Quickbooks	3
BU121	Customer Service/Professional Image	3
BU201	Managerial Accounting	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
General Education Options		15
Business Electives-BAT Accounting Services		9
	TOTAL CREDIT HOURS	60

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Accounting Services - CERTB
Agriculture, Business, Computers and Technology

The accounting clerk certificate curriculum prepares students for entry-level positions as bookkeepers or cashiers. This curriculum is also useful for upgrading accounting and microcomputer skills.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU111	Quickbooks	3
BU121	Customer Service/Professional Image	3
BU217	Spreadsheet Management	3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
Business Electives-BAT Accounting Services		11
Math Options-BAT Accounting Services		3
Accounting Options-BAT Accounting Services		6
	TOTAL CREDIT HOURS	32

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Office Support - ASSOC
Agriculture, Business, Computers and Technology

This curriculum prepares students for positions in all types of offices: banking, insurance, manufacturing, industry, real estate, legal, accounting and medical.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU121	Customer Service/Professional Image	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
IS113	Desktop Publishing	3
General Education Options		15
Business Electives-BAT Office Support		12
Computer Electives-BAT-Office Support		3
	TOTAL CREDIT HOURS	60

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Office Support - CERTB
Agriculture, Business, Computers and Technology

This curriculum prepares students for positions in all types of offices: banking, insurance, manufacturing, industry, real estate, legal, accounting and medical.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU121	Customer Service/Professional Image	3
Microsoft Office Software Options-BAT Office Support		6
Keyboarding Options-BAT Office Support		6
Communications Options-BAT Office Support		6
Business Electives-BAT Office Support		11
	TOTAL CREDIT HOURS	32

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Management and Entrepreneurship - ASSOC
Agriculture, Business, Computers and Technology

This program helps students learn to manage business or other organizations effectively, ethically and efficiently. It prepares students for success in almost any management career, from launching business ventures to advancement with an established organization. This program is primarily designed for students who want to advance their careers without transferring to a university to seek a bachelors degree after HutchCC.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU105	Introduction to Business	3
BU121	Customer Service/Professional Image	3
BU204	Small Business Management	3
BU205	Business Law I	3
General Education Options		15
BU100 Small Business Accounting OR BU101 Accounting I		3
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3
Business Management and Entrepreneurship Options		12
Business Mgmt & Entrep Business Core Electives		15
General Electives (Any College Level Course)		4
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Management and Entrepreneurship - Sales Associate - CERTB
Agriculture, Business, Computers and Technology

This program is designed to provide students practical skills and business knowledge to enable them to become effective salespersons. The better you play the game of business, the more fun you have, and the more rewards you reap. Students who participate in HutchCC's Business Management and Entrepreneurship program learn to perform jobs effectively, ethnically and efficiently.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU121	Customer Service/Professional Image	3
BU141	Sales Management	3
Business Management and Entrepreneurship Accounting Options		2
BU105 Introduction to Business OR EC100 Macroeconomics		3
BU108 Business Mathematics OR BU142 Principles of Retailing		3
BU204 Small Business Management OR BU205 Business Law		3
BU109 Business Communications OR SH101 Public Speaking		3
Composition Options		3
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3
BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II		3
PS100 General Psychology OR PS101 Human Relations		3
Additional Credits Required		1
	TOTAL CREDIT HOURS	33

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Business Management and Entrepreneurship - Supervision - CERTB
Agriculture, Business, Computers and Technology

This program provides students practical, specific supervisory skills and business knowledge to enable them to become effective supervisors. The better you play the game of business, the more fun you have, and the more rewards you reap. Students who participate in HutchCC's Business Management and Entrepreneurship program learn to perform jobs effectively, ethically and efficiently.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
Business Management and Entrepreneurship Accounting Options		2
BU105 Introduction to Business OR EC100 Macroeconomics		3
BU108 Business Mathematics OR BU142 Principles of Retailing		3
BU204 Small Business Management OR BU205 Business Law		3
BU109 Business Communications OR SH101 Public Speaking		3
Composition Options		3
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3
PS100 General Psychology OR PS101 Human Relations		3
BU141 Sales Management OR BU147 Internship I OR BU148 Internship II		3
BU118 Introduction to Leadership OR BU121 Customer Service/Professional Image		3
BU203 Management		3
Additional Credits Required		1
	TOTAL CREDIT HOURS	33

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Computer Drafting Technology - ASSOC
Agriculture, Business, Computers and Technology

The Architectural CAD program provides knowledge of architectural styles, planning, construction and drafting techniques. This involves the creation of 3D buildings using Building Information Modeling (BIM) software and construction documents.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR119	3D Parametric Modeling I	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR215	Civil Drafting	3
DR219	3D Parametric Modeling II	3
IS104	Microcomputer Applications	3
MA130	Engineering Graphics	5
General Education Options		6
Computer Drafting Math Options		3
Computer Drafting Communication Options		3
Computer Drafting Electives		9
Computer Drafting Capstone Options		3
	TOTAL CREDIT HOURS	61

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Computer Support Specialist - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students for a variety of computer-related positions. Software, hardware, networking and web expertise is needed in virtually all companies today.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU120	Job Search/Retention	1
CS111	Visual Basic Programming	3
ED105	Success Seminar/College Orientation	1
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS210	Computer Internship I	3
IS224	Networking II	3
IS225	Website Coding	2
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
General Education Options		12
IS228 Database Structures or IS137 Website Ethics & Security		3
Computer Support Specialist Electives		10
IS182 Cisco CCNA I or IS212 Networking I		3
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Computer Support Specialist - CERTA
Agriculture, Business, Computers and Technology

This program prepares students for a variety of computer-related positions. Software, hardware, networking and web expertise is needed in virtually all companies today.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CS111	Visual Basic Programming	3
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS224	Networking II	3
Computer Support Specialist Technical Electives		6
IS182 Cisco CCNA I or IS212 Networking I		3
	TOTAL CREDIT HOURS	29

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Construction - Electrical Apprenticeship - ASSOC
Agriculture, Business, Computers and Technology

An apprenticeship program is an employer-driven model that combines on-the-job learning with related technical instruction that increases an apprentice's skill level and wages. This program helps employers successfully recruit, train and retain a highly skilled workforce and allows individuals to advance their skills while earning a living wage. During an apprenticeship, students work with seasoned mentors, and the program is designed to also help them learn skills such as communication, teamwork, problem-solving, responsibility and leadership. The electrical apprenticeship program prepares students for certification as electricians. Students will first make application to the Topeka Electrical JATC (IBEW Local 226) Union for admission into the apprenticeship. The apprenticeship training is based out of the Topeka location.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EE120	Apprentice Electricity I	10
EE121	Apprentice Electricity II	10
EE122	Apprentice Electricity III	10
EE123	Apprentice Electricity IV	10
EE124	Apprentice Electricity V	10
EN108	Career and Technical Writing	3
MA105	Intermediate Algebra	3
PS101	Human Relations	3
General Education Options		6
	TOTAL CREDIT HOURS	65

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Construction Technology - CERTA
Agriculture, Business, Computers and Technology

The program prepares students for entry into the construction and home building industries. Students actively participate in the construction of one structure each year.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BT108	Roof & Framing	3
BT109	Floors, Walls and Ceiling Framing	4
BT120	Introductory Craft Skills	3
BT121	Construction Safety	1
BT131	Carpentry Basics	4
BT134	Windows, Doors and Stairs	3
	TOTAL CREDIT HOURS	18

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Construction Technology - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students for entry into the construction and home building industries. Students actively participate in the construction of one structure each year.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BT102	Concrete Flatwork and Finishing	2
BT103	Foundation Forming and Erecting	3
BT104	Cabinet Construction and Installation	3
BT105	Electrical and Mechanical Systems	2
BT106	Drywall Installation, Insulation and Ventilation	2
BT107	Exterior Finish	2
BT108	Roof & Framing	3
BT109	Floors, Walls and Ceiling Framing	4
BT110	Interior Finish and Trim Installation	2
BT112	Hard Surface Installation	2
BT120	Introductory Craft Skills	3
BT121	Construction Safety	1
BT131	Carpentry Basics	4
BT134	Windows, Doors and Stairs	3
TR120	Work Ethics	3
IS103 Microcomputer Literacy OR IS104 Microcomputer Applications		3
General Education Options		6
PS100 General Psychology OR PS101 Human Relations		3
Drafting Options for Construction DR100/DR212		3
Math Option for Construction TR100/MA105/MA106		3
English Options for Construction EN107/BU109/EN108/EN100/EN101		3
Technical Options		3
	TOTAL CREDIT HOURS	60

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Construction Technology - CERTB
Agriculture, Business, Computers and Technology

This program prepares students for entry into the construction and home building industries. Students actively participate in the construction of one structure each year.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BT102	Concrete Flatwork and Finishing	2
BT103	Foundation Forming and Erecting	3
BT104	Cabinet Construction and Installation	3
BT105	Electrical and Mechanical Systems	2
BT106	Drywall Installation, Insulation and Ventilation	2
BT107	Exterior Finish	2
BT108	Roof & Framing	3
BT109	Floors, Walls and Ceiling Framing	4
BT110	Interior Finish and Trim Installation	2
BT112	Hard Surface Installation	2
BT120	Introductory Craft Skills	3
BT121	Construction Safety	1
BT131	Carpentry Basics	4
BT134	Windows, Doors and Stairs	3
	TOTAL CREDIT HOURS	36

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Cosmetology - CERTC
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CO100	Cosmetology I	3
CO102	Cosmetology II	1
CO110	Haircutting	3.5
CO111	Trichology & Shampoo Techniques	1
CO120	Hair Coloring	3.5
CO121	Chemistry & Chemical Texturizing	1.5
CO125	Modern Hair Trends	2
CO126	Salon Success	1
CO160	Salon Services and Operations	1
CO161	Salon Service Techniques	2
CO170	Kansas Laws, Licensing, and Ethics	1.5
CO180	Clinical Experience Foundations	3
CO181	Clinical Operations	3
CO183	Clinical Experience Precision	2.5
CO200	Cosmetology III	2
CO211	Men's and Women's Hair Design	0.5
CO265	Wigs and Long Hair Design	2.5
CO266	Advanced Cosmetology Services	1
CO275	Advanced Nails	0.5
CO276	Cosmetology IV	0.5
CO280	Client Services	2.5
CO281	Salon Clinical Experience	3
CO283	Complete Cosmetology Operations	3
	TOTAL CREDIT HOURS	45

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Cosmetology - ASSOC
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CO100	Cosmetology I	3
CO102	Cosmetology II	1
CO110	Haircutting	3.5
CO111	Trichology & Shampoo Techniques	1
CO120	Hair Coloring	3.5
CO121	Chemistry & Chemical Texturizing	1.5
CO125	Modern Hair Trends	2
CO126	Salon Success	1
CO160	Salon Services and Operations	1
CO161	Salon Service Techniques	2
CO170	Kansas Laws, Licensing, and Ethics	1.5
CO180	Clinical Experience Foundations	3
CO181	Clinical Operations	3
CO183	Clinical Experience Precision	2.5
CO200	Cosmetology III	2
CO211	Men's and Women's Hair Design	0.5
CO265	Wigs and Long Hair Design	2.5
CO266	Advanced Cosmetology Services	1
CO275	Advanced Nails	0.5
CO276	Cosmetology IV	0.5
CO280	Client Services	2.5
CO281	Salon Clinical Experience	3
CO283	Complete Cosmetology Operations	3
IS104	Microcomputer Applications	3
Cosmetology Communication Option		3
Cosmetology Mathematics Option		3
Cosmetology Composition Option		3
Cosmetology Electives		4
Cosmetology Social Science Options		3
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Emergency Medical Science - Paramedic - ASSOC
Public Safety

The Paramedic program is designed for individuals interested in providing care to patients in the pre-hospital setting at the advanced life-support level. The program will provide participants with opportunities to gain information, skills and attitudes necessary for certification and practice as paramedics in the state of Kansas. The program has been approved by the Kansas Board of Emergency Medical Services. Applicants to the program must be certified EMTs.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
EM191	Paramedic I	13
EM192	Paramedic II	12
EM201	Paramedic III	12
EM202	Paramedic IV	16
Paramedic Mathematics Options		3
Paramedic General Education Options		3
English Composition I Options		3
	TOTAL CREDIT HOURS	68

A grade of "C" or better is required for all degree-specific courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Emergency Medical Science - Paramedic - CERTC
Public Safety

The Paramedic program is designed for individuals interested in providing care to patients in the pre-hospital setting at the advanced life-support level. The program will provide participants with opportunities to gain information, skills and attitudes necessary for certification and practice as paramedics in the state of Kansas. The program has been approved by the Kansas Board of Emergency Medical Services. Applicants to the program must be certified EMTs.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM191	Paramedic I	13
EM192	Paramedic II	12
EM201	Paramedic III	12
EM202	Paramedic IV	16
	TOTAL CREDIT HOURS	53

A grade of "C" or better is required for all degree-specific courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Farm and Ranch Management - ASSOC
Agriculture, Business, Computers and Technology

This program provides training for individuals who plan to return to the farm or seek employment as farm managers or with agri-business firms. Students receive practical farm or agricultural related experience through supervised summer field experience.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AG101	Agriculture Orientation	1
AG103	Principles of Animal Science	3
AG104	Plant Science	4
AG105	Principles of Agricultural Economics	3
FM102	Farm Crop Production	4
FM105	Farm Management	3
FM109	Livestock Management	3
FM120	Farm and Ranch Management Internship	4
FM202	Agriculture Marketing	3
Communications Options		3
Humanities Options		3
Social Science Options		3
Farm & Ranch Mgmt. Options		18
Math Options-Farm & Ranch Management		3
Farm & Ranch Mgmt Science Options		4
Necessary Skills Option		1
General Electives (Any College Level Course)		1
	TOTAL CREDIT HOURS	64

Limits on Farm & Ranch Mgmt. Options: Maximum of 3 hours of Welding Courses. Maximum of 6 hours of Business Courses. Maximum of 9 hours of Ag-Diesel (AP) courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Fire Science - ASSOC
Public Safety

This program is designed to prepare the student for employment in fire service in either public or private sectors. If students plan to continue their education at a four-year school, this curriculum will be deficient in certain academic areas. Therefore, students interested in completing a baccalaureate degree should work closely with their advisors.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM110	Emergency Medical Technician	10
FS106	Basic Vehicle Extrication	1
FS110	Firefighter I	4
FS113	Firefighter II	3
FS120	Wildland Firefighter Type II	3
FS150	Hazardous Materials Operations (First Responder)	1.5
FS151	Fireground Operations	1
FS175	Intro. to Fire & Emergency Services Administration	3
FS203	Fire Hydraulics	3
Fire Science Electives		18.5
General Education Options		15
Additional Credits Required		0.5
	TOTAL CREDIT HOURS	63.5

A grade of "C" or better is required for all degree-specific courses.

Contact Information

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Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Fire Science - CERTA
Public Safety

This program is designed to prepare students to successfully obtain needed certifications to meet the minimum job requirements for a position as a firefighter.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM110	Emergency Medical Technician	10
FS110	Firefighter I	4
FS113	Firefighter II	3
FS150	Hazardous Materials Operations (First Responder)	1.5
	TOTAL CREDIT HOURS	18.5

A grade of "C" or better is required for all degree-specific courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Fire Science - CERTC
Public Safety

This program is designed to prepare the student for employment in fire service in either public or private sectors. If students plan to continue their education at a four-year school, this curriculum will be deficient in certain academic areas. Therefore, students interested in completing a baccalaureate degree should work closely with their advisors.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM110	Emergency Medical Technician	10
FS106	Basic Vehicle Extrication	1
FS110	Firefighter I	4
FS113	Firefighter II	3
FS120	Wildland Firefighter Type II	3
FS130	Introduction to Fire Ground Strategy and Tactics	3
FS150	Hazardous Materials Operations (First Responder)	1.5
FS151	Fireground Operations	1
FS175	Intro. to Fire & Emergency Services Administration	3
FS203	Fire Hydraulics	3
Fire Science Electives		16
	TOTAL CREDIT HOURS	48.5

A grade of "C" or better is required for all degree-specific courses.

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Health Information Management - ASSOC
Allied Health

This program provides instruction and clinical experience to assist in developing the technical skills necessary to become health information technicians. Health information technicians are responsible for the preparation, coordination, security and maintenance of health records in a variety of health-care settings. A good background in English, biological sciences, as well as an aptitude for detail, will help students achieve success. Courses leading to this degree are offered on campus and online.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology	6
CS104	Computers in Healthcare	3
HR103	Health Information Processes	4
HR105	Medical Terminology	3
HR107	Legal and Ethical Issues in Healthcare	3
HR203	HIM Virtual Lab I	1
HR208	Quality Improvement in Healthcare	2
HR210	CPT Coding	2
HR211	HIM Virtual Lab II	1
HR212	Pathophysiology	4
HR214	Health Statistics	2
HR215	HIM Clinical Affiliation	2
HR216	Reimbursement Methodologies	3
HR217	Health Record Lab I	1
HR218	Health Record Lab II	1
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR228	Statistics and Analytics	2
Health Information Management Composition Options		3
HIM Social Science Option		3
HIM Communication Option		3
HIM Leadership Option		3
HIM Computer Option		3
	TOTAL CREDIT HOURS	66

A grade of "C" or better is required for all degree-specific courses.

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Health Information Management - Emphasis in Cancer Registry Management - CERTB
Allied Health

The Health Information Management certificate with an emphasis in cancer registry provides instruction and clinical experience to assist in developing the technical skills necessary to become a Certified Tumor Registrar. Tumor (or cancer) registrars are responsible for the preparation, coordination, security and maintenance of health records in a variety of health-care settings.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
CS104	Computers in Healthcare	3
HR105	Medical Terminology	3
HR260	Cancer Registry Structure and Management	3
HR261	Cancer Registry Operations	3
HR262	Cancer Disease, Coding, and Staging	4
HR263	Oncology Treatment and Coding	3
HR264	Follow-Up, Data Quality, and Utilization	3
HR265	Abstracting Methods	3
HR266	Multiple Primary and Histology & Hematopoietics	3
HR267	Cancer Registry Clinical Practicum	4
	TOTAL CREDIT HOURS	38

A grade of "C" or better is required for all degree-specific courses.

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Health Information Management-Emphasis in Cancer Registry Management - ASSOC
Allied Health

The Health Information Management certificate with an emphasis in cancer registry provides instruction and clinical experience to assist in developing the technical skills necessary to become a Certified Tumor Registrar. Tumor (or cancer) registrars are responsible for the preparation, coordination, security and maintenance of health records in a variety of health-care settings.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology	6
CS104	Computers in Healthcare	3
HR103	Health Information Processes	4
HR105	Medical Terminology	3
HR107	Legal and Ethical Issues in Healthcare	3
HR212	Pathophysiology	4
HR214	Health Statistics	2
HR260	Cancer Registry Structure and Management	3
HR261	Cancer Registry Operations	3
HR262	Cancer Disease, Coding, and Staging	4
HR263	Oncology Treatment and Coding	3
HR264	Follow-Up, Data Quality, and Utilization	3
HR265	Abstracting Methods	3
HR266	Multiple Primary and Histology & Hematopoietics	3
HR267	Cancer Registry Clinical Practicum	4
IS104	Microcomputer Applications	3
EN101 English Composition IA or EN107 Business English Grammar		3
Cancer Registry Social Science Option		3
Additional Credits Required		3
	TOTAL CREDIT HOURS	66

A grade of "C" or better is required for all degree-specific courses.

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Healthcare Coding - CERTC
Allied Health

This program prepares students for coding positions in hospitals, clinics, ambulatory surgery centers, insurance companies and other settings where diagnostic and procedural data are coded in ICD-10-CM/PCS and CPT for reimbursement purposes. Courses leading to this certificate are offered on campus and online. Most credits in this program are fully applicable to the Health Information Technology Associate in Applied Science degree.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology	6
CS104	Computers in Healthcare	3
HR103	Health Information Processes	4
HR105	Medical Terminology	3
HR107	Legal and Ethical Issues in Healthcare	3
HR202	ICD-10 Coding for Long Term Care	2
HR210	CPT Coding	2
HR212	Pathophysiology	4
HR216	Reimbursement Methodologies	3
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR225	Health Record Coding Practicum	1
IS104	Microcomputer Applications	3
	TOTAL CREDIT HOURS	45

A grade of "C" or better is required for all degree-specific courses.

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Heating, Ventilation, Air Conditioning, and Refrigeration - CERTB
Agriculture, Business, Computers and Technology

This program covers installation, calibration and maintenance of heating, air conditioning and refrigeration systems for residential and commercial buildings and industrial applications. Each application course includes a lab component.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME140	Low Pressure Boilers	3
TR100	Technical Math	3
Industrial Safety Electives		2
HVAC Technical Electives		3
	TOTAL CREDIT HOURS	42

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Industrial Electrical Technology - CERTB
Agriculture, Business, Computers and Technology

This Electronic Engineering Technology option prepares individuals to apply basic engineering principles and technical skills in support of industrial engineers and managers.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
TR100	Technical Math	3
Industrial Safety Electives		2
Industrial Electronics Technical Electives		6
	TOTAL CREDIT HOURS	33

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Industrial Mechanical Maintenance - CERTA
Agriculture, Business, Computers and Technology

This Manufacturing Engineering Technology certificate option builds the basic electrical/electronic, fluid power and mechanical skills identified as necessary by manufacturing employers.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE155	Electrical Maintenance	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME129	Mechanical Maintenance Skills	3
Computer Applications Options		3
	TOTAL CREDIT HOURS	19

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Machine Technology - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students for entry into machining careers. Machinists produce customized, precision components for machinery. Students learn to read blueprints, utilize precision measurement tools, and operate machine tools, including drilling machines, lathes, milling machines, saws, grinders, and computer-controlled machines.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MC104	Machine Technology Math	2
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
MC206	CNC Operations-Advanced	3
TR120	Work Ethics	3
TR121	General Industrial Safety/OSHA10	1
General Education Options		6
Machine Technology Communication Options		3
Machine Technology Math Options		3
Machine Technology Social Science Options		3
Machine Technology Technical Options		17
Additional Credits Required		1
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Machine Technology - CERTB
Agriculture, Business, Computers and Technology

This program prepares students for entry into machining careers. Machinists produce customized, precision components for machinery. Students learn to read blueprints, utilize precision measurement tools, and operate machine tools, including drilling machines, lathes, milling machines, saws, grinders, and computer-controlled machines.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MC104	Machine Technology Math	2
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
MC206	CNC Operations-Advanced	3
TR120	Work Ethics	3
TR121	General Industrial Safety/OSHA10	1
	TOTAL CREDIT HOURS	31

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Machine Technology - CERTA
Agriculture, Business, Computers and Technology

This program prepares students for entry into machining careers. Machinists produce customized, precision components for machinery. Students learn to read blueprints, utilize precision measurement tools, and operate machine tools, including drilling machines, lathes, milling machines, saws, grinders, and computer-controlled machines.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MC104	Machine Technology Math	2
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
TR120	Work Ethics	3
	TOTAL CREDIT HOURS	22

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Manufacturing Engineering Technology - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students to utilize knowledge of electrical and mechanical technology to install, maintain and repair equipment and machinery. Students learn troubleshooting skills to detect problems and correct them before they become costly.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE208	National Electrical Code	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME115	HVAC Fundamentals	4
ME129	Mechanical Maintenance Skills	3
IS103 Microcomputer Literacy OR IS104 Microcomputer Applications		2
Manufacturing Engineering Technology Contextual Options		12
Written Communications Options		3
Manufacturing Engineering Technology Mathematics Options		3
Manufacturing Engineering Technology Speech Options		3
Manufacturing Engineering Technology Welding Options		3
Manufacturing Engineering Technology Social Science Options		3
Industrial Safety Electives		2
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Media Communication and Production - ASSOC
Agriculture, Business, Computers and Technology

This curriculum is designed to provide students with background training and experience for entering the field of broadcast and media technology in a variety of entry level production positions in broadcasting.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
ED105	Success Seminar/College Orientation	1
IS104	Microcomputer Applications	3
JL101	Introduction to Mass Communications	3
MP109	Audio Production I	3
MP111	Audio/Video Scriptwriting	3
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3
MP206	Media Law and Contracts	3
MP212	Video Editing and Post-Production II	3
MP213	Advanced Production Techniques	3
MP214	Applied Production Logistics	3
MP218	Media Communication and Production Capstone	2
MP220	Media Communication and Production Internship I	2
MP221	Media Communication and Production Internship II	2
SH101	Public Speaking	3
General Education Options		3
AR134 OR JP118 Introduction to Digital Imagery--Photoshop		3
Mathematics Requirement		3
English Composition I Options		3
Media Communication & Production Technical Electives		9
Media Communication & Production Non-Tiered Electives		3
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Media Communication and Production - CERTA
Agriculture, Business, Computers and Technology

This curriculum is designed to provide students with background training and experience for entering the field of broadcast and media technology in a variety of entry level production positions in broadcasting.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3
MP213	Advanced Production Techniques	3
Media Communication & Production Communiction Options		3
Media Communication & Production Electives		9
AR134 or JP118 Introduction to Digital Imagery (Photoshop)		3
	TOTAL CREDIT HOURS	24

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Networking - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students for computer-related positions in networking. Expertise in networking is needed in virtually all companies today.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS210	Computer Internship I	3
IS224	Networking II	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
CISCO Options		4
General Education Options		12
Networking Elective Options		12
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Networking - CERTA
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
IS100	Cybersecurity Application	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS224	Networking II	3
Networking Concentration Block		10
	TOTAL CREDIT HOURS	28

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Networking-Emphasis in Security - CERTB
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
IS100	Cybersecurity Application	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS224	Networking II	3
Security Emphasis Electives		11
Security Foundation Electives		6
	TOTAL CREDIT HOURS	35

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Networking-Emphasis in Security - ASSOC
Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CS200	Problem Solving and Programming	4
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications	3
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS224	Networking II	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
General Education Options		12
Networking Elective Options		9
	TOTAL CREDIT HOURS	64

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Nursing - LPN to RN Online Bridge - ASSOC
Allied Health

The AD Nursing program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. The AD Nursing program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at a baccalaureate granting institution.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
BI112	General Microbiology	4
EN101	English Composition IA	3
HR212	Pathophysiology	4
NR123	Health Maintenance Promotion and Restoration	9
NR123L	Hlth Maintenance Promotion & Restoration Practicum	3
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology	3
PS102	Human Growth and Development	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Credit for Prior Learning		12
Sociology/Nutrition Options		3
	TOTAL CREDIT HOURS	67

Must be IV Therapy Certified before Application Deadline. A grade of "C" or better is required for all courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Nursing - LPN to RN Traditional Bridge - ASSOC
Allied Health

This program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. This is an intensive one-year program that combines theory and clinical practice. The program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at baccalaureate granting institutions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
BI112	General Microbiology	4
HR105	Medical Terminology	3
NR103	LPN Transition to RN	2
NR103L	LPN Transition to RN Practicum	1
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR211L	Advanced Skills Lab	1
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology	3
PS102	Human Growth and Development	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Sociology/Nutrition Options		3
English Composition I Options		3
Credit for Prior Learning		21
	TOTAL CREDIT HOURS	67

Must be IV Therapy Certified before starting the program. A grade of "C" or better is required for all courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Nursing - Paramedic to RN Online Bridge - ASSOC
Allied Health

The AD Nursing program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. The AD Nursing program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at baccalaureate granting institutions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
BI112	General Microbiology	4
EN101	English Composition IA	3
HR212	Pathophysiology	4
NR123	Health Maintenance Promotion and Restoration	9
NR123L	Hlth Maintenance Promotion & Restoration Practicum	3
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology	3
PS102	Human Growth and Development	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Credit for Prior Learning		12
Sociology/Nutrition Options		3
	TOTAL CREDIT HOURS	67

A grade of "C" or better is required for all courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Nursing - Practical Nurse (LPN) - CERTC
Allied Health

This program prepares students for entry-level positions as practical nurses. The program combines theory and practice emphasizing the roles of a practical nurse as a provider of care, manager of care, and member of the discipline of nursing. Graduates of the program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
PN100	KSPN Foundations of Nursing	4
PN104	PN Program Orientation	1
PN106	KSPN Nursing Care of Adults I	5
PN107	KSPN Care of Aging Adults	2
PN108	KSPN Maternal Child Nursing	2
PN112	KSPN Nursing Care of Adults II	5
PN114	KSPN Leadership, Roles, and Issues	2
PN115	KSPN Foundations of Nursing Clinical	2
PN116	KSPN Nursing Care of Adults I Clinical	2
PN117	KSPN Nursing Care of Adults II Clinical	2
PN118	KSPN Maternal Child Nursing Clinical	1
PN119	KSPN Fund of Pharmacology & Safe Medication Admin	2
PN120	KSPN Mental Health Nursing	2
PS100	General Psychology	3
PS102	Human Growth and Development	3
HE202 Nutrition or HR105 Medical Terminology		3
	TOTAL CREDIT HOURS	47

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Nursing - Practical Nurse (LPN) Part-Time - CERTC
Allied Health

This program prepares students for entry-level positions as practical nurses. The program combines theory and practice emphasizing the roles of a practical nurse as a provider of care, manager of care, and member of the discipline of nursing. Graduates of the program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
PN100	KSPN Foundations of Nursing	4
PN104	PN Program Orientation	1
PN106	KSPN Nursing Care of Adults I	5
PN107	KSPN Care of Aging Adults	2
PN108	KSPN Maternal Child Nursing	2
PN112	KSPN Nursing Care of Adults II	5
PN114	KSPN Leadership, Roles, and Issues	2
PN115	KSPN Foundations of Nursing Clinical	2
PN116	KSPN Nursing Care of Adults I Clinical	2
PN117	KSPN Nursing Care of Adults II Clinical	2
PN118	KSPN Maternal Child Nursing Clinical	1
PN119	KSPN Fund of Pharmacology & Safe Medication Admin	2
PN120	KSPN Mental Health Nursing	2
PS100	General Psychology	3
PS102	Human Growth and Development	3
HE202 Nutrition or HR105 Medical Terminology		3
	TOTAL CREDIT HOURS	47

Please note the 1st semester begins in January the 2nd semester begins in June

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Nursing - RN Traditional - ASSOC
Allied Health

This program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. This is an intensive two-year program that combines theory and clinical practice. The program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at baccalaureate granting institutions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
BI112	General Microbiology	4
EN101	English Composition IA	3
HR105	Medical Terminology	3
NR110	Foundations in Nursing	6
NR110L	Foundations of Nursing Lab	1
NR113	Concepts of Professional Nursing	1
NR116	Health Assessment	3
NR118	Care of the Adult	6
NR118L	Care of the Adult Practicum	4
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR211L	Advanced Skills Lab	1
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology	3
PS102	Human Growth and Development	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Sociology/Nutrition Options		3
Nursing-RN Traditional Human A&P Prerequisite Option Block		1
	TOTAL CREDIT HOURS	67

A grade of "C" or better is required for all courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Paralegal - CERTB
Public Safety

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU205	Business Law I	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA136	Legal Ethics	3
LA231	Introduction to Legal Research and Writing	3
LA235	Personal Injury and Civil Wrongs	3
LE205	Criminal Law	3
Paralegal Electives		9
	TOTAL CREDIT HOURS	36

NOTE: Completion of an Associates Degree or higher is a requirement for admission into the Paralegal Certificate Program. Student must complete all courses with a C or better.

Contact Information

Contact: Patricia Kolarik - kolarikp@hutchcc.edu - (620) 665-3440
Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Paralegal - ASSOC
Public Safety

This program prepares students for law-related employment, primarily in law firms. Federal, state and local governments, banks, real estate development companies and insurance companies also employ paralegals. A paralegal is not a lawyer but handles certain professional responsibilities under the supervision of a lawyer. Upon graduation, students may take the National Association of Legal Assistants (NALA) examination to become certified.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU205	Business Law I	3
BU214	Word Processing: Microsoft Word for Windows	3
IS104	Microcomputer Applications	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA136	Legal Ethics	3
LA231	Introduction to Legal Research and Writing	3
LA235	Personal Injury and Civil Wrongs	3
LE205	Criminal Law	3
Paralegal Options		12
BU109 Business Communications OR SH101 Public Speaking		3
Additional Credits Required		9
	TOTAL CREDIT HOURS	60

Note: Student must complete all courses with a C or better.

Contact Information

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Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Physical Therapist Assistant - ASSOC
Allied Health

This program prepares students to provide a rehabilitation program designed to improve the mobility and function of patients. Graduates will work alongside physical therapists in providing rehabilitation and services for people that are dealing with an injury or disability that is limiting their abilities to work or enjoy life.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
HR105	Medical Terminology	3
PS100	General Psychology	3
PS102	Human Growth and Development	3
PT201	Clinical Kinesiology and Applied Anatomy	4
PT203	Basic Principles and Practices of Physical Therapy	4
PT205	Modalities for Physical Therapy	4
PT207	Orthopedic Rehabilitation	4
PT210	Therapeutic Exercise	4
PT212	Neuromuscular Rehabilitation	4
PT214	Multi-Systems Therapeutic Approach	4
PT217	Clinical Practice I	3
PT219	Clinical Practice II	4
PT220	Professional Issues I	2
PT221	Clinical Practice III	6
PT222	Professional Issues II	2
PT224	Professional Issues III	1
SH101 Public Speaking OR SH210 Interpersonal Communication		3
English Composition I Options		3
Physical Therapy Assistant Math Options		3
Additional Credits Required		1
	TOTAL CREDIT HOURS	71

A grade of "C" or better is required for all program-specific courses and an overall 2.5 GPA for prerequisite courses.

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Police Science-Law Enforcement - CERTC
Public Safety

Our Police Science - Law Enforcement Certificate (CERT) program is designed to allow students to build up to the Associate of Applied Science degree. Students will complete all but the 12 law enforcement academy credit hours. Once the student completes the required number of credit hours (52), they will receive the Police Science Certificate from Hutch CC. They then can gain employment with a law enforcement agency, graduate from a state recognized law enforcement training academy, transfer that training back to Hutch CC, which is equivalent to 12 credit hours (at no additional cost). These 12 credit hours are added to the 52 credit hours earned in the Police Science certificate program, which allows the student to meet the 64 credit hours required to obtain their Associate of Applied Science degree. This certificate / degree program allows students the ability to earn a 2 year college degree and then enter into the work force and can be completed completely online.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
LE101	Introduction to Criminal Justice	3
LE104	Agency Administration	3
LE107	Criminal Justice Interview and Report Writing	3
LE111	Professional Responsibility in Criminal Justice	3
LE115	Juvenile Delinquency and Justice	3
LE116	Law Enforcement Operations and Procedures	3
LE205	Criminal Law	3
LE206	Criminal Procedures	3
LE207	Criminal Investigation	3
Police Science Social Science Options		6
Police Science Composition Options		3
Police Science Mathematics Options		3
Police Science Communications Options		3
Police Science Electives		10
	TOTAL CREDIT HOURS	52

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Police Science-Law Enforcement - ASSOC
Public Safety

The Police Science - Law Enforcement Associate of Applied Science (AAS) option requires 64 credit hours and is designed for individuals who already have certification from a state recognized law enforcement academy. Appropriate certification from a state recognized law enforcement academy will count for 12 credit hours of the 64 credit hours required for degree completion and all but the state recognized law enforcement academy can be completed completely online.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
LE101	Introduction to Criminal Justice	3
LE104	Agency Administration	3
LE107	Criminal Justice Interview and Report Writing	3
LE111	Professional Responsibility in Criminal Justice	3
LE115	Juvenile Delinquency and Justice	3
LE116	Law Enforcement Operations and Procedures	3
LE120	KLETC or Appropriate Law Enforcement Academy Trng.	12
LE205	Criminal Law	3
LE206	Criminal Procedures	3
LE207	Criminal Investigation	3
Police Science Social Science Options		6
Police Science Composition Options		3
Police Science Mathematics Options		3
Police Science Communications Options		3
Police Science Electives		10
	TOTAL CREDIT HOURS	64

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Radiologic Technology - ASSOC
Allied Health

This program prepares students to become radiologic technologists. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is offered in cooperation with healthcare facilities approved by the JRCERT. The standards for educational programs are stated in the document entitled "Standards for an Accredited Program for Radiographer" which is available upon request.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
BI115	Basic Radiation Biology	2
MA106	College Algebra	3
RA102	Radiographic Pathology	3
RA105	Radiographic Exposures I	4
RA106	Radiographic Exposures II	4
RA110	Patient Care and the Imaging Profession	3
RA115	Radiologic Physics	2
RA201	Clinical Training I	8
RA202	Clinical Training II	8
RA203	Clinical Training III	5
RA205	Radiographic Exposures III	4
RA210	Imaging Modalities	2
RA211	Cranial Imaging and Computed Tomography	2
RA212	Physical Foundations of Radiology	4
RA213	Radiographic Principles	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
English Composition I Options		3
PS100 General Psychology or SO100 Fundamentals of Sociology		3
Radiology Necessary Skills Options		3
	TOTAL CREDIT HOURS	75

A grade of "C" or better is required for all program-specific courses.

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Renewable Energy Technology - CERTC
Agriculture, Business, Computers and Technology

This Manufacturing Engineering Technology certificate option develops competent technicians who, through their maintenance skills, optimize manufacturing facility and equipment operation, particularly those related to renewable energy sources.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE202	Actuator/Sensor Systems	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME118	Renewable Energy Technology Systems Analysis	4
ME124	Renewable Energy Technology Maintenance	4
Industrial Safety Electives		2
Renewable Energy Technology Contextual Electives		6
	TOTAL CREDIT HOURS	48

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Respiratory Care - ASSOC
Allied Health

The goal of this program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT's). Respiratory therapists perform diagnostic tests and provide treatments to patients with heart and breathing problems. Graduates of the program will be prepared for the National Board for Respiratory Care (NBRC) exam(s).

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology	6
HR105	Medical Terminology	3
PS100	General Psychology	3
RT200	Introduction to Respiratory Therapy	3
RT201	Cardiopulmonary Anatomy and Physiology	3
RT202	Cardiopulmonary Pathology	3
RT203	Cardiopulmonary Assessment	3
RT204	Respiratory Care Science	3
RT205	Neonatal and Pediatric Respiratory Care	2
RT210	Therapeutic Modalities I	4
RT211	Therapeutic Modalities II	4
RT212	Therapeutic Modalities III	4
RT221	Clinical Training I	5
RT222	Clinical Training II	5
RT223	Clinical Training III	6
RT225	Respiratory Therapy Seminar	2
SH101 Public Speaking OR SH210 Interpersonal Communication		3
English Composition I Options		3
Respiratory Care Math Options		3
	TOTAL CREDIT HOURS	71

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Surgical Technology - ASSOC
Allied Health

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology	6
BI112	General Microbiology	4
EM131	Cardiac Care (CPR)	0.5
HR105	Medical Terminology	3
ST100	Introduction to Surgical Technology	4
ST101	Surgical Procedures I	4
ST102	Principles and Practice of Surgical Technology	5
ST102L	Principles & Practice of Surgical Technology Lab	3
ST103	Surgical Procedures II	5
ST112	Clinical I	1
ST113	Clinical II	5
ST114	Clinical III	5
ST115	Surgical Technology Certification Review	1
SH101 Public Speaking OR SH210 Interpersonal Communication		3
MA105 Intermediate Algebra or MA106 College Algebra		3
English Composition I Options		3
PS100 General Psychology or SO100 Fundamentals of Sociology		3
Surgical Technology Allied Health Electives		3
	TOTAL CREDIT HOURS	64.5

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Visual Media Design - Emphasis in Animation and Game Development - ASSOC
Agriculture, Business, Computers and Technology

This program is an integration of several academic and vocational disciplines giving special emphasis to cross-platform training in visual communication, particularly animation and game development. Visual Communications includes courses in art, design, computer technology, digital video and photography, design of the written word, and small business training, all of which provide the student with an excellent foundation and employment opportunities.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AN101	Digital Animation I	3
AN103	Storyboard Techniques	3
AN105	Visual Effects and Compositing	3
AN202	Digital Animation II	3
AN204	Character Animation	3
AN220	Video Game Development	4
AN222	Animation and Game Development Capstone	5
CS111	Visual Basic Programming	3
IS104	Microcomputer Applications	3
IS120	Vector Graphics	3
MP113	Video Editing and Post-Production I	3
General Education Options		15
AR134 OR JP118 Introduction to Digital Imagery--Photoshop		3
AR135 or JP119 Advanced Digital Imagery		3
Visual Media Design Electives		7
	TOTAL CREDIT HOURS	64

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Visual Media Design - Emphasis in Graphic Design/Web Technologies - ASSOC
Agriculture, Business, Computers and Technology

This program is an integration of several academic and vocational disciplines giving special emphasis to cross-platform training in visual communication, particularly graphic design and web technologies. Visual Communications includes courses in art, design, computer technology, digital video and photography, design of the written word, and small business training, all of which provide the student with an excellent foundation and employment opportunities.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AN101	Digital Animation I	3
AN103	Storyboard Techniques	3
AN105	Visual Effects and Compositing	3
BU145	Advertising	3
BU202	Marketing	3
IS104	Microcomputer Applications	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS225	Website Coding	2
IS255	Visual Media Design Capstone	3
JL220	Journalism & Visual Media Internship I	2
General Education Options		15
AR134 OR JP118 Introduction to Digital Imagery--Photoshop		3
AR135 or JP119 Advanced Digital Imagery		3
Visual Media Design Electives		7
IS228 Database Structures or IS264 JavaScript		3
	TOTAL CREDIT HOURS	64

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Visual Media Design-Emphasis in Graphic Design/Web Technologies - CERTA
Agriculture, Business, Computers and Technology

This certificate curriculum is designed to provide students with training in different industry-standard software applications, preparing them for a variety of entry level production positions in the field of graphic design.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
Additional Credits Required		22
	TOTAL CREDIT HOURS	22

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Web Development - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students for computer-related positions in web technologies. Expertise in web technologies is needed in virtually all companies today.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU120	Job Search/Retention	1
CS111	Visual Basic Programming	3
CS200	Problem Solving and Programming	4
CS203	Discrete Structures	3
CS206	Data Structures and Algorithms	3
IS135	Essentials of Web Interaction	2
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS215	Web Development Platform	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS256	Web Development Special Projects	1
IS264	JavaScript	3
General Education Options		15
IS250 Project Mgmt or IS210 Computer Support Internship		3
Web Development Technical Electives		6
IS182 Cisco CCNA I or IS212 Networking I		3
	TOTAL CREDIT HOURS	64

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Welding Technology - ASSOC
Agriculture, Business, Computers and Technology

This program prepares students to become metal welders and fabricators. Students apply principles of math, metallurgy and electricity to manufacturing processes.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
WE128	Welding Metallurgy	2
WE217	Gas Tungsten Arc Welding III	4
WE218	Shielded Metal Arc Welding III	4
WE220	Welding Inspection and Qualification II	4
General Education Options		9
Welding Certificate A Option Block		1
Welding Certificate B Option Block		2
Welding Writen Communication Options		3
Welding Social Science Options		3
Welding Contextual Options		4
	TOTAL CREDIT HOURS	63

Contact Information

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Welding Technology - CERTB
Agriculture, Business, Computers and Technology

This program prepares students to become metal welders and fabricators. Students apply principles of math, metallurgy and electricity to manufacturing processes.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
WE128	Welding Metallurgy	2
Welding Options Certificate A		1
Welding Options Certificate B		2
	TOTAL CREDIT HOURS	32

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Welding Technology - CERTA
Agriculture, Business, Computers and Technology

This program prepares students to become metal welders and fabricators. Students apply principles of math, metallurgy and electricity to manufacturing processes.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE112	Gas Tungsten Arc Welding	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
Welding Options Certificate A		1
	TOTAL CREDIT HOURS	17

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Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Welding Technology - CERTC
Agriculture, Business, Computers and Technology

This program prepares students to become metal welders and fabricators. Students apply principles of math, metallurgy and electricity to manufacturing processes.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4
WE217	Gas Tungsten Arc Welding III	4
WE218	Shielded Metal Arc Welding III	4
WE220	Welding Inspection and Qualification II	4
Welding Options Certificate C		2
Welding Safety Options		1
	TOTAL CREDIT HOURS	48

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Program Electives

Accounting Options-BAT Accounting Services - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I	3
BU101H	Honors Accounting I	3
BU102	Accounting II	3
BU102H	Honors Accounting II	3

AET Math Options - AAS

Course	Title	Credits
MA105	Intermediate Algebra	3
MA106	College Algebra	3
TR100	Technical Math	3

AET Networking Options - AAS

Course	Title	Credits
AE152	Data Communications	3
IS212	Networking I	3

AR134 or JP118 Introduction to Digital Imagery (Photoshop) - CERT

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
JP118	Introduction to Digital Imagery--Photoshop	3

AR134 OR JP118 Introduction to Digital Imagery--Photoshop - AAS

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
JP118	Introduction to Digital Imagery--Photoshop	3

AR135 or JP119 Advanced Digital Imagery - AAS

Course	Title	Credits
AR135	Advanced Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3

Audio Technology Electives - CERT

Course	Title	Credits
AN101	Digital Animation I	3
AN103	Storyboard Techniques	3

AN202	Digital Animation II		3
AN204	Character Animation		3
AN220	Video Game Development		4
AR134	Introduction to Digital Imagery--Photoshop		3
BU100	Small Business Accounting		3
BU105	Introduction to Business		3
BU120	Job Search/Retention		1
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
BU202	Marketing		3
EN217	Podcast Fiction		3
IS113	Desktop Publishing		3
IS120	Vector Graphics		3
IS252	Social Media Platform		3
JL102	Multimedia Writing		3
JL110	Multimedia Editing		3
JL201	Newspaper Production I		3
JL202	Newspaper Production II		3
JP118	Introduction to Digital Imagery--Photoshop		3
MP108	Live Event Production		3
MP111	Audio/Video Scriptwriting		3
MP112	Studio and Field Production		3
MP113	Video Editing and Post-Production I		3
MP206	Media Law and Contracts		3
MP218	Media Communication and Production Capstone		2
MP220	Media Communication and Production Internship I		2
MP221	Media Communication and Production Internship II		2
MU106	Music Theory I		3
MU107	Music Theory II		3
MU110	Class Piano I		1
MU111	Class Piano II		1
MU112	Class Piano III		1
MU113	Class Piano IV		1
MU202	Music Technology I		2
MU206	Music Theory III		3
MU207	Music Theory IV		3

MU250	Music Capstone		2
TH118	Stagecraft		3
TH122	Voice and Diction		3
TH123	Theatre Practicum I		1
TH132	Theatre Practicum II		1
TH133	Theatre Practicum III		1
TH134	Theatre Practicum IV		1
TH201	Stage/Television Lighting		3
TH250	Theatre Capstone		2

Auto Collision & Repair Math Options - AAS

Course	Title		Credits
BU108	Business Mathematics		3
MA105	Intermediate Algebra		3
TR100	Technical Math		3

Auto Collision & Repair Social Science Options - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
PS101	Human Relations		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3
TR120	Work Ethics		3

Auto Collision & Repair Technical Options - AAS

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE152	Data Communications	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE208	National Electrical Code	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3

AM101	Power Plant Theory		4
AM102	Electrical I		3
AM103	Electrical II		5
AM104	Brakes I		3
AM105	Brakes II		2
AM201	Suspension & Steering I		3
AM202	Engine Performance I		3
AM203	Drive Train		4
AM204	Heating and Air Conditioning Theory		4
AM205	Suspension and Steering II		1
AM206	Engine Performance II		2
AR110	Drawing I		3
AR111	Drawing II		3
AR113	Painting I		3
AR114	Painting II		3
AR116	Ceramics I		3
AR117	Ceramics II		3
AR122	2-D Design		3
AR123	3-D Design		3
AR124	Color		3
AR134	Introduction to Digital Imagery--Photoshop		3
AR135	Advanced Digital Imagery--Photoshop		3
AR141	Graphic Design		3
AR220	Internship		2
BU100	Small Business Accounting		3
BU101	Accounting I		3
BU101H	Honors Accounting I		3
BU102	Accounting II		3
BU102H	Honors Accounting II		3
BU105	Introduction to Business		3
BU105H	Honors Introduction to Business		3
BU106	Calculating Machines		1
BU107	Personal Finance		3
BU107H	Honors Personal Finance		3
BU108	Business Mathematics		3
BU109	Business Communications		3
BU109H	Honors Business Communications		3
BU110	Records Management		2
BU111	Quickbooks		3

BU118	Introduction to Leadership		3
BU120	Job Search/Retention		1
BU121	Customer Service/Professional Image		3
BU122	Presentation Software		1
BU126	Introduction to Keyboarding		1
BU127	Beginning Keyboarding		3
BU128	Intermediate Keyboarding		3
BU129	Production Keyboarding		3
BU141	Sales Management		3
BU142	Retailing		3
BU145	Advertising		3
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
BU201	Managerial Accounting		3
BU201H	Honors Managerial Accounting		3
BU202	Marketing		3
BU202H	Honors Marketing		3
BU203	Management		3
BU203H	Honors Management		3
BU204	Small Business Management		3
BU205	Business Law I		3
BU214	Word Processing: Microsoft Word for Windows		3
BU217	Spreadsheet Management		3
BU217H	Honors Spreadsheet Management		3
BU218	Database Management		3
BU224	Human Resources Basics		3
MC101	Introduction to Machine Technology		3
MC104	Machine Technology Math		2
MC106	Basic Manufacturing Skills		8
MC110	Bench Work		1
MC111	Print Reading		3
MC112	Quality Control and Inspection		1
MC113	Metallurgy		1
MC114	Machine Tool Processes		1
MC115	Machining I		3
MC116	Machining II		3

MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC201	Machining Fundamentals III	2
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
MC206	CNC Operations-Advanced	3
ME106	Industrial Fluid Power	3
ME107	Manufacturing Management	3
ME108	Occupational Safety	2
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME124	Renewable Energy Technology Maintenance	4
ME129	Mechanical Maintenance Skills	3
ME140	Low Pressure Boilers	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4
WE217	Gas Tungsten Arc Welding III	4
WE218	Shielded Metal Arc Welding III	4

Auto Collision & Repair Written Communcation Options - AAS

Course	Title	Credits
BU109	Business Communications	3

BU109H	Honors Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN101H	Honors English Composition IA		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3

Automation Engineer Technology Contextual Electives - AAS

Course	Title		Credits
AM101	Power Plant Theory		4
AM102	Electrical I		3
AM103	Electrical II		5
AM104	Brakes I		3
AM105	Brakes II		2
AM201	Suspension & Steering I		3
AM202	Engine Performance I		3
AM203	Drive Train		4
AM204	Heating and Air Conditioning Theory		4
AM205	Suspension and Steering II		1
AM206	Engine Performance II		2
BU105	Introduction to Business		3
BU105H	Honors Introduction to Business		3
DR100	Computer Aided Drafting I		3
DR101	Technical Drafting		3
DR102	Machine Drafting		5
DR102H	Honors Machine Drafting		5
DR102L	Machine Drafting Lab		0
DR107	Construction Drafting		3
DR116	Blueprint Reading		2
DR119	3D Parametric Modeling I		3
DR211	Computer Aided Drafting II		3
DR212	Architectural Drafting I		3
DR213	Architectural Drafting II		3
DR214	Advanced CAD Applications		3
DR215	Civil Drafting		3
DR216	Computer Drafting Internship		3
DR219	3D Parametric Modeling II		3
DR220	Computer Drafting Capstone		3
IS103	Microcomputer Literacy		2

IS104	Microcomputer Applications	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2
MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC201	Machining Fundamentals III	2
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
ME107	Manufacturing Management	3
ME108	Occupational Safety	2
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME135	Industrial Seminar	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3

WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Automotive Technology Technical Options - AAS

Course	Title		Credits
AE100	AC/DC Circuits		4
AE150	Programmable Logic Controls (PLCs)		3
AE155	Electrical Maintenance		3
BU100	Small Business Accounting		3
BU105	Introduction to Business		3
BU141	Sales Management		3
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
BU203	Management		3
DR100	Computer Aided Drafting I		3
EM131	Cardiac Care (CPR)		0.5
IS103	Microcomputer Literacy		2
IS104	Microcomputer Applications		3
MC110	Bench Work		1
MC113	Metallurgy		1
MC115	Machining I		3
MC116	Machining II		3
ME108	Occupational Safety		2
ME110	Fundamentals of Motor Controls		3
WE104	Shielded Metal Arc Welding		3
WE110	Gas Metal Arc Welding		3

BU100 Small Business Accounting OR BU101 Accounting I - AAS

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I	3

BU105 Introduction to Business OR EC100 Macroeconomics - CERT

Course	Title	Credits
BU105	Introduction to Business	3
EC100	Macroeconomics	3

BU108 Business Mathematics OR BU142 Principles of Retailing - CERT

Course	Title	Credits
BU108	Business Mathematics	3
BU142	Retailing	3

BU109 Business Communications OR SH101 Public Speaking - AAS

Course	Title	Credits
BU109	Business Communications	3
SH101	Public Speaking	3

BU109 Business Communications OR SH101 Public Speaking - CERT

Course	Title	Credits
BU109	Business Communications	3
SH101	Public Speaking	3

BU118 Introduction to Leadership OR BU121 Customer Service/Professional Image - CERT

Course	Title	Credits
BU118	Introduction to Leadership	3
BU121	Customer Service/Professional Image	3

BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II - CERT

Course	Title	Credits
BU118	Introduction to Leadership	3
BU147	Internship I	2
BU148	Internship II	2

BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding - AAS

Course	Title	Credits
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3

BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding - CERT

Course	Title	Credits
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3

BU141 Sales Management OR BU147 Internship I OR BU148 Internship II - CERT

Course	Title	Credits
BU141	Sales Management	3
BU147	Internship I	2
BU148	Internship II	2

BU203 Management - CERT

Course	Title	Credits
BU203	Management	3

BU204 Small Business Management OR BU205 Business Law - CERT

Course	Title	Credits
BU204	Small Business Management	3
BU205	Business Law I	3

BU217 Spreadsheet Management OR IS104 Microcomputer Applications - AAS

Course	Title	Credits
BU217	Spreadsheet Management	3
IS104	Microcomputer Applications	3

BU217 Spreadsheet Management OR IS104 Microcomputer Applications - CERT

Course	Title	Credits
BU217	Spreadsheet Management	3
IS104	Microcomputer Applications	3

Business Electives-BAT Accounting Services - AAS

Course	Title	Credits
BU105	Introduction to Business	3
BU105H	Honors Introduction to Business	3
BU120	Job Search/Retention	1
BU122	Presentation Software	1
BU128	Intermediate Keyboarding	3
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3

BU147	Internship I		2
BU148	Internship II		2
BU149	Internship III		2
BU156	Developing the Business Plan		1
BU202	Marketing		3
BU202H	Honors Marketing		3
BU203	Management		3
BU204	Small Business Management		3
BU205	Business Law I		3
HR100	Health Record Applications I		1
HR103	Health Information Processes		4
HR105	Medical Terminology		3
HR202	ICD-10 Coding for Long Term Care		2
HR203	HIM Virtual Lab I		1
HR208	Quality Improvement in Healthcare		2
HR210	CPT Coding		2
HR211	HIM Virtual Lab II		1
HR212	Pathophysiology		4
HR215	HIM Clinical Affiliation		2
HR216	Reimbursement Methodologies		3
HR217	Health Record Lab I		1
HR218	Health Record Lab II		1
HR222	ICD-10-CM/PCS Coding I		4
HR223	ICD-10-CM/PCS Coding II		3
HR224	Coding Lab		1
HR225	Health Record Coding Practicum		1
HR228	Statistics and Analytics		2
IS100	Cybersecurity Application		3
IS120	Vector Graphics		3
IS135	Essentials of Web Interaction		2
IS148	CompTIA A+ Core 1		3
IS149	CompTIA A+ Core 2		3
IS174	Web Tools & Layout		2
IS182	Cisco CCNA I/Networking I		3
IS183	Cisco CCNA II		3
IS184	Cisco CCNA III		3
IS185	Cisco CCNA IV		3
IS188	Cisco CCNP: Tshoot		4
IS201	Database I		1

IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS212	Networking I	3
IS215	Web Development Platform	3
IS224	Networking II	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS255	Visual Media Design Capstone	3
IS264	JavaScript	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
LA114	Paralegal Internship	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA132	Elder Law	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA230	E-discovery and Litigation	3
LA231	Introduction to Legal Research and Writing	3
LA234	Administrative Law	3
LA235	Personal Injury and Civil Wrongs	3
LA239	Bankruptcy Law	3

Business Electives-BAT Accounting Services - CERT

Course	Title	Credits
BU106	Calculating Machines	1
BU107	Personal Finance	3
BU110	Records Management	2
BU122	Presentation Software	1
BU128	Intermediate Keyboarding	3
BU147	Internship I	2
BU214	Word Processing: Microsoft Word for Windows	3

BU218	Database Management	3
BU224	Human Resources Basics	3

Business Electives-BAT Office Support - AAS

Course	Title	Credits
BU101	Accounting I	3
BU101H	Honors Accounting I	3
BU102	Accounting II	3
BU102H	Honors Accounting II	3
BU105	Introduction to Business	3
BU105H	Honors Introduction to Business	3
BU110	Records Management	2
BU120	Job Search/Retention	1
BU122	Presentation Software	1
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU147	Internship I	2
BU148	Internship II	2
BU149	Internship III	2
BU156	Developing the Business Plan	1
BU201	Managerial Accounting	3
BU201H	Honors Managerial Accounting	3
BU202	Marketing	3
BU202H	Honors Marketing	3
BU203	Management	3
BU204	Small Business Management	3
BU205	Business Law I	3
BU218	Database Management	3
HR100	Health Record Applications I	1
HR103	Health Information Processes	4
HR105	Medical Terminology	3
HR105H	Honors Medical Terminology	3
HR202	ICD-10 Coding for Long Term Care	2
HR203	HIM Virtual Lab I	1
HR208	Quality Improvement in Healthcare	2
HR210	CPT Coding	2
HR211	HIM Virtual Lab II	1
HR212	Pathophysiology	4

HR215	HIM Clinical Affiliation	2
HR216	Reimbursement Methodologies	3
HR217	Health Record Lab I	1
HR218	Health Record Lab II	1
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR225	Health Record Coding Practicum	1
HR228	Statistics and Analytics	2
IS100	Cybersecurity Application	3
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS174	Web Tools & Layout	2
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS185	Cisco CCNA IV	3
IS188	Cisco CCNP: Tshoot	4
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS212	Networking I	3
IS215	Web Development Platform	3
IS224	Networking II	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS255	Visual Media Design Capstone	3
IS264	JavaScript	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3

LA114	Paralegal Internship	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA132	Elder Law	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA230	E-discovery and Litigation	3
LA231	Introduction to Legal Research and Writing	3
LA234	Administrative Law	3
LA235	Personal Injury and Civil Wrongs	3
LA239	Bankruptcy Law	3

Business Electives-BAT Office Support - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU122	Presentation Software	1
BU147	Internship I	2
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3

Business Management and Entrepreneurship Accounting Options - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I	3

Business Management and Entrepreneurship Options - AAS

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I	3
BU101H	Honors Accounting I	3
BU102	Accounting II	3
BU102H	Honors Accounting II	3
BU105	Introduction to Business	3
BU106	Calculating Machines	1
BU107	Personal Finance	3

BU108	Business Mathematics		3
BU109	Business Communications		3
BU110	Records Management		2
BU111	Quickbooks		3
BU118	Introduction to Leadership		3
BU120	Job Search/Retention		1
BU121	Customer Service/Professional Image		3
BU122	Presentation Software		1
BU126	Introduction to Keyboarding		1
BU127	Beginning Keyboarding		3
BU128	Intermediate Keyboarding		3
BU129	Production Keyboarding		3
BU141	Sales Management		3
BU142	Retailing		3
BU145	Advertising		3
BU147	Internship I		2
BU148	Internship II		2
BU149	Internship III		2
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
BU201	Managerial Accounting		3
BU201H	Honors Managerial Accounting		3
BU202	Marketing		3
BU203	Management		3
BU204	Small Business Management		3
BU205	Business Law I		3
BU214	Word Processing: Microsoft Word for Windows		3
BU217	Spreadsheet Management		3
BU218	Database Management		3
BU224	Human Resources Basics		3
IS100	Cybersecurity Application		3
IS103	Microcomputer Literacy		2
IS104	Microcomputer Applications		3
IS105	Advanced Microcomputer Applications		3
IS108	Word Processing I		1
IS109	Word Processing II		1

IS110	Spreadsheets I	1
IS111	Spreadsheets II	1
IS113	Desktop Publishing	3
IS116	Spreadsheets III	1
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS174	Web Tools & Layout	2
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS185	Cisco CCNA IV	3
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS212	Networking I	3
IS224	Networking II	3
IS228	Database Structures	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS264	JavaScript	3
IS264H	Honors JavaScript	3

Business Mgmt & Entrep Business Core Electives - AAS

Course	Title		Credits
BU141	Sales Management		3
BU142	Retailing		3
BU145	Advertising		3
BU147	Internship I		2
BU148	Internship II		2
BU149	Internship III		2
BU202	Marketing	T▶	3
BU202H	Honors Marketing		3
BU203	Management	T▶	3
BU203H	Honors Management		3

Cancer Registry Social Science Option - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
PS101	Human Relations		3
PS102	Human Growth and Development		3
PS102H	Honors Human Growth and Development		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3

CISCO Options - AAS

Course	Title	Credits
IS188	Cisco CCNP: Tshoot	4

Communications Options - AAS

Course	Title		Credits
BU109	Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN102	English Composition II		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3
SH101	Public Speaking		3
SH210	Interpersonal Communication		3

Communications Options-BAT Office Support - CERT

Course	Title		Credits
BU109	Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3
SH101	Public Speaking		3
SH101H	Honors Public Speaking		3

Composition Options - CERT

Course	Title		Credits
EN100	English Composition IB		3
EN101	English Composition IA		3

EN107	Business English Grammar	3
EN108	Career and Technical Writing	3

Computer Applications Options - CERT

Course	Title	Credits
BU126	Introduction to Keyboarding	1
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications	3

Computer Drafting Capstone Options - AAS

Course	Title	Credits
DR216	Computer Drafting Internship	3
DR220	Computer Drafting Capstone	3

Computer Drafting Communication Options - AAS

Course	Title	Credits
BU109	Business Communications	3
BU109H	Honors Business Communications	3
EN100	English Composition IB	3
EN101	English Composition IA	3
EN101H	Honors English Composition IA	3
EN108	Career and Technical Writing	3

Computer Drafting Electives - AAS

Course	Title	Credits
DR101	Technical Drafting	3
DR107	Construction Drafting	3
DR201	Tool Design and Drafting	3
DR208	Commercial Architectural Drafting	3
DR214	Advanced CAD Applications	3
DR216	Computer Drafting Internship	3
JP118	Introduction to Digital Imagery--Photoshop	3
MC110	Bench Work	1
MC115	Machining I	3
MC117	CNC Operations	3

Computer Drafting Math Options - AAS

Course	Title	Credits
MA105	Intermediate Algebra	3
MA106	College Algebra	3

MA107	Plane Trigonometry		3
MA109	PreCalculus Mathematics		5
MA110	Calculus		3
MA111	Analytical Geometry and Calculus I		5

Computer Electives-BAT-Office Support - AAS

Course	Title		Credits
IS100	Cybersecurity Application		3
IS137	Website Ethics and Security		3
IS250	Project Management		3
IS252	Social Media Platform		3

Computer Literacy Options-Automotive Technology - AAS

Course	Title		Credits
BU127	Beginning Keyboarding		3
IS103	Microcomputer Literacy		2
IS104	Microcomputer Applications		3

Computer Support Specialist Electives - AAS

Course	Title		Credits
AR134	Introduction to Digital Imagery--Photoshop		3
AR135	Advanced Digital Imagery--Photoshop		3
BU100	Small Business Accounting		3
BU105	Introduction to Business		3
BU118	Introduction to Leadership		3
BU121	Customer Service/Professional Image		3
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
BU203	Management		3
BU204	Small Business Management		3
CS104	Computers in Healthcare		3
CS106	Computer Engineering		4
CS121L	Programming Language Lab		1
CS200	Problem Solving and Programming		4
CS203	Discrete Structures		3
CS206	Data Structures and Algorithms		3

IS105	Advanced Microcomputer Applications	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS137	Website Ethics and Security	3
IS174	Web Tools & Layout	2
IS211	Computer Support Internship II	3
IS215	Web Development Platform	3
IS250	Project Management	3
IS264	JavaScript	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3
TR120	Work Ethics	3

Computer Support Specialist Technical Electives - CERT

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
AR135	Advanced Digital Imagery--Photoshop	3
BU120	Job Search/Retention	1
CS106	Computer Engineering	4
CS121L	Programming Language Lab	1
CS200	Problem Solving and Programming	4
CS203	Discrete Structures	3
IS105	Advanced Microcomputer Applications	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS137	Website Ethics and Security	3
IS174	Web Tools & Layout	2
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS264	JavaScript	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3
PS101	Human Relations	3
TR120	Work Ethics	3

Cosmetology Communication Option - AAS

Course	Title		Credits
BU109	Business Communications		3
SH101	Public Speaking		3
SH101H	Honors Public Speaking		3

Cosmetology Composition Option - AAS

Course	Title		Credits
EN099	Elements of Writing		2
EN100	English Composition IB		3
EN101	English Composition IA		3
EN107	Business English Grammar		3

Cosmetology Electives - AAS

Course	Title		Credits
AR101	Art Appreciation		3
AR101H	Honors Art Appreciation		3
BU100	Small Business Accounting		3
BU101	Accounting I		3
BU101H	Honors Accounting I		3
BU105	Introduction to Business		3
BU105H	Honors Introduction to Business		3
BU109	Business Communications		3
BU109H	Honors Business Communications		3
BU111	Quickbooks		3
BU118	Introduction to Leadership		3
BU118H	Honors Introduction to Leadership		3
BU121	Customer Service/Professional Image		3
BU141	Sales Management		3
BU142	Retailing		3
BU145	Advertising		3
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
BU202	Marketing		3
BU203	Management		3
BU203H	Honors Management		3

BU204	Small Business Management	3

Cosmetology Mathematics Option - AAS

Course	Title		Credits
BU108	Business Mathematics		3
MA105	Intermediate Algebra		3
MA106	College Algebra		3
MA107	Plane Trigonometry		3
MA108	Elements of Statistics		3
MA108H	Honors Elements of Statistics		3
MA109	PreCalculus Mathematics		5
MA110	Calculus		3
MA111	Analytical Geometry and Calculus I		5
MA111H	Honors Analytical Geometry and Calculus I		5
MA112H	Honors Analytical Geometry and Calculus I		5
MA113	Analytical Geometry and Calculus II		5
MA114H	Honors Analytical Geometry and Calculus II		5
MA115	Integration Techniques		1
MA201	Analytical Geometry and Calculus III		5
MA202H	Honors Analytical Geometry and Calculus III		5
MA206	Differential Equations		3
MA206H	Honors Differential Equations		3

Cosmetology Social Science Options - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
PS101	Human Relations		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3

Credit for Prior Learning - AAS

Course	Title	Credits

Drafting Options for Construction DR100/DR212 - AAS

Course	Title	Credits
DR100	Computer Aided Drafting I	3
DR212	Architectural Drafting I	3

EN101 English Composition IA or EN107 Business English Grammar - AAS

Course	Title	Credits
EN101	English Composition IA	3
EN101H	Honors English Composition IA	3
EN107	Business English Grammar	3

English Composition I Options - AAS

Course	Title	Credits
EN100	English Composition IB	3
EN101	English Composition IA	3

English Options for Construction EN107/BU109/EN108/EN100/EN101 - AAS

Course	Title	Credits
BU109	Business Communications	3
EN100	English Composition IB	3
EN101	English Composition IA	3
EN107	Business English Grammar	3
EN108	Career and Technical Writing	3

Farm & Ranch Mgmt Science Options - AAS

Course	Title	Credits
BI101	General Biology	4
BI101H	Honors General Biology	4
BI104	Biology I	5
CH101	General Chemistry	5
CH105	Chemistry I	5
CH105H	Honors Chemistry I	5
PY110	Physical Science	5
PY110H	Honors Physical Science	5

Farm & Ranch Mgmt. Options - AAS

Course	Title	Credits
AG102	Introduction to Food Science	3
AG106	Animal Evaluation I	1
AG107	Animal Evaluation II	1
AG108	Principles of Meat Evaluation	2
AG110	Home Horticulture	2
AG112	Unmanned Aerial Systems	3
AG130	Bovine Artificial Insemination	1
AG140	Sales Management	2

AG201	Soils		4
AG202	Fundamentals of Nutrition		3
AG203	Principles of Feeding		3
AG203L	Principles of Feeding Lab		0
AG204	Range Management		3
AG213	Animal Evaluation III		1
AG214	Animal Evaluation IV		1
AP101	Introduction to Ag Power		6
AP101L	Introduction to Ag Power Lab		0
AP102	Hay and Seeding Systems		2
AP102L	Hay and Seeding Systems Lab		0
AP104	Ag Air Conditioning		2
AP104L	Ag Air Conditioning Lab		0
AP105	Field Study and Conference Internship		4
AP107	Ag Equipment Hydraulics		6
AP107L	Ag Equipment Hydraulics Lab		0
AP115	Small Engine Chain Saw Repair		3
AP120	CDL Entry Level Driver Operations		3
AP121	Ag Equipment Electricity		3
AP122	Combine Operation and Repair		2
AP122L	Combine Operation and Repair Lab		0
AP125	Agriculture Equipment Technology & Optimization		1
AP203	Ag Equipment Powertrains		7
AP203L	Ag Equipment Powertrains Lab		0
AP206	Dealership Operations and Procedures		1
AP207	Advanced Ag Equipment Hydraulics		4
AP207L	Advanced Ag Equipment Hydraulics Lab		0
AP221	Advanced Ag Equipment Electricity		4
AP221L	Advanced Ag Equipment Electricity Lab		0
AP222	Transverse and Axial Combines		4
AP222L	Transverse and Axial Combines Lab		0
AP225	Advanced Ag Equipment Systems		4
AP225L	Advanced Ag Equipment Systems Lab		0
AP227	Ag Diesel Diagnostics		3
AP227L	Ag Diesel Diagnostics Lab		0
BU100	Small Business Accounting		3
BU105	Introduction to Business	T▶	3
BU105H	Honors Introduction to Business	T▶	3
BU107	Personal Finance	T▶	3

BU107H	Honors Personal Finance		3
BU118	Introduction to Leadership		3
BU118H	Honors Introduction to Leadership		3
BU141	Sales Management		3
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1
FM110	Crop and Weed Identification I		1
FM111	Pesticide Applications		1
FM114	Crop and Weed Identification II		1
FM120	Farm and Ranch Management Internship		4
FM203	Crop and Weed Identification III		1
FM204	Crop and Weed Identification IV		1
WE100	Basic Welding		3
WE104	Shielded Metal Arc Welding		3
WE110	Gas Metal Arc Welding		3

Fire Science Electives - AAS

Course	Title	Credits
ED105	Success Seminar/College Orientation	1
ED105H	Honors Success Seminar/College Orientation	1
EM131	Cardiac Care (CPR)	0.5
EM132	CPR, First Aid and Bloodborne Pathogens	1
FS102	Construction Methods and Materials	3
FS103	Introduction to Fire Protection and Suppression	3
FS104	Fundamentals of Fire Prevention	3
FS105	Fire Attack	1
FS107	Basic Confined Space Rescue I	1.5
FS108	Rope Rescue I	1.5
FS109	Rope Rescue II	1.5
FS114	Fire Science Update	1
FS114C	Fire Science Update	1
FS118	Rope Rescue III	1
FS122	NWCG Incident Command System	1
FS124	Wildland Firefighter Internship I	2
FS125	Fire Service Internship I	1
FS127	Wildland Fire Powersaw Operations	2

FS130	Introduction to Fire Ground Strategy and Tactics	3
FS132	Basic Scuba Diving	2
FS136	Fire Science Practicum I	3
FS137	Fire Science Practicum II	3
FS145	Firefighter Fitness and Conditioning I	1
FS146	Firefighter Fitness and Conditioning II	1
FS153	Engine Company Operations	1
FS155	Ice Rescue Operations	1.5
FS156	Ice Rescue Technician	1
FS160	Rapid Intervention Team	1
FS161	Fire Rescue Special Operations	1
FS205	Arson Investigation	5
FS206	Fire Apparatus Driver/Operator	4
FS209	Fire Instructor I	3
FS211	Fire Officer I	3
FS212	Fire Officer II	3
FS220	Fire Operation in the Urban Interface	2
FS221	Intermediate Wildland Fire Behavior	2

Fire Science Electives - CERT

Course	Title	Credits
EM131	Cardiac Care (CPR)	0.5
EM132	CPR, First Aid and Bloodborne Pathogens	1
FS102	Construction Methods and Materials	3
FS103	Introduction to Fire Protection and Suppression	3
FS104	Fundamentals of Fire Prevention	3
FS105	Fire Attack	1
FS107	Basic Confined Space Rescue I	1.5
FS108	Rope Rescue I	1.5
FS109	Rope Rescue II	1.5
FS114	Fire Science Update	1
FS118	Rope Rescue III	1
FS122	NWCG Incident Command System	1
FS124	Wildland Firefighter Internship I	2
FS125	Fire Service Internship I	1
FS127	Wildland Fire Powersaw Operations	2
FS132	Basic Scuba Diving	2
FS145	Firefighter Fitness and Conditioning I	1
FS146	Firefighter Fitness and Conditioning II	1

FS153	Engine Company Operations	1
FS155	Ice Rescue Operations	1.5
FS156	Ice Rescue Technician	1
FS160	Rapid Intervention Team	1
FS161	Fire Rescue Special Operations	1
FS205	Arson Investigation	5
FS206	Fire Apparatus Driver/Operator	4
FS209	Fire Instructor I	3
FS220	Fire Operation in the Urban Interface	2
FS221	Intermediate Wildland Fire Behavior	2

General Education Options - AAS

Course	Title		Credits
AR101	Art Appreciation		3
AR104	Art History: Paleolithic to Medieval		3
AR105	Art History: Renaissance to Modern		3
AR106	Art in the Elementary Classroom		3
AR110	Drawing I		3
AR111	Drawing II		3
AR113	Painting I		3
AR114	Painting II		3
AR116	Ceramics I		3
AR117	Ceramics II		3
AR122	2-D Design		3
AR123	3-D Design		3
AR124	Color		3
AR134	Introduction to Digital Imagery--Photoshop		3
AR135	Advanced Digital Imagery--Photoshop		3
AR141	Graphic Design		3
BI100	Basic Concepts for Allied Health Studies		1
BI101	General Biology		4
BI102	Ecology of Environmental Problems		3
BI103	Human Anatomy and Physiology		6
BI104	Biology I		5
BI105	Biology II		5
BI112	General Microbiology		4
BI115	Basic Radiation Biology		2
BU105	Introduction to Business		3
BU107	Personal Finance		3

BU108	Business Mathematics		3
BU109	Business Communications		3
CC105	Infant and Toddler Development		3
CH101	General Chemistry		5
CH105	Chemistry I		5
CH106	Chemistry II		5
CH108	Principles of Organic and Biochemistry		5
CH201	Organic Chemistry I		5
CH202	Organic Chemistry II		5
EC100	Macroeconomics		3
EC101	Microeconomics		3
ED201	Introduction to Education		3
ED201L	Introduction to Education Practicum		1
EN100	English Composition IB		3
EN101	English Composition IA		3
EN102	English Composition II		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3
EN120	Children's Literature		3
EN121	World Mythology		3
EN122	Science Fiction Literature		3
EN128	Introduction to Creative Writing		3
EN201	Introduction to Literature		3
EN202	British Literature I		3
EN203	British Literature II		3
EN204	American Literature I		3
EN205	American Literature II		3
EN206	Contemporary Literature		3
EN207	Introduction to Shakespeare		3
EN214	Introduction to Cultural Studies: Fairy Tales		3
EN215	Medieval Literature in Contemporary Society		3
EN216	Vampires in Literature and Film		3
EN220	Poetry Writing		3
GE101	World Geography		3
GO100	American Government		3
GO101	State and Local Government		3
GO102	International Relations		3
GO110	Introduction to Political Science		3
GO110H	Honors Introduction to Political Science		3

HI101	American History 1492-1865	T▶	3
HI102	American History 1865-Present	T▶	3
HI103	World History to 1600	T▶	3
HI104	World History Since 1600	T▶	3
HI122	Film History of World War II		3
HI201	Topics in History		3
HR105	Medical Terminology	T▶	3
IS100	Cybersecurity Application		3
IS103	Microcomputer Literacy		2
IS104	Microcomputer Applications	T▶	3
JL101	Introduction to Mass Communications	T▶	3
LE101	Introduction to Criminal Justice	T▶	3
MA105	Intermediate Algebra	T▶	3
MA106	College Algebra	T▶	3
MA107	Plane Trigonometry	T▶	3
MA108	Elements of Statistics	T▶	3
MA109	PreCalculus Mathematics		5
MA110	Calculus	T▶	3
MA111	Analytical Geometry and Calculus I	T▶	5
MA112H	Honors Analytical Geometry and Calculus I		5
MA113	Analytical Geometry and Calculus II		5
MA114H	Honors Analytical Geometry and Calculus II		5
MA130	Engineering Graphics		5
MA201	Analytical Geometry and Calculus III		5
MA202H	Honors Analytical Geometry and Calculus III		5
MA206	Differential Equations		3
MU101	Music Appreciation	T▶	3
MU103	Aural Skills I		1
MU104	Aural Skills II		1
MU106	Music Theory I	T▶	3
MU107	Music Theory II	T▶	3
MU110	Class Piano I	T▶	1
MU122	Recital and Concert I		1
MU123	Recital and Concert II		1
MU125	Jazz Improvisation I		1
MU126	Jazz Improvisation II		1
MU127	Introduction To Jazz/Jazz Rock		3
MU128	Recital and Concert III		1
MU129	Recital and Concert IV		1

MU132	Symphonic Band I		1
MU133	Concert Choir I		1
MU136	Dragonnaires		1
MU137	Instrumental Ensemble		1
MU138	Jazz Combo I		1
MU139	Concert Jazz Band I		1
MU144	Jazz Lab Band I		1
MU148	Vocal Jazz/Sonance I		1
MU158	Pep Band I		1
MU160	Music Performance Workshop		3
MU183	Concert Jazz Band II		1
MU184	Concert Jazz Band III		1
MU185	Concert Jazz Band IV		1
MU186	Jazz Combo II		1
MU187	Jazz Combo III		1
MU188	Jazz Combo IV		1
MU189	Jazz Lab Band II		1
MU190	Jazz Lab Band III		1
MU191	Jazz Lab Band IV		1
MU203	Aural Skills III		1
MU204	Aural Skills IV		1
MU206	Music Theory III		3
MU207	Music Theory IV		3
MU208	History of Art Music of the Western World		3
MU226	Jazz Improvisation III		1
MU227	Jazz Improvisation IV		1
PE122	Rhythms I		2
PE123	Rhythms II		2
PE126	Conditioning and Fitness Concepts I		1
PE127	Conditioning and Fitness Concepts II		1
PE145	Golf		1
PE151	Social Dance-Beginning		1
PE156	Aerobic Dance		1
PE173	Fitness for Life		1
PE178	Yoga I		1
PE203	Rhythms III		2
PL101	Introduction to Philosophy		3
PL103	Logic and Critical Thinking		3
PL104	Ethics		3

PL105	Death and Dying		3
PS100	General Psychology		3
PS101	Human Relations		3
PS102	Human Growth and Development		3
PS201	Psychology of Personality		3
PS202	Abnormal Psychology		3
PY101	Descriptive Astronomy		3
PY102	Weather and Climate		3
PY103	Physical Geology		3
PY104L	Physical Geology Lab		1
PY110	Physical Science		5
PY112	General Physics I		5
PY113	General Physics II		5
PY201	Engineering Physics I		5
PY202	Engineering Physics II		5
PY205	Engineering Mechanics-Statics		3
RE101	New Testament Literature		3
RE102	Old Testament Literature		3
RE106	Introduction to World Religions		3
SH101	Public Speaking		3
SH103	Oral Interpretation		3
SH122	Voice and Diction		3
SH210	Interpersonal Communication		3
SO100	Fundamentals of Sociology		3
SO101	Marriage and Family		3
SO103	Stress Management		1
SO104	Assertiveness Training		2
SO111	Cultural Anthropology		3
SO113	Cultural Diversity		3
SO122	Introduction to Social Work		3
SO123	Social Welfare and Society		3
SO201	Social Problems		3
SP100	Workplace Spanish		2
SP101	Elementary Spanish I		5
SP102	Elementary Spanish II		5
SP105	Elementary Spanish III		5
TH115	Theatre Appreciation		3
TH116	Acting I		3
TH118	Stagecraft		3

TH119	Stage Makeup		3
TH121	Acting II		3
TH122	Voice and Diction		3
TH123	Theatre Practicum I		1
TH126	Theatre Performance I		1
TH130	Costume Design and Construction		3
TH135	Theatre Internship		3
TH201	Stage/Television Lighting		3
TH205	Theatre Performance Ensemble		1
TR120	Work Ethics		3

General Electives (Any College Level Course) - AAS

Course	Title	Credits

HE202 Nutrition or HR105 Medical Terminology - CERT

Course	Title	Credits
HE202	Nutrition	3
HE202H	Honors Nutrition	3
HR105	Medical Terminology	3
HR105H	Honors Medical Terminology	3

Health Information Management Composition Options - AAS

Course	Title	Credits
EN101	English Composition IA	3
EN107	Business English Grammar	3

HIM Communication Option - AAS

Course	Title	Credits
BU109	Business Communications	3
BU109H	Honors Business Communications	3
EN108	Career and Technical Writing	3
SH101	Public Speaking	3
SH101H	Honors Public Speaking	3
SH210	Interpersonal Communication	3
SH210H	Honors Interpersonal Communication	3

HIM Computer Option - AAS

Course	Title	Credits
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications	3

HIM Leadership Option - AAS

Course	Title		Credits
BU203	Management		3
BU203H	Honors Management		3
HR229	Healthcare Leadership		3

HIM Social Science Option - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
PS101	Human Relations		3
PS102	Human Growth and Development		3
PS102H	Honors Human Growth and Development		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3

Humanities Options - AAS

Course	Title		Credits
AR101	Art Appreciation		3
AR104	Art History: Paleolithic to Medieval		3
AR105	Art History: Renaissance to Modern		3
AR106	Art in the Elementary Classroom		3
AR110	Drawing I		3
AR113	Painting I		3
AR116	Ceramics I		3
AR134	Introduction to Digital Imagery--Photoshop		3
EN120	Children's Literature		3
EN121	World Mythology		3
EN122	Science Fiction Literature		3
EN128	Introduction to Creative Writing		3
EN201	Introduction to Literature		3
EN202	British Literature I		3
EN203	British Literature II		3
EN204	American Literature I		3
EN205	American Literature II		3
EN206	Contemporary Literature		3
EN207	Introduction to Shakespeare		3
EN214	Introduction to Cultural Studies: Fairy Tales		3
EN215	Medieval Literature in Contemporary Society		3

EN216	Vampires in Literature and Film		3
EN217	Podcast Fiction		3
HI101	American History 1492-1865		3
HI102	American History 1865-Present		3
HI103	World History to 1600		3
HI104	World History Since 1600		3
HI122	Film History of World War II		3
HI201	Topics in History		3
JP118	Introduction to Digital Imagery--Photoshop		3
MU101	Music Appreciation		3
MU106	Music Theory I		3
MU107	Music Theory II		3
MU110	Class Piano I		1
MU125	Jazz Improvisation I		1
MU127	Introduction To Jazz/Jazz Rock		3
MU132	Symphonic Band I		1
MU133	Concert Choir I		1
MU139	Concert Jazz Band I		1
MU148	Vocal Jazz/Sonance I		1
MU149	Vocal Jazz/Sonance II		1
MU150	Vocal Jazz/Sonance III		1
MU151	Vocal Jazz/Sonance IV		1
MU158	Pep Band I		1
MU159	Pep Band II		1
MU161	Pep Band III		1
MU162	Pep Band IV		1
MU163	Symphonic Band II		1
MU164	Symphonic Band III		1
MU165	Symphonic Band IV		1
MU166	Concert Choir II		1
MU167	Concert Choir III		1
MU168	Concert Choir IV		1
MU183	Concert Jazz Band II		1
MU184	Concert Jazz Band III		1
MU185	Concert Jazz Band IV		1
MU204	Aural Skills IV		1
MU206	Music Theory III		3
MU207	Music Theory IV		3
MU208	History of Art Music of the Western World		3

PL101	Introduction to Philosophy		3
PL103	Logic and Critical Thinking		3
PL104	Ethics		3
PL105	Death and Dying		3
SP100	Workplace Spanish		2
SP101	Elementary Spanish I		5
SP102	Elementary Spanish II		5
SP105	Elementary Spanish III		5
TH115	Theatre Appreciation		3

HVAC Technical Electives - CERT

Course	Title	Credits
AE105	Industrial Wiring	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE208	National Electrical Code	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
ME106	Industrial Fluid Power	3
ME107	Manufacturing Management	3
ME114	Renewable Energy Technology	3
ME118	Renewable Energy Technology Systems Analysis	4
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
TR120	Work Ethics	3
TR125	Application of Industrial Practices	8
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3

WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Industrial Electronics Technical Electives - CERT

Course	Title	Credits
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
ME107	Manufacturing Management	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME135	Industrial Seminar	1
ME140	Low Pressure Boilers	3

Industrial Safety Electives - AAS

Course	Title	Credits
ME108	Occupational Safety	2
TR121	General Industrial Safety/OSHA10	1

Industrial Safety Electives - CERT

Course	Title	Credits
ME108	Occupational Safety	2
TR121	General Industrial Safety/OSHA10	1

IS103 Microcomputer Literacy OR IS104 Microcomputer Applications - AAS

Course	Title	Credits
IS103	Microcomputer Literacy	2

IS104	Microcomputer Applications		3

IS182 Cisco CCNA I or IS212 Networking I - AAS

Course	Title	Credits
IS182	Cisco CCNA I/Networking I	3
IS212	Networking I	3

IS182 Cisco CCNA I or IS212 Networking I - CERT

Course	Title	Credits
IS182	Cisco CCNA I/Networking I	3
IS212	Networking I	3

IS228 Database Structures or IS137 Website Ethics & Security - AAS

Course	Title	Credits
IS137	Website Ethics and Security	3
IS228	Database Structures	3

IS228 Database Structures or IS264 JavaScript - AAS

Course	Title	Credits
IS228	Database Structures	3
IS264	JavaScript	3

IS250 Project Mgmt or IS210 Computer Support Internship - AAS

Course	Title	Credits
IS210	Computer Internship I	3
IS250	Project Management	3

Keyboarding Options-BAT Office Support - CERT

Course	Title	Credits
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3

MA105 Intermediate Algebra or MA106 College Algebra - AAS

Course	Title	Credits
MA105	Intermediate Algebra	3
MA106	College Algebra	3

Machine Technology Communication Options - AAS

Course	Title	Credits

BU109	Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3

Machine Technology Math Options - AAS

Course	Title		Credits
BU108	Business Mathematics		3
MA105	Intermediate Algebra		3
MA106	College Algebra		3
TR100	Technical Math		3

Machine Technology Social Science Options - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
PS101	Human Relations		3
TR120	Work Ethics		3

Machine Technology Technical Options - AAS

Course	Title		Credits
AE100	AC/DC Circuits		4
AE105	Industrial Wiring		3
AE150	Programmable Logic Controls (PLCs)		3
AE155	Electrical Maintenance		3
AE200	Variable Frequency Drives and Electric Motors		3
AE202	Actuator/Sensor Systems		3
AE205	Intermediate Programmable Logic Controllers		3
AE208	National Electrical Code		3
AE250	Distributed/Integrated Control Systems		3
AE252	Control Systems Development		3
AE255	Industrial Robotics		3
BU100	Small Business Accounting		3
BU105	Introduction to Business		3
BU105H	Honors Introduction to Business		3
BU107	Personal Finance		3
BU107H	Honors Personal Finance		3
BU127	Beginning Keyboarding		3

BU141	Sales Management	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU203	Management	3
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR102H	Honors Machine Drafting	5
DR119	3D Parametric Modeling I	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR215	Civil Drafting	3
DR219	3D Parametric Modeling II	3
DR220	Computer Drafting Capstone	3
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications	3
ME106	Industrial Fluid Power	3
ME107	Manufacturing Management	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME135	Industrial Seminar	1
ME136	Solar PV Advanced	3

ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE116	Flux Cored Arc Welding	2
WE117	Welding Inspection and Qualification I	2
WE118	Industrial Robotic Welding	2
WE128	Welding Metallurgy	2

Manufacturing Engineering Technology Contextual Options - AAS

Course	Title	Credits
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR102L	Machine Drafting Lab	0

DR107	Construction Drafting	3
DR116	Blueprint Reading	2
DR119	3D Parametric Modeling I	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR214	Advanced CAD Applications	3
DR215	Civil Drafting	3
DR216	Computer Drafting Internship	3
DR219	3D Parametric Modeling II	3
DR220	Computer Drafting Capstone	3
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2
MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC201	Machining Fundamentals III	2
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
ME107	Manufacturing Management	3
ME108	Occupational Safety	2
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME124	Renewable Energy Technology Maintenance	4

ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME135	Industrial Seminar	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Manufacturing Engineering Technology Mathematics Options - AAS

Course	Title		Credits
MA105	Intermediate Algebra		3
MA106	College Algebra		3
TR100	Technical Math		3

Manufacturing Engineering Technology Social Science Options - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
PS101	Human Relations		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3

Manufacturing Engineering Technology Speech Options - AAS

Course	Title		Credits
SH101	Public Speaking		3
SH210	Interpersonal Communication		3
TR120	Work Ethics		3

Manufacturing Engineering Technology Welding Options - AAS

Course	Title	Credits
WE104	Shielded Metal Arc Welding	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE112	Gas Tungsten Arc Welding	3

Math Option for Construction TR100/MA105/MA106 - AAS

Course	Title		Credits
MA105	Intermediate Algebra		3
MA106	College Algebra		3

Math Options-Automotive Technology - AAS

Course	Title		Credits
BU108	Business Mathematics		3
MA105	Intermediate Algebra		3
MA106	College Algebra		3
TR100	Technical Math		3

Math Options-BAT Accounting Services - CERT

Course	Title		Credits
BU108	Business Mathematics		3
MA105	Intermediate Algebra		3
MA106	College Algebra		3

Math Options-Farm & Ranch Management - AAS

Course	Title		Credits
FM101	Agricultural Mathematics		3
MA105	Intermediate Algebra		3
MA106	College Algebra		3
MA107	Plane Trigonometry		3
MA109	PreCalculus Mathematics		5
MA110	Calculus		3
MA111	Analytical Geometry and Calculus I		5
MA112H	Honors Analytical Geometry and Calculus I		5

Mathematics Requirement - AAS

Course	Title	Credits
MA105	Intermediate Algebra	3
MA106	College Algebra	3
MA107	Plane Trigonometry	3
MA108	Elements of Statistics	3
MA109	PreCalculus Mathematics	5
MA110	Calculus	3
MA111	Analytical Geometry and Calculus I	5

Media Communication & Production Communiction Options - CERT

Course	Title	Credits
EN100	English Composition IB	3
EN101	English Composition IA	3
SH101	Public Speaking	3
SH101H	Honors Public Speaking	3

Media Communication & Production Electives - CERT

Course	Title	Credits
AG112	Unmanned Aerial Systems	3
AN105	Visual Effects and Compositing	3
AR135	Advanced Digital Imagery--Photoshop	3
IS252	Social Media Platform	3
MP108	Live Event Production	3
MP109	Audio Production I	3
MP111	Audio/Video Scriptwriting	3
MP212	Video Editing and Post-Production II	3
MP214	Applied Production Logistics	3
MP220	Media Communication and Production Internship I	2
MP262	Digital Cinematography	3

Media Communication & Production Non-Tiered Electives - AAS

Course	Title	Credits
AN103	Storyboard Techniques	3
AR106	Art in the Elementary Classroom	3
AR110	Drawing I	3
AR111	Drawing II	3
AR113	Painting I	3
AR116	Ceramics I	3

AR122	2-D Design		3
AR123	3-D Design		3
AR124	Color		3
BU118	Introduction to Leadership		3
BU120	Job Search/Retention		1
BU203	Management		3
EN217	Podcast Fiction		3
IS103	Microcomputer Literacy		2
IS108	Word Processing I		1
IS110	Spreadsheets I		1
IS113	Desktop Publishing		3
JL101	Introduction to Mass Communications		3
JL102	Multimedia Writing		3
JL104	Publications Lab I		1
JL105	Publications Lab II		1
JL201	Newspaper Production I		3
JL202	Newspaper Production II		3
JL204	Publications Lab IV		1
JL205	Introduction to Magazine Production		2
JL206	Magazine Production and Planning		2
JP110	Basic Photography		3
JP113	Advanced Photography		3
JP216	Studio Portrait Photography		3
JP216L	Studio Portrait Photography Lab		0
MP262	Digital Cinematography		3
TH105	World Cinema		3
TH114	Introduction to Theatrical Design		3
TH116	Acting I		3
TH118	Stagecraft		3
TH119	Stage Makeup		3
TH121	Acting II		3
TH122	Voice and Diction		3
TH130	Costume Design and Construction		3
TH201	Stage/Television Lighting		3
TH205	Theatre Performance Ensemble		1
TR120	Work Ethics		3

Media Communication & Production Technical Electives - AAS

Course	Title	Credits

AG112	Unmanned Aerial Systems		3
AN101	Digital Animation I		3
AN103	Storyboard Techniques		3
AN105	Visual Effects and Compositing		3
AN202	Digital Animation II		3
AN204	Character Animation		3
AN220	Video Game Development		4
AN222	Animation and Game Development Capstone		5
AR135	Advanced Digital Imagery--Photoshop		3
AR141	Graphic Design		3
BU100	Small Business Accounting		3
BU101	Accounting I		3
BU101H	Honors Accounting I		3
BU105	Introduction to Business		3
BU105H	Honors Introduction to Business		3
BU109	Business Communications		3
BU110	Records Management		2
BU141	Sales Management		3
BU142	Retailing		3
BU145	Advertising		3
BU156	Developing the Business Plan		1
BU202	Marketing		3
BU203	Management		3
BU204	Small Business Management		3
BU205	Business Law I		3
CS111	Visual Basic Programming		3
IS100	Cybersecurity Application		3
IS120	Vector Graphics		3
IS135	Essentials of Web Interaction		2
IS174	Web Tools & Layout		2
IS225	Website Coding		2
IS250	Project Management		3
IS252	Social Media Platform		3
IS264	JavaScript		3
JL110	Multimedia Editing		3
JP118	Introduction to Digital Imagery--Photoshop		3
JP119	Advanced Digital Imagery--Photoshop		3
MP108	Live Event Production		3
MP262	Digital Cinematography		3

Media or Music Track Options - CERT

Course	Title		Credits
MP112	Studio and Field Production		3
MP113	Video Editing and Post-Production I		3
MP218	Media Communication and Production Capstone		2
MP220	Media Communication and Production Internship I		2
MU106	Music Theory I		3
MU107	Music Theory II		3
MU202	Music Technology I		2

Microsoft Office Software Options-BAT Office Support - CERT

Course	Title	Credits
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3

Necessary Skills Option - AAS

Course	Title		Credits
AR110	Drawing I		3
BU105	Introduction to Business		3
BU107	Personal Finance		3
BU118	Introduction to Leadership		3
BU120	Job Search/Retention		1
BU121	Customer Service/Professional Image		3
CC105	Infant and Toddler Development		3
ED105	Success Seminar/College Orientation		1
ED105H	Honors Success Seminar/College Orientation		1
ED110	Career Decision Making		1
ED115	College Orientation and Career Exploration		2
ED126	Psychology of Happiness		2
ED201	Introduction to Education		3
ED201L	Introduction to Education Practicum		1
HE202	Nutrition		3
HR105	Medical Terminology		3
IS104	Microcomputer Applications		3
IS105	Advanced Microcomputer Applications		3
IS135	Essentials of Web Interaction		2
IS137	Website Ethics and Security		3
JL101	Introduction to Mass Communications		3

PE105	Personal and Community Health		3
PE106	First Aid and CPR		2
PE122	Rhythms I		2
PE123	Rhythms II		2
PE126	Conditioning and Fitness Concepts I		1
PE127	Conditioning and Fitness Concepts II		1
PE145	Golf		1
PE151	Social Dance-Beginning		1
PE156	Aerobic Dance		1
PE173	Fitness for Life		1
PE178	Yoga I		1
PE185	Exercise Physiology		3
PE186	Aerobic Fitness I		1
PE187	Aerobic Fitness II		1
PE188	Aerobic Fitness III		1
PE189	Aerobic Fitness IV		1
RE106	Introduction to World Religions		3
SH122	Voice and Diction		3
SH210	Interpersonal Communication		3
SO103	Stress Management		1
SO104	Assertiveness Training		2
TH118	Stagecraft		3
TH121	Acting II		3
TH122	Voice and Diction		3
TH123	Theatre Practicum I		1
TR120	Work Ethics		3

Networking Concentration Block - CERT

Course	Title		Credits
BU120	Job Search/Retention		1
CS111	Visual Basic Programming		3
CS203	Discrete Structures		3
IS104	Microcomputer Applications		3
IS105	Advanced Microcomputer Applications		3
IS137	Website Ethics and Security		3
IS182	Cisco CCNA I/Networking I		3
IS183	Cisco CCNA II		3
IS184	Cisco CCNA III		3
IS185	Cisco CCNA IV		3

IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3

Networking Elective Options - AAS

Course	Title	Credits
BU105	Introduction to Business	3
BU118	Introduction to Leadership	3
BU118H	Honors Introduction to Leadership	3
BU120	Job Search/Retention	1
BU121	Customer Service/Professional Image	3
BU203	Management	3
BU203H	Honors Management	3
CC105	Infant and Toddler Development	3
CS106	Computer Engineering	4
CS111	Visual Basic Programming	3
CS203	Discrete Structures	3
ED105	Success Seminar/College Orientation	1
ED105H	Honors Success Seminar/College Orientation	1
ED201	Introduction to Education	3
ED201L	Introduction to Education Practicum	1
HR105	Medical Terminology	3
IS100	Cybersecurity Application	3
IS105	Advanced Microcomputer Applications	3
IS137	Website Ethics and Security	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS185	Cisco CCNA IV	3
IS188	Cisco CCNP: Tshoot	4
IS211	Computer Support Internship II	3
IS215	Web Development Platform	3
IS225	Website Coding	2
IS228	Database Structures	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS264	JavaScript	3
IS264H	Honors JavaScript	3
JL101	Introduction to Mass Communications	3
LE101	Introduction to Criminal Justice	3

TR120	Work Ethics	3

Nursing-RN Traditional Human A&P Prerequisite Option Block - AAS

Course	Title	Credits
BI100	Basic Concepts for Allied Health Studies	1
BI101	General Biology	4
BI101H	Honors General Biology	4
BI104	Biology I	5
BI112	General Microbiology	4

Option I: Select Two Certificate A's from the Specific List of Options - AAS

Course	Title	Credits

Option II: Select one Certificate B from the Specific List of Options - AAS

Course	Title	Credits

Paralegal Electives - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU214	Word Processing: Microsoft Word for Windows	3
HR107	Legal and Ethical Issues in Healthcare	3
IS104	Microcomputer Applications	3
LA114	Paralegal Internship	3
LA132	Elder Law	3
LA150	Employment Law	3
LA230	E-discovery and Litigation	3
LA234	Administrative Law	3
LA238	Real Estate Law	3
LA239	Bankruptcy Law	3
LA240	Immigration Law	3
LA241	Interviews and Investigations	3
LA246	Advanced Legal Research and Writing	3
LA247	Intellectual Property	3

Paralegal Options - AAS

Course	Title	Credits
BU107	Personal Finance	3
HR107	Legal and Ethical Issues in Healthcare	3
LA114	Paralegal Internship	3
LA132	Elder Law	3

LA150	Employment Law	3
LA230	E-discovery and Litigation	3
LA234	Administrative Law	3
LA238	Real Estate Law	3
LA239	Bankruptcy Law	3
LA240	Immigration Law	3
LA241	Interviews and Investigations	3
LA246	Advanced Legal Research and Writing	3
LA247	Intellectual Property	3

Paramedic General Education Options - AAS

Course	Title		Credits
EN108	Career and Technical Writing		3
PS100	General Psychology		3
SH101	Public Speaking		3
SH210	Interpersonal Communication		3
SO100	Fundamentals of Sociology		3

Paramedic Mathematics Options - AAS

Course	Title		Credits
BU108	Business Mathematics		3
MA105	Intermediate Algebra		3
MA106	College Algebra		3
MA107	Plane Trigonometry		3
MA108	Elements of Statistics		3
MA109	PreCalculus Mathematics		5
MA110	Calculus		3
MA111	Analytical Geometry and Calculus I		5
MA112H	Honors Analytical Geometry and Calculus I		5

Physical Therapy Assistant Math Options - AAS

Course	Title		Credits
MA106	College Algebra		3
MA107	Plane Trigonometry		3
MA109	PreCalculus Mathematics		5
MA110	Calculus		3
MA111	Analytical Geometry and Calculus I		5
MA112H	Honors Analytical Geometry and Calculus I		5

Police Science Communications Options - AAS

Course	Title	Credits
SH101	Public Speaking	3
SH101H	Honors Public Speaking	3
SH210	Interpersonal Communication	3

Police Science Communications Options - CERT

Course	Title	Credits
SH101	Public Speaking	3
SH101H	Honors Public Speaking	3
SH210	Interpersonal Communication	3

Police Science Composition Options - AAS

Course	Title	Credits
EN100	English Composition IB	3
EN101	English Composition IA	3
EN101H	Honors English Composition IA	3
EN107	Business English Grammar	3
EN108	Career and Technical Writing	3

Police Science Composition Options - CERT

Course	Title	Credits
EN100	English Composition IB	3
EN101	English Composition IA	3
EN101H	Honors English Composition IA	3
EN107	Business English Grammar	3
EN108	Career and Technical Writing	3

Police Science Electives - AAS

Course	Title	Credits
BU108	Business Mathematics	3
BU118	Introduction to Leadership	3
ED105	Success Seminar/College Orientation	1
ED105H	Honors Success Seminar/College Orientation	1
IS104	Microcomputer Applications	3
LE102	Criminology	3
LE112	Special Populations in Corrections	3
LE117	Law Enforcement Operations & Procedures Lab	1
LE118	Law Enforcement Wellness	1

LE121	Firearms Safety and Marksmanship		1
LE122	Firearms I		1
LE130	Police Science Orientation		1
LE201	Introduction to Corrections		3
LE209	Investigating a Homicide		1
LE210	Police Science Internship		2
LE217	Police Science Capstone		1
PE106	First Aid and CPR		2
PE126	Conditioning and Fitness Concepts I		1
PE173	Fitness for Life		1
SO103	Stress Management		1
SO104	Assertiveness Training		2
SO113	Cultural Diversity		3
TR120	Work Ethics		3

Police Science Electives - CERT

Course	Title		Credits
BU108	Business Mathematics		3
BU118	Introduction to Leadership		3
ED105	Success Seminar/College Orientation		1
ED105H	Honors Success Seminar/College Orientation		1
IS104	Microcomputer Applications		3
LE102	Criminology		3
LE112	Special Populations in Corrections		3
LE117	Law Enforcement Operations & Procedures Lab		1
LE118	Law Enforcement Wellness		1
LE121	Firearms Safety and Marksmanship		1
LE122	Firearms I		1
LE130	Police Science Orientation		1
LE201	Introduction to Corrections		3
LE209	Investigating a Homicide		1
LE210	Police Science Internship		2
LE217	Police Science Capstone		1
PE106	First Aid and CPR		2
PE126	Conditioning and Fitness Concepts I		1
PE173	Fitness for Life		1
SO103	Stress Management		1
SO104	Assertiveness Training		2
SO113	Cultural Diversity		3

TR120	Work Ethics	3

Police Science Mathematics Options - AAS

Course	Title	Credits
BU108	Business Mathematics	3
MA105	Intermediate Algebra	3
MA106	College Algebra	3
MA107	Plane Trigonometry	3
MA108	Elements of Statistics	3
MA108H	Honors Elements of Statistics	3
MA109	PreCalculus Mathematics	5
MA110	Calculus	3
MA111	Analytical Geometry and Calculus I	5

Police Science Mathematics Options - CERT

Course	Title	Credits
BU108	Business Mathematics	3
MA105	Intermediate Algebra	3
MA106	College Algebra	3
MA107	Plane Trigonometry	3
MA108	Elements of Statistics	3
MA108H	Honors Elements of Statistics	3
MA109	PreCalculus Mathematics	5
MA110	Calculus	3
MA111	Analytical Geometry and Calculus I	5

Police Science Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology	3
PS100H	Honors General Psychology	3
PS101	Human Relations	3
SO100	Fundamentals of Sociology	3
SO100H	Honors Fundamentals of Sociology	3
SO113	Cultural Diversity	3

Police Science Social Science Options - CERT

Course	Title	Credits
PS100	General Psychology	3
PS100H	Honors General Psychology	3

PS101	Human Relations		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3
SO113	Cultural Diversity		3

PS100 General Psychology OR PS101 Human Relations - AAS

Course	Title		Credits
PS100	General Psychology		3
PS101	Human Relations		3

PS100 General Psychology OR PS101 Human Relations - CERT

Course	Title		Credits
PS100	General Psychology		3
PS101	Human Relations		3

PS100 General Psychology or SO100 Fundamentals of Sociology - AAS

Course	Title		Credits
PS100	General Psychology		3
PS100H	Honors General Psychology		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3

Radiology Necessary Skills Options - AAS

Course	Title		Credits
BU120	Job Search/Retention		1
HR105	Medical Terminology		3
HR105H	Honors Medical Terminology		3
IS103	Microcomputer Literacy		2

Renewable Energy Technology Contextual Electives - CERT

Course	Title	Credits
AE200	Variable Frequency Drives and Electric Motors	3
AE205	Intermediate Programmable Logic Controllers	3
AE208	National Electrical Code	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5

DR102L	Machine Drafting Lab	0
DR107	Construction Drafting	3
DR116	Blueprint Reading	2
DR119	3D Parametric Modeling I	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR214	Advanced CAD Applications	3
DR215	Civil Drafting	3
DR216	Computer Drafting Internship	3
DR219	3D Parametric Modeling II	3
DR220	Computer Drafting Capstone	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2
MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC201	Machining Fundamentals III	2
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
ME107	Manufacturing Management	3
ME108	Occupational Safety	2
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1

ME134	HVAC Code Requirements	1
ME135	Industrial Seminar	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Respiratory Care Math Options - AAS

Course	Title	Credits
MA105	Intermediate Algebra	3
MA106	College Algebra	3
MA109	PreCalculus Mathematics	5

Security Emphasis Electives - CERT

Course	Title	Credits
CS106	Computer Engineering	4
CS111	Visual Basic Programming	3
CS200	Problem Solving and Programming	4
CS200H	Honors Problem Solving and Programming	4
IS104	Microcomputer Applications	3
IS137	Website Ethics and Security	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS240	Fundamentals of Network Security	3
LE207	Criminal Investigation	3

Security Foundation Electives - CERT

Course	Title	Credits
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3

SH101 Public Speaking OR SH210 Interpersonal Communication - AAS

Course	Title	Credits
SH101	Public Speaking	3
SH210	Interpersonal Communication	3

Social Science Options - AAS

Course	Title	Credits
EC100	Macroeconomics	3
EC101	Microeconomics	3
GE101	World Geography	3
GO100	American Government	3
GO101	State and Local Government	3
GO102	International Relations	3
GO110	Introduction to Political Science	3
GO110H	Honors Introduction to Political Science	3
LE202	Abnormal Psychology	3
PS100	General Psychology	3
PS101	Human Relations	3
PS102	Human Growth and Development	3
PS201	Psychology of Personality	3
PS202	Abnormal Psychology	3
SO100	Fundamentals of Sociology	3
SO101	Marriage and Family	3
SO111	Cultural Anthropology	3
SO113	Cultural Diversity	3
SO122	Introduction to Social Work	3
SO123	Social Welfare and Society	3
SO201	Social Problems	3

Social Science Options-Automotive Technology - AAS

Course	Title	Credits
PS100	General Psychology	3
PS100H	Honors General Psychology	3
PS101	Human Relations	3

TR120	Work Ethics	3

Sociology/Nutrition Options - AAS

Course	Title	Credits
EN102	English Composition II	3
EN102H	Honors English Composition II	3
HE202	Nutrition	3
SO100	Fundamentals of Sociology	3
SO100H	Honors Fundamentals of Sociology	3

Sociology/Nutrition Options - AAS

Course	Title	Credits
HE202	Nutrition	3
HE202H	Honors Nutrition	3
SO100	Fundamentals of Sociology	3
SO100H	Honors Fundamentals of Sociology	3

Surgical Technology Allied Health Electives - AAS

Course	Title	Credits
HE202	Nutrition	3
HE202H	Honors Nutrition	3
HR212	Pathophysiology	4
IS104	Microcomputer Applications	3
PS102	Human Growth and Development	3
PS102H	Honors Human Growth and Development	3

Technical Options - AAS

Course	Title	Credits
BT102	Concrete Flatwork and Finishing	2
BT103	Foundation Forming and Erecting	3
BT104	Cabinet Construction and Installation	3
BT105	Electrical and Mechanical Systems	2
BT106	Drywall Installation, Insulation and Ventilation	2
BT107	Exterior Finish	2
BT108	Roof & Framing	3
BT109	Floors, Walls and Ceiling Framing	4
BT110	Interior Finish and Trim Installation	2
BT112	Hard Surface Installation	2
BT120	Introductory Craft Skills	3

BT121	Construction Safety		1
BT125	Electrical I		4
BT126	Plumbing I		5
BT131	Carpentry Basics		4
BT134	Windows, Doors and Stairs		3
BT141	Masonry I		3.67
BT172	Concrete Forming I		2
BT202	Crew Leadership		1
BU100	Small Business Accounting		3
BU101	Accounting I		3
BU101H	Honors Accounting I		3
BU102	Accounting II		3
BU102H	Honors Accounting II		3
BU105	Introduction to Business		3
BU106	Calculating Machines		1
BU107	Personal Finance		3
BU108	Business Mathematics		3
BU109	Business Communications		3
BU110	Records Management		2
BU111	Quickbooks		3
BU118	Introduction to Leadership		3
BU120	Job Search/Retention		1
BU121	Customer Service/Professional Image		3
BU122	Presentation Software		1
BU126	Introduction to Keyboarding		1
BU127	Beginning Keyboarding		3
BU128	Intermediate Keyboarding		3
BU129	Production Keyboarding		3
BU141	Sales Management		3
BU142	Retailing		3
BU145	Advertising		3
BU147	Internship I		2
BU148	Internship II		2
BU149	Internship III		2
BU151	Introduction to Entrepreneurship		1
BU152	Marketing Applications for Entrepreneurs		1
BU153	Financial Management for Entrepreneurs		1
BU154	Business Management for Entrepreneurs		1
BU156	Developing the Business Plan		1

BU201	Managerial Accounting		3
BU201H	Honors Managerial Accounting		3
BU202	Marketing		3
BU203	Management		3
BU204	Small Business Management		3
BU205	Business Law I		3
BU214	Word Processing: Microsoft Word for Windows		3
BU217	Spreadsheet Management		3
BU218	Database Management		3
BU224	Human Resources Basics		3
DR100	Computer Aided Drafting I		3
DR101	Technical Drafting		3
DR102	Machine Drafting		5
DR102L	Machine Drafting Lab		0
DR107	Construction Drafting		3
DR116	Blueprint Reading		2
DR119	3D Parametric Modeling I		3
DR211	Computer Aided Drafting II		3
DR212	Architectural Drafting I		3
DR213	Architectural Drafting II		3
DR215	Civil Drafting		3
DR216	Computer Drafting Internship		3
DR219	3D Parametric Modeling II		3
DR220	Computer Drafting Capstone		3
EE120	Apprentice Electricity I		10
EE121	Apprentice Electricity II		10
EE122	Apprentice Electricity III		10
EE123	Apprentice Electricity IV		10
EE124	Apprentice Electricity V		10
IS103	Microcomputer Literacy		2
IS104	Microcomputer Applications		3
IS105	Advanced Microcomputer Applications		3
IS108	Word Processing I		1
IS109	Word Processing II		1
IS110	Spreadsheets I		1
IS111	Spreadsheets II		1
IS113	Desktop Publishing		3
IS116	Spreadsheets III		1
IS120	Vector Graphics		3

IS135	Essentials of Web Interaction	2
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS185	Cisco CCNA IV	3
IS188	Cisco CCNP: Tshoot	4
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS212	Networking I	3
IS215	Web Development Platform	3
IS224	Networking II	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS255	Visual Media Design Capstone	3
IS256	Web Development Special Projects	1
IS264	JavaScript	3
ME106	Industrial Fluid Power	3
ME107	Manufacturing Management	3
ME108	Occupational Safety	2
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1

ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME135	Industrial Seminar	1
ME140	Low Pressure Boilers	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE209	Welding Fabrication Processes	4

Visual Media Design Electives - AAS

Course	Title	Credits
AR110	Drawing I	3
AR111	Drawing II	3
AR122	2-D Design	3
AR123	3-D Design	3
AR124	Color	3
AR141	Graphic Design	3
AR220	Internship	2
BU204	Small Business Management	3
CS106	Computer Engineering	4
CS200	Problem Solving and Programming	4
IS113	Desktop Publishing	3
IS137	Website Ethics and Security	3
JL104	Publications Lab I	1
JL105	Publications Lab II	1
JL203	Publications Lab III	1
JL204	Publications Lab IV	1
JL205	Introduction to Magazine Production	2
JL206	Magazine Production and Planning	2
JL210	Publication Manager I	1
JL211	Publication Manager II	1
JL221	Journalism & Visual Media Internship II	2

JL222	Journalism & Visual Media Internship III	2
JP110	Basic Photography	3
JP113	Advanced Photography	3
MP106	Introduction to Media Technology	3
MP111	Audio/Video Scriptwriting	3
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3

Web Development Technical Electives - AAS

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
AR135	Advanced Digital Imagery--Photoshop	3
CS121L	Programming Language Lab	1
ED105	Success Seminar/College Orientation	1
ED105H	Honors Success Seminar/College Orientation	1
IS100	Cybersecurity Application	3
IS120	Vector Graphics	3
IS149	CompTIA A+ Core 2	3
IS174	Web Tools & Layout	2
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS185	Cisco CCNA IV	3
IS188	Cisco CCNP: Tshoot	4
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS224	Networking II	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3

Welding Certificate A Option Block - AAS

Course	Title	Credits
DR116	Blueprint Reading	2
TR121	General Industrial Safety/OSHA10	1
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3

Welding Certificate B Option Block - AAS

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE111	Gas Metal Arc Welding II	3
WE113	Gas Tungsten Arc Welding II	3
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2
WE209	Welding Fabrication Processes	4

Welding Contextual Options - AAS

Course	Title	Credits
BU100	Small Business Accounting	3
BU105	Introduction to Business	3
BU105H	Honors Introduction to Business	3
BU107	Personal Finance	3
BU107H	Honors Personal Finance	3
BU202	Marketing	3
BU202H	Honors Marketing	3
BU203	Management	3
BU203H	Honors Management	3
DR100	Computer Aided Drafting I	3
DR119	3D Parametric Modeling I	3
IS104	Microcomputer Applications	3
MC101	Introduction to Machine Technology	3
WE100	Basic Welding	3

WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2
WE209	Welding Fabrication Processes	4

Welding Options Certificate A - CERT

Course	Title	Credits
DR116	Blueprint Reading	2
TR121	General Industrial Safety/OSHA10	1
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3

Welding Options Certificate B - CERT

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE111	Gas Metal Arc Welding II	3
WE113	Gas Tungsten Arc Welding II	3
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2
WE209	Welding Fabrication Processes	4

Welding Options Certificate C - CERT

Course	Title	Credits
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2

Welding Safety Options - CERT

Course	Title	Credits
TR121	General Industrial Safety/OSHA10	1
WE101	Welding Safety	1

Welding Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology	3

PS100H	Honors General Psychology		3
PS101	Human Relations		3
SO100	Fundamentals of Sociology		3
SO100H	Honors Fundamentals of Sociology		3
TR120	Work Ethics		3

Welding Writen Communication Options - AAS

Course	Title		Credits
BU108	Business Mathematics		3
BU109	Business Communications		3
BU109H	Honors Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN101H	Honors English Composition IA		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3

Written Communication Options-Automotive Technology - AAS

Course	Title		Credits
BU109	Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3

Written Communications Options - AAS

Course	Title		Credits
BU109	Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN107	Business English Grammar		3
EN108	Career and Technical Writing		3

Written Communications Options for AET AAS - AAS

Course	Title		Credits
BU109	Business Communications		3
EN100	English Composition IB		3
EN101	English Composition IA		3
EN108	Career and Technical Writing		3

Courses

(CDL) Commercial Truck Driving

AP120 **CDL Entry Level Driver Operations** **3.00 credits**

Basic operations, processes, and safety requirements for Entry Level Driver Training (ELDT) to operate a commercial vehicle to successfully complete the written test to secure a state learner's permit for a Commercial Driver's License (CDL)
Prerequisites: Continuing Ed Permission.

AP131 **CDL Road and Range Driving** **2.00 credits**

Instruction and practice in a commercial motor vehicle (CMV) to meet the requirements of Kansas Department of Transportation and Federal Motor Carrier Safety Administration rules and regulations in order to test for a Commercial Driver's License.
Prerequisites: AP120 CDL Entry Level Driver Operations, and Continuing Ed Permission.

AP133 **CDL Highway Safety** **1.00 credits**

Focus on defensive driving practices specific to operating a commercial motor vehicle in a variety of conditions.
Prerequisites: Continuing Ed Permission.

AP135 **CDL Advanced Driver Operations** **3.00 credits**

Analysis and application of Federal and State Department of Transportation rules and regulations regarding Over-the-Road Record Management system maintenance, and Compliance Safety and Accountability.
Prerequisites: Continuing Ed Permission.

TR121 **General Industrial Safety/OSHA10** **1.00 credits**

Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PPE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

Agricultural Diesel Mechanics

AP101 **Introduction to Ag Power** **6.00 credits**

Operation of diesel, gasoline and LPG engines with emphasis on multi-cylinder engine design; disassembling, measuring, evaluating and reassembling the engine.

AP101L **Introduction to Ag Power Lab** **0.00 credits**

See AP101 Introduction to Agri-Power for course information.

AP102 **Hay and Seeding Systems** **2.00 credits**

Fundamentals of operating, adjusting and reconditioning new and used harvesting, tillage, planting, spraying and agriculture equipment.

AP102L **Hay and Seeding Systems Lab** **0.00 credits**

See AP102 Hay and Seeding Systems for course information.

AP104 **Ag Air Conditioning** **2.00 credits**

Inspecting, diagnosing, adjusting, troubleshooting and servicing mobile agriculture air conditioning units.

AP104L **Ag Air Conditioning Lab** **0.00 credits**

See AP104 Agri-Air Conditioning for course information.

AP105 **Field Study and Conference Internship** **4.00 credits**

Planned program of work experience consisting of a minimum of 10 weeks or 400 work hours.

AP107 **Ag Equipment Hydraulics** **6.00 credits**

Principles of hydraulics, hydraulic components and the application of hydraulics to agriculture equipment, including troubleshooting and servicing hydraulic systems.

AP107L **Ag Equipment Hydraulics Lab** **0.00 credits**

AP115 **Small Engine Chain Saw Repair** **3.00 credits**

Theory of operation, maintenance and overhauling of small engines and chain saws.

AP120 **CDL Entry Level Driver Operations** **3.00 credits**

Basic operations, processes, and safety requirements for Entry Level Driver Training (ELDT) to operate a commercial vehicle to successfully complete the written test to secure a state learner's permit for a Commercial Driver's License (CDL)
Prerequisites: Continuing Ed Permission.

AP121 **Ag Equipment Electricity** **3.00 credits**

Fundamentals of operation and techniques of troubleshooting and servicing agriculture equipment and electrical systems with emphasis on charging systems, starter systems, electro hydraulics, lights and accessories.

AP122 **Combine Operation and Repair** **2.00 credits**

Theory of operation and proper adjustments of farm combines with emphasis on conventional and rotary machines; adjusting and checking field losses of a combine in actual field operating conditions; repairing combines and making them field ready in the shop.

AP122L **Combine Operation and Repair Lab** **0.00 credits**

AP125 **Agriculture Equipment Technology & Optimization** **1.00 credits**

Introduction to the wheeled tractor systems including power shift transmissions, hydraulic systems and electrical systems.

AP203 **Ag Equipment Powertrains** **7.00 credits**

Diesel fuel system components and diagnosis with emphasis on injectors and fuel injection pumps; power transmission fundamentals including the theory of gear transmissions, hydraulic assist transmissions, hydrostatic transmissions, final drives and clutches.
Prerequisites: AP101 Introduction to Ag Power.

AP203L **Ag Equipment Powertrains Lab** **0.00 credits**

See AP203 Complete Tractor Overhaul for course information.

AP206 **Dealership Operations and Procedures** **1.00 credits**

Various departments of agricultural equipment dealerships and their importance to the dealership owner and dealership customers; the role various jobs and personnel have within the dealership structure.

AP207 **Advanced Ag Equipment Hydraulics** **4.00 credits**

Complex hydraulic and electro-hydraulic systems of tractors and combines including testing open-center and variable pressure/variable flow hydraulic systems using the hydraulic flow meter and pressure gauges.
Prerequisites: AP107 Ag Equipment Hydraulics.

AP207L **Advanced Ag Equipment Hydraulics Lab** **0.00 credits**

AP221 **Advanced Ag Equipment Electricity** **4.00 credits**

Fundamentals of DC electricity, measurement of electrons, electronic components theory and design, electrical safety, storage batteries and test instrument operation used on agricultural equipment.

AP221L **Advanced Ag Equipment Electricity Lab** **0.00 credits**

AP222 **Transverse and Axial Combines** **4.00 credits**

Advanced repair techniques for transverse and axial combines.
Prerequisites: AP122 Combiner Operation and Repair.

AP222L **Transverse and Axial Combines Lab** **0.00 credits**

AP225 **Advanced Ag Equipment Systems** **4.00 credits**

Inspecting, diagnosing, adjusting, troubleshooting and servicing wheeled tractors.
Prerequisites: AP125 Ag Equipment Technology & Optimization.

AP225L **Advanced Ag Equipment Systems Lab** **0.00 credits**

See AP225 Advanced Wheeled Tractor Systems for course information.

AP227 **Ag Diesel Diagnostics** **3.00 credits**

Analyzing the latest materials to determine component failures, calibrations and GPS usage on agricultural equipment.
Prerequisites: AP107 Ag Equipment Hydraulics, and AP221 Advanced Ag Equipment Electricity.

AP227L **Ag Diesel Diagnostics Lab** **0.00 credits**

Laboratory portion of Top Tech.

Agriculture-Farm and Ranch

AG101 **Agriculture Orientation** **1.00 credits**

The historical development of modern-day U.S. agriculture, projected trends with implications for the future; orientation to the curriculum, faculty and programs; appreciation of the basic sciences in professional agriculture.

AG102 **Introduction to Food Science** **3.00 credits**

Survey of food raw materials and their methods of handling, manufacturing, distribution, and consumption.

AG103 **Principles of Animal Science** **3.00 credits**

Basic principles which apply to the broad field of animal agriculture; survey of the industry; types, purposes and products of livestock; principles of breeding, selection, nutrition, lactation, reproduction, management and marketing.

AG104 **Plant Science** **4.00 credits**

Principles of production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization.

AG104L **Plant Science Lab** **0.00 credits**

See AG104 Plant Science for course information.

AG105 Principles of Agricultural Economics 3.00 credits

Economic principles and their application to the solution of problems encountered in the operation of farms and agri-business firms as well as problems of the agricultural industry in its relationship to other sectors of the economy.

AG106 Animal Evaluation I 1.00 credits

Evaluation of breeding livestock along with any appropriate performance data and market livestock data including a comparison of live animals and the resulting carcass.

AG107 Animal Evaluation II 1.00 credits

Meat animal selection and evaluation of economically important traits.

AG108 Principles of Meat Evaluation 2.00 credits

This course is an in-depth evaluation of beef, pork, and lamb products/carcasses. The USDA grading techniques and standards will be used to determine meat value. Emphasis will be placed on grading and evaluation of wholesale, primal and retail cuts of meat.

AG110 Home Horticulture 2.00 credits

Basic concepts and practices of horticulture with emphasis on the establishment, management and use of horticultural plants in the garden, lawn, and home.

AG110L Home Horticulture Lab 0.00 credits

See AG110 Home Horticulture for course information.

AG112 Unmanned Aerial Systems 3.00 credits

Principles of flight in fixed-wing and multi-rotor unmanned aerial systems (UAS) to gain experience in flying commercial grade UAS. Prepared to pass the FAA Part 107 Remote Pilot Exam.

AG130 Bovine Artificial Insemination 1.00 credits

Theory and practice of modern animal artificial insemination and basic reproduction management.

AG140 Sales Management 2.00 credits

The management of various types of sales involving agricultural products including consignment auctions, purebred livestock and commercial livestock sales; direct involvement in the advertising, marketing and management of each type of sales.

AG201 Soils 4.00 credits

Chemical, physical and biological properties of soils; their formation, fertility and management.
Prerequisites: CH101 General Chemistry, or CH105 Chemistry I.

AG201L Soils Lab 0.00 credits

Chemical, physical and biological properties of soils; their formation, fertility and management.
Prerequisites: CH101 General Chemistry, or CH105 Chemistry I.

AG202 Fundamentals of Nutrition 3.00 credits

Elementary principles of comparative nutrition of farm animals.
Prerequisites: CH101 General Chemistry, or CH105 Chemistry I.

AG203 **Principles of Feeding** **3.00 credits**

Guidelines for feeding beef cattle, sheep and swine; feed stuff evaluation; nutrient requirements; ration formulation and practical feeding problems.

AG203L **Principles of Feeding Lab** **0.00 credits**

See AG203 Principles of Feeding for course information.

AG204 **Range Management** **3.00 credits**

Fundamental ecological principles of production, conservation and utilization of grasslands; applications of principles to range management practices.

AG213 **Animal Evaluation III** **1.00 credits**

Continuation of AG106 Animal Evaluation I and AG107 Animal Evaluation II; livestock performance, data, livestock judging and criteria.
Prerequisites: AG107 Animal Evaluation II.

AG214 **Animal Evaluation IV** **1.00 credits**

Continuation of AG106 Animal Evaluation I, AG107 Animal Evaluation II and AG213 Animal Evaluation III emphasizing livestock selection methods for beef, sheep and swine plus basic selection of dairy cattle and horses.

FM101 **Agricultural Mathematics** **3.00 credits**

Review of real numbers, factoring, percentages, interest, depreciation, area, volume, rates, land descriptions, percent of margining, inventory turns, cost realization, rations, fertilizer and ag-chemical rates and volumes and use of charts and mechanical aids for computations.

FM102 **Farm Crop Production** **4.00 credits**

Principles of plant science applied to the growth and development of farm crops and the broad area of crop production.

FM105 **Farm Management** **3.00 credits**

Basic concepts for successfully managing a farm including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor.

FM105H **Honors Farm Management** **3.00 credits**

Basic concepts for successfully managing a farm including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor.

FM109 **Livestock Management** **3.00 credits**

Principles of livestock production and management; practical application of breeding, selection, reproduction, health and marketing systems and techniques; emphasis on management systems of raising, growing and finishing beef, sheep and swine; information on horse production and management.

FM110 **Crop and Weed Identification I** **1.00 credits**

Fundamentals of plant identification with emphasis on economic crops and weeds.

FM111 **Pesticide Applications** **1.00 credits**

Common pests; proper storage, use, handling and disposal of pesticides and pesticide containers; pesticide labels, pesticide safety and environmental protection.

FM114 **Crop and Weed Identification II** **1.00 credits**

Continuation of FM110 Crop and Weed Identification I; further develop the identification of economic crops and weeds with some identification of crop insects and

diseases.

FM115 **Microcomputers in Agriculture I** **3.00 credits**

Microcomputer applications for agriculture including hardware, software, system software, word processing, spreadsheets and specific agriculture programs.

FM120 **Farm and Ranch Management Internship** **4.00 credits**

A planned program of work experience requiring a minimum of 180 clock hours.

FM202 **Agriculture Marketing** **3.00 credits**

Marketing options of farm production by commodity groups and an overview of the supply marketing system, marketing services and efficiencies.

FM203 **Crop and Weed Identification III** **1.00 credits**

Advanced plant identification with emphasis on economic crops and weeds.

FM204 **Crop and Weed Identification IV** **1.00 credits**

Continuation of FM203 Crop and Weed Identification III to further develop the identification of economic crops and weeds with some identification of crop insects and diseases.

Allied Health

AL101 **Applied Math for Health Care** **1.00 credits**

Purpose of the course is to instruct allied health students in basic and specialty math calculations.

AL131 **Geriatric Aide--CNA** **4.50 credits**

Fundamental knowledge of the aging process with emphasis on meeting the physical needs requirements of geriatric residents of health care facilities including ethics, communication, normal and aging body system functions, nutrition, diseases, observation skills, documentation, personal care skills and their adequate performance.
Prerequisites: ACT Reading Score of 14 or Above, or Accuplacer Next Generation Reading Score of 231 or above, or Accuplacer Writing Score of 40 to 120.

AL132 **Medication Aide--CMA** **4.50 credits**

Fundamental knowledge of medications, their use, actions, side effects and dosage; documentation; wound management; and supervision skills for geriatric aides.
Prerequisites: Allied Health Permission, or Accuplacer Next Generation Reading Score of 231 or above, or Accuplacer Writing Score of 40 to 120, and ACT Reading Score of 14 or Above.

AL134 **Medication (CMA) Update** **1.00 credits**

Refresher course on responsible administration of medications, drug interactions and legal implications associated with administering medication.
Prerequisites: AL132 Medication Aide, and Allied Health Permission.

AL136 **Restorative Aide** **2.00 credits**

Knowledge and skills to provide basic physical therapy services under the supervision of a physical therapist and/or licensed nurse.
Prerequisites: AL131 Geriatric Aide, and Allied Health Permission.

AL137 **Home Health Aide** **2.00 credits**

Fundamental knowledge of the aging process with emphasis on providing services essential to the physical, mental, and psycho-social well being of clients in the home setting incorporating basic care of clients with the Instrumental Activities of Daily Living in the home setting.
Prerequisites: Allied Health Permission, or Accuplacer Next Generation Reading Score of 231 or above, or Accuplacer Writing Score of 40 to 120, and ACT Reading Score of 14 or Above.

AL153 **Pharmacology** **3.00 credits**

Basic pharmacology for students pursuing allied health professions-basic drugs as related to diseases, effects of drugs on different systems of the body, interaction of drugs, side effects, contraindications and effectiveness in relation to dosages.

AL165 **Ethics in Healthcare** **3.00 credits**

Ethical theories and the decision-making processes used to analyze ethical problems that arise in the health-care field.

AL170 **Phlebotomy** **4.00 credits**

Basic training in phlebotomy including venipuncture and capillary puncture techniques, and anatomy/physiology of vascular system, emphasizing basic skills, techniques and equipment used in phlebotomy; patient contact and medical/legal issues.
Prerequisites: Allied Health Permission.

AL171 **Phlebotomy Internship** **2.00 credits**

Clinical experiences to prepare for certification as a phlebotomist in a field-based setting. Involves working in a clinical laboratory under the supervision of an appropriate technologist. The internship consists of 100 documented hours with minimum performance of 100 combined venipuncture and skin punctures and orientation in a full service laboratory.
Prerequisites: AL170 Phlebotomy.

AL201 **Health Economics** **3.00 credits**

Application of economic principles to issues surrounding health care and how they impact decisions made by providers, insurers, and participants and how economic analysis can help with the understanding of issues relating to health care and health policy.

AL226 **LPN IV Therapy** **4.00 credits**

Expanded administration of intravenous therapy as outlined by K.A.R. 60-16-102(b)under the regulatory agency, the Kansas State Board of Nursing.
Prerequisites: Allied Health Permission.

Art

AR101 **Art Appreciation** **3.00 credits**

COURSE TRANSFER

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

AR101H **Honors Art Appreciation** **3.00 credits**

COURSE TRANSFER

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

AR104 **Art History: Paleolithic to Medieval** **3.00 credits**

COURSE TRANSFER

History of architecture, sculpture and painting of western civilization from the prehistoric (Paleolithic) period to the Proto-Renaissance.

AR105 **Art History: Renaissance to Modern** **3.00 credits**

COURSE TRANSFER

Continuation of the analytical and comparative in art of Western man and Asian countries including the major social and artistic developments beginning with the Proto-Renaissance and continuing through the nineteenth century.

AR106 **Art in the Elementary Classroom** **3.00 credits**

COURSE TRANSFER

Study of the developmental levels and art characteristics in children, kindergarten through elementary grades; the production of creative art lesson plans emphasizing fundamental art concepts with appropriate materials and methods for use in the classroom.

AR110 **Drawing I** **3.00 credits**

COURSE TRANSFER

Introduction to drawing for art and non-art majors focusing on observation and representation from a variety of sources.

AR111 **Drawing II** **3.00 credits**

Continuation of AR110 Drawing I emphasizing problems in drawing, creative expression and experimentation with different media relating to visual sources.
Prerequisites: AR110 Drawing I.

AR113 **Painting I** **3.00 credits**

Introduction to the oil painting medium using visual sources.

AR114 **Painting II** **3.00 credits**

Continuation of AR113 Painting I addressing advanced problems in painting and experimentation with different media.
Prerequisites: AR113 Painting I.

AR116 **Ceramics I** **3.00 credits**

Exploration of the principles of design in three dimensional form using various methods of ceramic design and techniques to create ware and sculptural forms.

AR117 **Ceramics II** **3.00 credits**

Continuation of AR116 Ceramics I emphasizing advanced work in handbuilding and/or using the potter's wheel, with consideration of form, surface decoration and firing techniques.

AR122 **2-D Design** **3.00 credits**
COURSE TRANSFER

Language of the visual arts; modes of organization and characteristics of line, shape, value, texture, color, form and space examined through studio problems and lecture.

AR123 **3-D Design** **3.00 credits**
COURSE TRANSFER

Examination of three-dimensional and structural concepts such as volume, mass and form related to the discipline of product design, package design and fine art sculptural fundamentals; exploration of composition in various media; investigation of representational sculpture and expressive and organizational possibilities of abstract forms.

AR124 **Color** **3.00 credits**

Theories of color, pigment and light, additive and subtractive color mixing and design applications.

AR134 **Introduction to Digital Imagery--Photoshop** **3.00 credits**

Explore fundamental techniques and use of basic tools in Adobe Photoshop. Acquire, enhance, and manipulate images for use in print or digital media.

AR135 **Advanced Digital Imagery--Photoshop** **3.00 credits**

Techniques in digital imagery using Adobe Photoshop to manipulate images for print and digital media while expanding the use of tools within the software program.
Prerequisites: AR134 Introduction to Digital Imagery, or JP118 Introduction to Digital Imagery.

AR141 **Graphic Design** **3.00 credits**

Conceptual and practical problems involving visual communication with application of principles of design of effective graphic communication; studio class involving processes of lecture, critiques and student production problems using various graphic tools and techniques.

AR160 **Art Workshop** **3.00 credits**

Additional opportunities for academic students and individuals in the community to study in specialized areas in a non-traditional method.

AR220 **Internship** **2.00 credits**

Actual on-the-job work experience through a partnership with industry and Hutchinson Community College Visual Communications program.

AR250 **Art Capstone** **2.00 credits**

Conceptual and technical culmination of the Associate of Fine Arts. Integration of previous art course material through creation of project and portfolio.

Auto Collision Repair

AB110 **Painting and Refinishing I** **3.00 credits**

Identify safety and personal health hazards; determine types of substrates and sanding materials; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among types of spray guns and equipment; explore paint codes and specifications for use. Identify paint systems; explore types of paint defects; distinguish between damage and non-damage related corrosion; identify final detail procedures.

AB111 **Painting and Refinishing II** **3.00 credits**

Select proper personal protective equipment; perform proper shop operations according to OSHA guidelines; remove paint coatings apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate materials for projects; analyze paint defects, causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given projects.

AB112 **Painting and Refinishing III** **3.00 credits**

Select proper personal protective equipment; perform proper shop operations according to OSHA guidelines; prepare substrate for refinishing; select appropriate undercoating; use necessary cleaning preparation and protect surface areas to remain unpainted. Mix, catalyze and activate paint; apply paint using various spray techniques; operate high volume and low pressure gun operation. Correct defects; apply color, sanding and buffing techniques to correct surface defects.

AB113 **Painting and Refinishing IV** **4.00 credits**

Apply safety procedures in auto body painting and refinishing; perform cleaning procedures for a refinish; prepare adjacent panels for blending; prepare plastic panels for refinishing; protect non-finished areas of vehicle; operate high and low volume/pressure spray guns. Perform paint system applications on vehicle; follow appropriate paint color matching and mixing procedures; tint color using formula to achieve a blended match. Explore the causes, effects and correction of buffing-related imperfections and pigment floatation. Measure mil thickness. Apply decals, transfers, tapes, woodgrains, pinstripes. Apply cleaning techniques to interior, exterior, glass and body openings; remove overspray.

AB114 **Non-Structural Analysis and Damage Repair I** **4.00 credits**

Explore safety requirements in the auto collision and repair industry; explore opportunities in the industry. Explore parts and construction of vehicles. Identify metal straightening techniques and the application and use of body fillers. Demonstrate use, set-up and storage of welding equipment. Distinguish between weldable and non-weldable materials. Demonstrate fundamental welds. Identify plastics and adhesives. Explain the purpose of damage, estimation and repair orders. Explore the processes required for outer body panel repairs, replacements and adjustments. Demonstrate fundamental cutting procedures.

AB115 **Non-Structural Analysis and Damage Repair II** **4.00 credits**

Apply safety procedures. Identify trim and hardware to be protected; examine considerations when working with movable glass. Perform outer body repairs, replacements and adjustments. Perform metal straightening techniques. Perform body filling techniques. Perform metal finishing techniques. Use welding procedures in non-structural damage repair. Distinguish between mechanical and electrical components. Use appropriate cutting procedures. Determine procedures for working with plastics and adhesives.

AB116 **Non-Structural Analysis and Damage Repair III** **4.00 credits**

Demonstrate safety procedures. Remove and install trim and hardware; determine process and procedures necessary for movable glass repair; repair, replace and adjust outer body panels; remove and install mechanical and electrical components. Perform intermediate welding skill. Perform plastic and adhesive repairs.

AB117 **Non-Structural Analysis and Damage Repair IV** **5.00 credits**

Demonstrate safety procedures. Remove and install trim and hardware; repair movable glass; protect adjacent body panels; repair, replace and adjust outer body panels; replace mechanical and electrical components. Perform welding skills. Perform plastic and adhesive repairs.

AB118 **Intro to Estimating & Diagnostic Scanning** **1.00 credits**

Assessing, measuring and estimating vehicle damage. Aligned with industry standards. Analysis of structural damage and diagnosis of vehicle damage using manufacturers' electronic measuring devices and frame machines.

AB119 **Advanced Estimating and Blueprinting** **2.00 credits**

Assessing, measuring and estimating damage to conventional and unitized vehicles using industry-standard measuring devices and damage reporting processes. Analysis of material damage caused by hail, theft and vandalism; exterior panel damage; and restraint system damage. Strategies for planning and improving collision job process times using quality inspection of repairs.

AB120 **Structural Analysis and Damage Repair I** **2.00 credits**

Identify safety requirements related to structural damage repair. Identify measuring procedures; analyze basic structural damage conditions. Analyze frame repair methods; analyze unibody inspection and measurement; identify welding procedures for structural repair.

AB121 **Structural Analysis and Damage Repair II** **2.00 credits**

Apply safety requirements related to structural damage repair; analyze frame inspection and repair procedures; determine direct and indirect damage for structural repair; analyze unibody inspection, measurement and repair procedures. Perform welding techniques for structural repair; and identify cutting procedures for structural repair.

AB122 **Structural Analysis and Damage Repair III** **3.00 credits**

Apply safety requirements related to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage; apply unibody inspection, measurement and repair procedures; apply frame inspection, measurement and repair procedures; remove fixed glass.

AB123 **Structural Analysis and Damage Repair IV** **3.00 credits**

Apply safety requirements related to structural damage repair; perform advanced welding and cutting techniques for structural repair; perform inspection, measurement and repair procedures for unibody direct and indirect damage; perform frame inspection, measurement and repair procedures to industry standard; remove and install fixed glass.

AB124 **Mechanical and Electrical Components** **3.00 credits**

Demonstrate safety procedures. Determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/driving assemblies and repairs; demonstrate self-grounding procedures for handling electrical components. Determine diagnosis, inspection and service needs for brake hydraulic components; examine components of heating and air conditioning systems; determine the inspection, service and repair needs for collision damaged cooling system components; distinguish between under car components and systems. Determine the diagnosis, inspection and service requirements of active and passive restraint systems.

Auto Mechanics

AM101 **Power Plant Theory** **4.00 credits**

Types and forms of energy, internal and external combustion engines, operation of two-stroke and four-stroke cycle engines; preparing work area, disassembling engine, inspecting and reassembling the engine.

AM102 **Electrical I** **3.00 credits**

Describe the relationship between voltage, Ohms and amperage, as well as basic characteristics of circuits. Identify basic wiring diagram symbols, components and legend information. Perform basic electrical circuit measurements. Identify electrical system faults and perform repairs.

AM103 **Electrical II** **5.00 credits**

Identify current flow on starting and charging system diagrams. Perform battery diagnosis and service. Perform starting systems diagnosis and repair. Perform charging system diagnosis and repair.

AM104 **Brakes I** **3.00 credits**

Theory in brake operation. Identify parts of brake system. Test, diagnosis and service brake system components. Remove, recondition and replace brake drums or rotors and brake shoes or pads. Recondition master and wheel cylinders, adjust and bleed a brake system.

AM105 **Brakes II** **2.00 credits**

Identify and inspect electronic brake control system components. Test, diagnose, and service electronic brake control system.

AM201 **Suspension & Steering I** **3.00 credits**

In this course, students will document fundamental suspension system concerns; perform fundamental diagnostics of steering systems; and perform fundamental repairs of suspension systems.

AM202 **Engine Performance I** **3.00 credits**

Identify engine mechanical integrity. Explore and identify the fundamentals of fuel system theory and concerns. Explore and identify the fundamentals of ignition theory and concerns. Identify induction system and exhaust system concerns.

AM203 **Drive Train** **4.00 credits**

Theory and servicing of clutches, standard transmissions, drive lines, rear axles and automatic transmissions.

AM204 **Heating and Air Conditioning Theory** **4.00 credits**

Theory and use of air conditioning service equipment; purging, repairing, evacuating, testing for leaks, charging and overhauling compressors.

AM205 **Suspension and Steering II** **1.00 credits**

Performing diagnostics and repair of advanced steering and suspension systems in newer model vehicles.

AM206 **Engine Performance II** **2.00 credits**

Diagnosis and repair of emissions control systems and engine-related service.

Automation Engineering Tech

AE100 **AC/DC Circuits** **4.00 credits**

Introductory course on electrical and electronic theory and their applications to alternating and direct current circuits for beginning students with no formal experience in electricity or electronics.

AE101 **Digital Multimeter Principles** **1.00 credits**

In-depth understanding and working knowledge of multimeters. Digital Multimeter Principles will help students develop a working knowledge of troubleshooting techniques to apply in the field.

AE105 **Industrial Wiring** **3.00 credits**

Introductory course on commercial and industrial wiring and conduit fabrication. Students will calculate the size of electrical loads and determine wiring applications for supply, feeder and branch circuits as they implement code requirements.

AE150 **Programmable Logic Controls (PLCs)** **3.00 credits**

This course examines types, installation and troubleshooting of programmable logic controllers (PLCs). Hardware and programming aspects, as well as ladder logic symbols and operations necessary to develop a PLC program, are also covered.
Prerequisites: ME110 Fundamentals of Motor Controls.

AE152 **Data Communications** **3.00 credits**

Underlying principles of current industrial communications systems, including Modbus, Data Highway Plus, TCP/IP, fiber optics, Device Net, and applicable

troubleshooting.

AE155 **Electrical Maintenance** **3.00 credits**

Operation, application, maintenance and troubleshooting of electrical equipment including transformers, relays, motor controls and wiring with emphasis on diagnostic troubleshooting.

AE200 **Variable Frequency Drives and Electric Motors** **3.00 credits**

This class is designed for any person requiring a general knowledge and understanding of Variable Frequency Drives (VFDs), electric motors and DC drives.
Prerequisites: AE100 AC/DC Circuits.

AE202 **Actuator/Sensor Systems** **3.00 credits**

Contemporary control methods in process control and programmable logic control systems including multi-loop systems, open data systems, fuzzy logic and fieldbus technology.
Prerequisites: AE150 Programmable Logic Controllers, or EE222 Industrial Electronics/PLC.

AE205 **Intermediate Programmable Logic Controllers** **3.00 credits**

Hands-on experience with modular PLC"s in developing advanced ladder logic programs and routines including applications, advanced PLC instructions, programming and troubleshooting ladder logic for discreet and analog systems.
Prerequisites: AE150 Programmable Logic Controllers, or EE222 Industrial Electronics/PLC.

AE208 **National Electrical Code** **3.00 credits**

Introductory course on the use and interpretation of the current National Electrical Code.

AE250 **Distributed/Integrated Control Systems** **3.00 credits**

Study of distributed and PC-based control systems; integration of process and programmable logic control systems into central control, data gathering and report generating systems.
Prerequisites: AE205 Industrial PLCs, or EE223 Intermediate PLC with a grade of C or higher.

AE252 **Control Systems Development** **3.00 credits**

Practical application of problems in control systems technology, application of studied concepts toward the development of a control solution by evaluating the problem definition and providing the control system to solve that problem.
Prerequisites: AE205 Industrial PLCs, or EE223 Intermediate PLC with a grade of C or higher.

AE255 **Industrial Robotics** **3.00 credits**

This course examines types, applications and troubleshooting of industrial robots and subsystems, including the programming of industrial robotic control software.
Prerequisites: AE205 Industrial PLCs, or EE223 Intermediate PLC with a grade of C or higher.

Biology

BI100 **Basic Concepts for Allied Health Studies** **1.00 credits**

Basic anatomical and physiological terminology; fundamental chemical concepts with an emphasis on organic macromolecules, pH, buffers, electrolytes, and solutions; introduction to cellular structure and function.

BI101 **General Biology** **4.00 credits**
COURSE TRANSFER

Basic biological principles and their relationship to humans. General education course for non-science majors. Not open to students with credit in any other college biology course except with department recommendation. This course is not recommended for individuals with an interest in majoring in science. Lecture and lab.

BI101H **Honors General Biology** **4.00 credits**
COURSE TRANSFER

Basic biological principles and their relationship to humans. General education course for non-science majors. Not open to students with credit in any other college

biology course except with department recommendation. This course is not recommended for individuals with an interest in majoring in science. Lecture and lab.

BI101L **General Biology Lab** **0.00 credits**

Laboratory portion of BI101 General Biology Lecture. Students will develop an understanding of the scientific method as it applies to microscopy, organic molecules, enzyme activity, cellular characteristics and division, genetics and genetic engineering, evolution, population dynamics, and ecology.

BI102 **Ecology of Environmental Problems** **3.00 credits**

COURSE TRANSFER

Impact of science and technology on the environment, components of a balanced environment, identification of environmental problems and possible solutions.

BI103 **Human Anatomy and Physiology** **6.00 credits**

COURSE TRANSFER

Basic structure and function of the human body. Lecture and lab.
Prerequisites: BI100 or BI101 or BI104 or BI105 or BI112 w/Grade of C.

BI103L **Human Anatomy & Physiology Lab** **0.00 credits**

Laboratory portion of BI103 Anatomy and Physiology.
Prerequisites: BI100 or BI101 or BI104 or BI105 or BI112 w/Grade of C.

BI104 **Biology I** **5.00 credits**

COURSE TRANSFER

Fundamental concepts of biology as they apply to all living things including cell structures and function, energy transfer, classical genetics, nature of the gene and evolution as genetic change in populations. Lecture and lab.

BI104L **Biology I Lab** **0.00 credits**

Laboratory portion of BI104 Biology I.

BI105 **Biology II** **5.00 credits**

COURSE TRANSFER

Continuation of BI104 Biology I; classification, evolutionary relationships, ecological interactions of organisms, and comparative organ systems. Lecture and lab.
Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.

BI105H **Honors Biology II** **5.00 credits**

COURSE TRANSFER

Continuation of BI104 Biology I; classification, evolutionary relationships, ecological interactions of organisms, and comparative organ systems. Lecture and lab.
Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.

BI105L **Biology II Lab** **0.00 credits**

Laboratory portion of BI105 Biology II.
Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.

BI106 **Zoology Internship** **4.00 credits**

On-the-job training emphasizing responsibilities of working in zoological environments.
Prerequisites: BI101 or BI103 or BI104 or BI105.

BI107 **Human Anatomy and Physiology I** **4.00 credits**

COURSE TRANSFER

Understand the structure and function of the human body. This course is the first in a two-semester sequence and will cover biochemistry, cellular organization, cell function, and histology. Gross anatomy, microscopic anatomy, and physiology of the Integumentary, Skeletal, Muscular, Nervous, and Endocrine systems will be covered.

BI107L **Human Anatomy and Physiology I Lab** **0.00 credits**

Laboratory portion of BI107 Human Anatomy and Physiology I.

BI112 **General Microbiology** **4.00 credits**

COURSE TRANSFER

Microbiological principles; introduction to eukaryotic and prokaryotic microbes and viruses, growth and control, microbial genetics, mechanisms of infection, and host defenses with selected microbial diseases addressed; support of concepts examined in lecture provided by lab emphasizing aseptic technique, safe handling and manipulation of microbes and survey of representative microorganisms. Lecture and lab.
Prerequisites: BI101 or BI103 or BI104 or BI105.

BI112L **General Microbiology Lab** **0.00 credits**

Laboratory portion of BI112 General Microbiology.
Prerequisites: BI101 or BI103 or BI104 or BI105.

BI115 **Basic Radiation Biology** **2.00 credits**

Effects of ionizing radiation in biological systems and background for understanding the public right to minimal radiation exposure.
Prerequisites: BI103 Human A&P.

BI115H **Honors Basic Radiation Biology** **2.00 credits**

Building Trades

BT102 **Concrete Flatwork and Finishing** **2.00 credits**

Exposure to concrete mixes, slab-forming techniques, screeding, placing concrete, floating, hand troweling, curing, edging, jointing, sawing, vibrating, reinforcing, pinning, finish treatments, safety and codes.

BT103 **Foundation Forming and Erecting** **3.00 credits**

Prepare footing forms, setting foundation wall forms and pouring. Install steel re-bar reinforcements. Erect manufactured wall forms. Constructing block-outs, installing window openings, brick ledge, anchor bolts, stripping forms, form care and storage, foundation waterproofing, drainage systems. Identify concrete terminology and mixes, safety and codes.

BT104 **Cabinet Construction and Installation** **3.00 credits**

Cabinet design, construction and installation. Estimating materials, appliance requirements, cabinet layout, countertop cutting, joining and wood joints techniques. Shelves, special features surface preparation, staining, finishing, door and hinge design. Hardware application.

BT105 **Electrical and Mechanical Systems** **2.00 credits**

Installation of electrical and mechanical systems according to code and safety requirements: power panels, 220-v circuits, 120-v circuits, fixtures, telephone circuits, cable TV, heating supplies, mechanical hook ups, fireplaces.

BT106 **Drywall Installation, Insulation and Ventilation** **2.00 credits**

Prepare walls for drywall, estimate materials, layout and hanging procedures, joint taping and filling, joint finishing and sealing. Ceiling treatments. Proper selection and installation of insulation along with identifying ventilation requirements.

BT107 **Exterior Finish** **2.00 credits**

Siding installation, exterior painting. Installation of exterior trim, shingles, cornices, roof trim and insulation.

BT108 **Roof & Framing** **3.00 credits**

Spacing and layout, ceiling joists, rafter layout and cutting, roof design, codes safety, stick framing, pre-fab trusses, use of framing square, roof sheathing, valleys, hips, gables, soffits, ventilation.

BT109 **Floors, Walls and Ceiling Framing** **4.00 credits**

Floor joists, sub-floor, wall layout and assembly, wall components, ceiling construction, framing procedures, straightening, waterproofing, codes.

BT110 Interior Finish and Trim Installation 2.00 credits

Students will prepare surfaces, including application of wood stains, filler, and finishes; polish using various techniques; paint/install interior doors and trim, interior window trim, closet treatments, hardware, wall treatments; and prepare surfaces for floor covering and installation.
Prerequisites: Departmental Consent.

BT112 Hard Surface Installation 2.00 credits

Construction of countertops, floor underlayment, hard surface fitting and installation, ceramic floor tile, ceramic wall tile.

BT120 Introductory Craft Skills 3.00 credits

Introductory skills for carpentry careers including basic safety, construction math, hand and power tools, construction drawings, basic rigging, materials handling and employability and communication skills.

BT121 Construction Safety 1.00 credits

Safety procedures on construction sites emphasizing compliance with OSHA regulations.

BT125 Electrical I 4.00 credits

Introduction to residential electricity, including electrical safety, theory, codes, blueprint interpretation and basic installation, tools and equipment.

BT126 Plumbing I 5.00 credits

Installation and service of piping systems, water heaters and fuel gas systems, and plumbing fixtures, valves and faucets. Includes related math and interpretation of commercial drawings.

BT131 Carpentry Basics 4.00 credits

Safety, construction details, layout, materials, assembly, tool and equipment operation, and reasons for alternative methods of construction.

BT134 Windows, Doors and Stairs 3.00 credits

Installation of windows and doors; construction and installation of stairs.

BT141 Masonry I 3.67 credits

Introduction to safety, tools, equipment, materials and processes used in the masonry trade.

BT172 Concrete Forming I 2.00 credits

Selection and use of different reinforcing materials; layout and construction/forming of foundations and slabs, and forms used for curbing and paving.

BT202 Crew Leadership 1.00 credits

Introduction to basic leadership skills a crew leader needs to supervise a crew including skills related to construction organization, gender and minority issues, communication, motivation, problem solving, decision making, safety and project control.

Business

BU100 Small Business Accounting 3.00 credits

Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.

BU101 **Accounting I** **3.00 credits**

COURSE TRANSFER

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU101H **Honors Accounting I** **3.00 credits**

COURSE TRANSFER

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU102 **Accounting II** **3.00 credits**

COURSE TRANSFER

Continuation of BU101 Accounting I; principles and problems of business, including partnership, corporations, manufacturing and department cost accounting; financial statement analysis studied from the managerial viewpoint.
Prerequisites: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU102H **Honors Accounting II** **3.00 credits**

COURSE TRANSFER

Continuation of BU101 Accounting I; principles and problems of business, including partnership, corporations, manufacturing and department cost accounting; financial statement analysis studied from the managerial viewpoint.
Prerequisites: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU105 **Introduction to Business** **3.00 credits**

COURSE TRANSFER

Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.

BU105H **Honors Introduction to Business** **3.00 credits**

COURSE TRANSFER

Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.

BU106 **Calculating Machines** **1.00 credits**

Operation of electronic printing and display calculators designed to develop proficiency in performing applications to business problems.

BU107 **Personal Finance** **3.00 credits**

COURSE TRANSFER

Personal and family financial planning emphasizing budgeting, consumer protection, credit, home buying, income taxes, insurance and investments.

BU107H **Honors Personal Finance** **3.00 credits**

Personal and family financial planning emphasizing budgeting, consumer protection, credit, home buying, income taxes, insurance and investments.

BU108 **Business Mathematics** **3.00 credits**

Consumer and business mathematics emphasizing calculations involving checking accounts, invoices and discounts, markups and markdowns, payroll, simple interest and promissory notes, compound interest and present value, consumer and business credit, and mortgages.

BU109 **Business Communications** **3.00 credits**

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

BU109H **Honors Business Communications** **3.00 credits**

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral

reporting.

BU110 **Records Management** **2.00 credits**

Effective records management for manual and computerized records systems as applied to alphabetic, numeric, subject and geographic filing methods.

BU111 **Quickbooks** **3.00 credits**

Application of accounting principles and concepts using cloud-based databases to establish and maintain accounting systems and records for proprietorships. Supports service and merchandising business use of integrated accounting software.
Prerequisites: BU100 Small Business Accounting, or BU101 Accounting I.

BU118 **Introduction to Leadership** **3.00 credits**
COURSE TRANSFER

Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.

BU118H **Honors Introduction to Leadership** **3.00 credits**
COURSE TRANSFER

Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.

BU120 **Job Search/Retention** **1.00 credits**

Job-search skills and career development including topics such as completing an application form and resume, developing interviewing techniques, developing job leads, and investigating career opportunities, job requirements and career ladders.

BU121 **Customer Service/Professional Image** **3.00 credits**

Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.

BU122 **Presentation Software** **1.00 credits**

Presentation software for business applications.

BU126 **Introduction to Keyboarding** **1.00 credits**

Utilization of the touch system on the standard keyboard and manipulation of operative parts of keyboard with emphasis on accuracy, not speed.

BU127 **Beginning Keyboarding** **3.00 credits**

Touch system on standard keyboard with emphasis on accuracy in business letters, tabulation and straight copy.

BU128 **Intermediate Keyboarding** **3.00 credits**

Keyboarding with speed and accuracy, letters, tabulations, rough drafts and business papers and forms.

BU129 **Production Keyboarding** **3.00 credits**

Decision making, production speed, and accuracy in office applications.

BU141 **Sales Management** **3.00 credits**

Fundamental skills of selling including sales approaches, sales presentations and demonstrations, overcoming objections, suggestive selling and closing sales; personal motivation and human relations as they relate to selling; analysis of the techniques of selling.

BU142 **Retailing** **3.00 credits**

Aspects of retailing such as consumer behavior, product development, location, layout, retail math and other related topics with special emphasis placed on buying

goods for resale.

BU145 **Advertising** **3.00 credits**

Techniques of effective, efficient, and ethical advertising in multiple media for various sizes of organizations.

BU147 **Internship I** **2.00 credits**

On-the-job experiences under the supervision of work site manager and course instructor.

BU148 **Internship II** **2.00 credits**

Continuation of BU147 Internship I; on-the-job experiences under the supervision of work site manager and course instructor.

BU149 **Internship III** **2.00 credits**

Continuation of BU148 Internship II; on-the-job experiences under the supervision of the work site manager and the course instructor.

BU151 **Introduction to Entrepreneurship** **1.00 credits**

Introduction to entrepreneurship and venture management as well as elements of success and failure in new ventures; identifying new opportunities and sources of data; the emphasis placed on the importance of development of a business plan.

BU152 **Marketing Applications for Entrepreneurs** **1.00 credits**

Market analysis, defining target markets and setting marketing objectives for a new or existing small business; specific strategies for achieving marketing objectives and identifying relevant aspects of product, price, place and promotion.

BU153 **Financial Management for Entrepreneurs** **1.00 credits**

Basics of financial management for a small business including financial statements, cash flow projections, methods of financing a small business and record keeping systems for the small business.

BU154 **Business Management for Entrepreneurs** **1.00 credits**

Operational aspects of setting up and managing a small business including forms of legal ownership, personnel policies, purchasing, inventory control, leadership styles and other management considerations.

BU156 **Developing the Business Plan** **1.00 credits**

Developing a comprehensive business plan for a small business venture with guidance and assistance from the instructor in the completion of the business plan.

BU201 **Managerial Accounting** **3.00 credits**

COURSE TRANSFER

Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm"s activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management.
Prerequisites: BU102 with a C or higher or BA102 with a C or higher.

BU201H **Honors Managerial Accounting** **3.00 credits**

COURSE TRANSFER

Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm"s activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management.
Prerequisites: BU102 with a C or higher or BA102 with a C or higher.

BU202 **Marketing** **3.00 credits**

COURSE TRANSFER

The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.

BU202H **Honors Marketing** **3.00 credits**

The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager''s implementation of the marketing mix: product, price, promotion and place.

BU203 **Management** **3.00 credits**

COURSE TRANSFER

Skills and processes needed to effectively, efficiently, and ethically manage people, projects, and tasks.

BU203H **Honors Management** **3.00 credits**

Skills and processes needed to effectively, efficiently, and ethically manage people, projects, and tasks.

BU204 **Small Business Management** **3.00 credits**

Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership.
Prerequisites: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.

BU204H **Honors Small Business Management** **3.00 credits**

Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership.
Prerequisites: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.

BU205 **Business Law I** **3.00 credits**

COURSE TRANSFER

Law of contracts, real property, personal property, bailments, sales and secured transactions with emphasis on the Uniform Commercial Code.

BU214 **Word Processing: Microsoft Word for Windows** **3.00 credits**

Word processing on the microcomputer using Microsoft Word software.

BU217 **Spreadsheet Management** **3.00 credits**

Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing and auditing multiple worksheets and workbooks; working with formulas and functions; charting and graphic capabilities; developing lists and Pivot Tables; creating and using templates; collaborating with work groups; creating and editing macros; using data tables, scenario management and solver; importing and exporting data.

BU217H **Honors Spreadsheet Management** **3.00 credits**

Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing and auditing multiple worksheets and workbooks; working with formulas and functions; charting and graphic capabilities; developing lists and Pivot Tables; creating and using templates; collaborating with work groups; creating and editing macros; using data tables, scenario management and solver; importing and exporting data.

BU218 **Database Management** **3.00 credits**

Relational database skills including creating, using and modifying tables, queries, forms, reports, data access pages and macros; importing, exporting and managing the database; designing, restructuring and/or creating data bases;setting relationships; validating records; analyzing data; creating reports for management.

BU224 **Human Resources Basics** **3.00 credits**

Hiring practices, termination and retention policies, reward systems, compensation methods and records retention for use in the Human Resources office.

HU120 **Language, Literature, and Culture** **3.00 credits**

Travel course that includes study of history, geography, culture, arts, language, business, commerce, and/or economics in an area external to the college service area. Tours must be authorized by the college, and one or more faculty members must accompany students. Specific course content will vary depending upon

destination.

Business Administrative Tech

BU100 **Small Business Accounting** **3.00 credits**

Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.

BU101 **Accounting I** **3.00 credits**

COURSE TRANSFER

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU102 **Accounting II** **3.00 credits**

COURSE TRANSFER

Continuation of BU101 Accounting I; principles and problems of business, including partnership, corporations, manufacturing and department cost accounting; financial statement analysis studied from the managerial viewpoint.
Prerequisites: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU105 **Introduction to Business** **3.00 credits**

COURSE TRANSFER

Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.

BU106 **Calculating Machines** **1.00 credits**

Operation of electronic printing and display calculators designed to develop proficiency in performing applications to business problems.

BU107 **Personal Finance** **3.00 credits**

COURSE TRANSFER

Personal and family financial planning emphasizing budgeting, consumer protection, credit, home buying, income taxes, insurance and investments.

BU108 **Business Mathematics** **3.00 credits**

Consumer and business mathematics emphasizing calculations involving checking accounts, invoices and discounts, markups and markdowns, payroll, simple interest and promissory notes, compound interest and present value, consumer and business credit, and mortgages.

BU109 **Business Communications** **3.00 credits**

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

BU110 **Records Management** **2.00 credits**

Effective records management for manual and computerized records systems as applied to alphabetic, numeric, subject and geographic filing methods.

BU111 **Quickbooks** **3.00 credits**

Application of accounting principles and concepts using cloud-based databases to establish and maintain accounting systems and records for proprietorships. Supports service and merchandising business use of integrated accounting software.
Prerequisites: BU100 Small Business Accounting, or BU101 Accounting I.

BU118 **Introduction to Leadership** **3.00 credits**

COURSE TRANSFER

Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.

BU120 **Job Search/Retention** **1.00 credits**

Job-search skills and career development including topics such as completing an application form and resume, developing interviewing techniques, developing job leads, and investigating career opportunities, job requirements and career ladders.

BU121 **Customer Service/Professional Image** **3.00 credits**

Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.

BU122 **Presentation Software** **1.00 credits**

Presentation software for business applications.

BU128 **Intermediate Keyboarding** **3.00 credits**

Keyboarding with speed and accuracy, letters, tabulations, rough drafts and business papers and forms.

BU129 **Production Keyboarding** **3.00 credits**

Decision making, production speed, and accuracy in office applications.

BU201 **Managerial Accounting** **3.00 credits**

COURSE TRANSFER

Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm"s activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management.
Prerequisites: BU102 with a C or higher or BA102 with a C or higher.

BU214 **Word Processing: Microsoft Word for Windows** **3.00 credits**

Word processing on the microcomputer using Microsoft Word software.

BU217 **Spreadsheet Management** **3.00 credits**

Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing and auditing multiple worksheets and workbooks; working with formulas and functions; charting and graphic capabilities; developing lists and Pivot Tables; creating and using templates; collaborating with work groups; creating and editing macros; using data tables, scenario management and solver; importing and exporting data.

BU218 **Database Management** **3.00 credits**

Relational database skills including creating, using and modifying tables, queries, forms, reports, data access pages and macros; importing, exporting and managing the database; designing, restructuring and/or creating data bases;setting relationships; validating records; analyzing data; creating reports for management.

BU224 **Human Resources Basics** **3.00 credits**

Hiring practices, termination and retention policies, reward systems, compensation methods and records retention for use in the Human Resources office.

Chemistry

CH101 **General Chemistry** **5.00 credits**

COURSE TRANSFER

Theory, principles and history of chemistry. Lecture and lab.
Prerequisites: Accuplacer Math Score of 60+, or MA105 or higher math, or ACT Math Score of 21 or higher, or Accuplacer NG QuantReason, Alg,Stats Score 250 or Above.

CH101L **General Chemistry Lab** **0.00 credits**

Laboratory portion of CH101 General Chemistry.
Prerequisites: Accuplacer Math Score of 60+, or MA105 or higher math, or ACT Math Score of 21 or higher, or Accuplacer NG QuantReason, Alg,Stats Score 250 or Above.

CH105 **Chemistry I** **5.00 credits**

COURSE TRANSFER

Atomic theory, chemical bonding, chemical reactions, energy, gasses, solids, liquids, and solutions. Laboratory experiments include analysis, synthesis and acquisition of quantitative data. Lecture and lab.
Prerequisites: ACT Math Score of 21 or higher, or MA105 or higher math, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or Accuplacer Math Score of 81+.

CH105H **Honors Chemistry I** **5.00 credits**

COURSE TRANSFER

Atomic theory, chemical bonding, chemical reactions, energy, gasses, solids, liquids, and solutions. Laboratory experiments include analysis, synthesis and acquisition of quantitative data. Lecture and lab.
Prerequisites: ACT Math Score of 21 or higher, or MA105 or higher math, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or Accuplacer Math Score of 81+.

CH105L **Chemistry I Lab** **0.00 credits**

Laboratory portion of CH105 Chemistry I.
Prerequisites: ACT Math Score of 21 or higher, or MA105 or higher math, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or Accuplacer Math Score of 81+.

CH106 **Chemistry II** **5.00 credits**

COURSE TRANSFER

Continuation of CH105 Chemistry I focusing on solutions and colloids, thermodynamics, kinetics, ionic equilibria and electrochemistry with laboratory experiences including quantitative experiments from the above areas plus visible spectroscopy and brief qualitative analyses. Lecture and lab.
Prerequisites: CH105 Chemistry I with a C or Higher.

CH106H **Honors Chemistry II** **5.00 credits**

COURSE TRANSFER

Continuation of CH105 Chemistry I focusing on solutions and colloids, thermodynamics, kinetics, ionic equilibria and electrochemistry with laboratory experiences including quantitative experiments from the above areas plus visible spectroscopy and brief qualitative analyses. Lecture and lab.
Prerequisites: CH105 Chemistry I with a C or Higher.

CH106L **Chemistry II Lab** **0.00 credits**

Laboratory portion of CH106 Chemistry II.
Prerequisites: CH105 Chemistry I with a C or Higher.

CH108 **Principles of Organic and Biochemistry** **5.00 credits**

Study of the important groups of organic compounds, their properties, and reactions. Lecture and lab.
Prerequisites: CH105 Chemistry I, or Departmental Consent.

CH108L **Principles of Organic & Biochemistry Lab** **0.00 credits**

Laboratory portion of CH108 Principles of Organic and Biochemistry.
Prerequisites: CH105 Chemistry I, or Departmental Consent.

CH201 **Organic Chemistry I** **5.00 credits**

First of a two-semester sequence of an in-depth study of organic chemistry with emphasis on reaction mechanisms, organic reactions, and synthesis with laboratory focusing on the preparation, purification and analysis of organic products through the use of modern laboratory apparatus and instrumentation. For students whose undergraduate program requires two semesters of organic chemistry. Lecture and lab.
Prerequisites: CH106 Chemistry II.

CH201H **Honors Organic Chemistry I** **5.00 credits**

First of a two-semester sequence of an in-depth study of organic chemistry with emphasis on reaction mechanisms, organic reactions, and synthesis with laboratory focusing on the preparation, purification and analysis of organic products through the use of modern laboratory apparatus and instrumentation. For students whose undergraduate program requires two semesters of organic chemistry. Lecture and lab.
Prerequisites: CH106 Chemistry II, or CH111H Honors Principles of Chemistry II.

CH201L **Organic Chem I Lab** **0.00 credits**

Laboratory portion of CH201 Organic Chemistry I.
Prerequisites: CH106 Chemistry II.

CH202 **Organic Chemistry II** **5.00 credits**

A continuation of CH201 Organic Chemistry I. Emphasis on NMR, mass spectrometry, infrared spectroscopy, and a more in depth study of reaction mechanisms and organic synthesis with greater emphasis placed upon developing problem solving skills. Required by those departments and programs specifying a two-semester organic chemistry course. Lecture and lab.
Prerequisites: CH201 Organic Chemistry I.

CH202L **Organic Chemistry II Lab** **0.00 credits**

Laboratory portion of CH202 Organic Chemistry II.
Prerequisites: CH201 Organic Chemistry I.

College Orientation

ED105 **Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED105H **Honors Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED115 **College Orientation and Career Exploration** **2.00 credits**

An introduction to college success strategies including college-level study skill techniques, goal setting, and healthy lifestyles as well as identification of one's interests, values, skills and personality to assist in making career choices.

Computer Aided Drafting

DR100 **Computer Aided Drafting I** **3.00 credits**

Using computer aided drafting software to generate two-dimensional working drawings.

DR101 **Technical Drafting** **3.00 credits**

Drafting fundamentals and techniques including orthographic projections, sectional view, conventional dimensioning, geometric dimensioning, metric conversion, pictorial drawings, auxiliary views, fasteners, detail and assembly drawings, and letterings.

DR102 **Machine Drafting** **5.00 credits**

Detail and assembly drawings of machines and their component parts, shop notes and parts lists, precision dimensions, allowances, limits and tolerances.
Prerequisites: DR100 Computer Aided Drafting I.

DR102L **Machine Drafting Lab** **0.00 credits**

Laboratory portion of DR102 Machine Drafting.

DR107 **Construction Drafting** **3.00 credits**

Development of a complete set of residential house drawings including floor plans, foundation plans, elevations, wall sections, and construction details.
Prerequisites: DR100 Computer Aided Drafting I.

DR116 **Blueprint Reading** **2.00 credits**

Basic concepts and terminology which students must master to successfully interpret engineering drawings for the manufacturing trades.

DR119 3D Parametric Modeling I 3.00 credits

Utilization of parametric modeling software to develop 3D models of mechanical parts and assemblies as well as 2D detail drawings for manufacture.

DR201 Tool Design and Drafting 3.00 credits

Design of jigs and fixtures used in manufacturing processes; emphasis on the creation of 3D models and 2D drawings using CAD/Parametric Modeling softward.
Prerequisites: DR219 Parametric Modeling II, or Departmental Consent.

DR208 Commercial Architectural Drafting 3.00 credits

Development of 3D models and construction documentation for a commercial construction project. Emphasis on structural design and MEP (Mechanical Electrical Plumbing) networks.
Prerequisites: DR212 Architectural Drafting I.

DR211 Computer Aided Drafting II 3.00 credits

Advanced features of CAD software. Emphasis on annotation tools, dynamic block creation, attributes, external references, 3D modeling, CAD standards, and user interface customization.
Prerequisites: DR100 Computer Aided Drafting I.

DR212 Architectural Drafting I 3.00 credits

Utilization of BIM (Building Information Modeling) software to develop 3D models of residential houses as well as detail drawings for construction.

DR213 Architectural Drafting II 3.00 credits

Utilization of advanced BIM (Building Information Modeling) tools to further develop architectural models with an emphasis on roofs, site plans, BIM content creation, visualization, and animation.
Prerequisites: DR212 Architectural Drafting I.

DR214 Advanced CAD Applications 3.00 credits

Programming and customizing AutoCAD to develop tools for engineering CAD applications.

DR215 Civil Drafting 3.00 credits

Utilization of CAD software to develop 3D models and working drawings for civil engineering projects with an emphasis on survey data, surfaces, profiles, alignments, corridors, grading plans, and pipe networks.
Prerequisites: DR100 Computer Aided Drafting I.

DR216 Computer Drafting Internship 3.00 credits

A partnership with industry and the college computer drafting program which provides students with actual on-the-job work experience; required minimum of 45 clock hours work at the assigned business for each credit hour enrolled.
Prerequisites: DR119 3D Parametric Modeling I, or Departmental Consent, and DR212 Architectural Drafting I.

DR219 3D Parametric Modeling II 3.00 credits

Using advanced modeling tools to create complex parametric models, assemblies, engineering drawings and presentation drawings.
Prerequisites: DR119 3D Parametric Modeling I.

DR220 Computer Drafting Capstone 3.00 credits

Development of working drawings of architectural and/or mechanical designs for external clients. Emphasis on teamwork, leadership building, communication, time management, problem solving, and presentation skills.
Prerequisites: DR119 3D Parametric Modeling I, or Departmental Consent, and DR212 Architectural Drafting I.

Computer Science

CS104 **Computers in Healthcare** **3.00 credits**

Computer use within the healthcare industry: includes computer hardware, software,databases,security, privacy, storage and other computer related systems. Focus is on health information technicians, administrative and clinical systems as well as Electronic Health Records (EHRs).

CS106 **Computer Engineering** **4.00 credits**

An introduction to digital design concepts including: number systems, Boolean algebra fundamentals, Karnaugh maps, gates, flop-flops, shift registers, memories, etc.; basic engineering aspects of computer architecture; introduction to hardware description languages and imbedded systems.

CS111 **Visual Basic Programming** **3.00 credits**

Programming in Structured and Visual Basic; application of programming fundamentals to problem solving.

CS121L **Programming Language Lab** **1.00 credits**

Reinforce computer programming techniques previously covered through the use of a new programming language. Languages rotate from semester to semester to further the understanding and application of programming.
Prerequisites: CS111 Visual Basic Programming, or CS200 Problem Solving and Programming.

CS200 **Problem Solving and Programming** **4.00 credits**

Principles of algorithm design and their application to procedural programming: state, control structures, functions modules. Patterns of conditional and iterative control structure. Program testing. Introduction to data structures, classes, and objects. Programming projects. Analyzing problems, designing solutions and expressing them in the form of a well-structured program in a high-level language such as Java and C+.
Prerequisites: MA106 College Algebra, or Departmental Consent, and CS111 Visual Basic Programming.

CS203 **Discrete Structures** **3.00 credits**

This course will cover the techniques used in problem solving and mathematical reasoning. Students will learn the framework for basic programming algorithms, and the roles discrete objects play in basic computations required in logical programming practices.
Prerequisites: MA106 College Algebra with a grade of C or higher.

CS206 **Data Structures and Algorithms** **3.00 credits**

A study of common data and program structures together with associated algorithms. Topics include interfaces, and introduction of the concept of date abstraction and information hiding, design patterns, arrays, stacks, queues, lists, trees, heaps, hash tables, recursion, binary search, and tree traversals. Experience with both use and implementation of these structures and algorithms using a modern programming language. Discussion of tradeoffs involving performance and software maintainability.
Prerequisites: CS200 Problem Solving and Programming.

Computer Support Specialist

IS100 **Cybersecurity Application** **3.00 credits**

Investigate the threats, vulnerabilities and risks in the cyber environment. Implement multiple cybersecurity technologies, processes, and procedures. Develop appropriate strategies to mitigate potential cybersecurity problems.

IS103 **Microcomputer Literacy** **2.00 credits**

Study of microcomputer including word processing, spreadsheets, database, necessary hardware concepts and terminology.

IS104 **Microcomputer Applications** **3.00 credits**

Microcomputers and various software applications; hardware and software selection, integration, and implementation; fundamentals of operating systems, word processing, spreadsheets, databases, and computer problem solving.

IS105 **Advanced Microcomputer Applications** **3.00 credits**

Extension of basic knowledge of microcomputers and various software applications and operating systems using advanced features of word processing, spreadsheets, database, and presentation graphics to properly solve real world problems.
Prerequisites: IS104 Microcomputer Applications.

IS108 Word Processing I 1.00 credits

Word processing skills including basic formatting features, editing methods, managing and maintaining documents and basic enhancement of documents.

IS109 Word Processing II 1.00 credits

Word processing skills that include how to add visual appeal; mail merge, tables and columns; enhance presentation of text with charts; use macros; create and apply styles.
Prerequisites: IS108 Word Processing I.

IS110 Spreadsheets I 1.00 credits

Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing financial statements; working with formulas and functions; developing professional-looking worksheets; charting and graphic capabilities.

IS111 Spreadsheets II 1.00 credits

Continuation of IS110 Spreadsheets I with use of advanced features of spreadsheets, lists and PivotTables, managing and auditing multiple worksheets and workbooks, collaborating with workgroups and creating and editing macros.
Prerequisites: IS110 Spreadsheets I with a grade of C or better.

IS113 Desktop Publishing 3.00 credits

Basic tools in desktop publishing software to create layouts for print publications and interactive documents such as stationery sets, flyer, brochure and booklet designs.

IS116 Spreadsheets III 1.00 credits

Continuation of IS111 Spreadsheets II with ue of advanced features of spreadsheets application using projects and importing and exporting data.
Prerequisites: IS111 Spreadsheets II.

IS120 Vector Graphics 3.00 credits

Creating vector art files for projects such as logo and t-shirt design using the tools and options available in the Adobe Illustrator program.

IS135 Essentials of Web Interaction 2.00 credits

Principles of effective web interaction to create and maintain an effective web presence. This includes exploration of the primary design elements of proximity, alignment, repetition, and contract, in addition to the impact of color, images, page layout and typography on an intended audience. Web terminology and structure are explored as are web driven interactions such as blogs and social media.

IS137 Website Ethics and Security 3.00 credits

Study of ethical, legal and security issues as they relate to the web including copyright laws/fair use, cyber ethics, moral responsibilities of the web designer, web privacy, censorship, web accessibility laws, spam, virus protection and internet attacks.

IS148 CompTIA A+ Core 1 3.00 credits

Fundamentals of IT (Information Technology) supports skills in hardware, networking, mobile devices, virtualization and cloud computing, hardware and network troubleshooting, and operating systems.

IS149 CompTIA A+ Core 2 3.00 credits

Advanced IT (Information Technology) supports skills in operating system configurations, security, software troubleshooting, and operational procedures.
Prerequisites: IS148 CompTIA A+ Core 1 with grade of C or better.

IS160 **Cloud Computing** **3.00 credits**

Application of cloud networking, storage, maintenance, and security in a vendor-independent computing environment. Experience in entirely virtualized software-defined environments.
Prerequisites: IS182 Cisco CCNA I/Networking I, or Departmental Consent.

IS174 **Web Tools & Layout** **2.00 credits**

Exploration of web design tools with a core focus on navigating and using Dreamweaver to create and maintain web sites in a project based setting.

IS182 **Cisco CCNA I/Networking I** **3.00 credits**

Connection of architectures, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks-including IP addressing and Ethernet fundamentals. Build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

IS183 **Cisco CCNA II** **3.00 credits**

Concepts of switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security. Involves key switching and routing concepts as well as performing basic network configuration and troubleshooting, identifying and mitigating LAN security threats, and configuring and securing a basic WLAN.
Prerequisites: IS182 Cisco CCNA I/Networking I.

IS184 **Cisco CCNA III** **3.00 credits**

Network architecture considerations related to designing, securing, operating, and troubleshooting enterprise networks. Wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Configuration and troubleshooting of enterprise networks while building skills to identify and protect against cybersecurity threats. Introduction to network management tools and key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.
Prerequisites: IS183 Cisco CCNA II.

IS185 **Cisco CCNA IV** **3.00 credits**

Describing, configuring and troubleshooting different methods for connecting to WANs including Point-to-Point and Frame Relay, configure, verify and troubleshoot network router functions (DNS, DHCP, NAT, and VPNs) and work with network security functions including access control lists (ACLs), VPNs and VLANs.
Prerequisites: IS182 Cisco CCNA I/Networking I, and IS184 Cisco CNA III, and IS183 Cisco CCNA II.

IS188 **Cisco CCNP: Tshoot** **4.00 credits**

Course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Students will plan and execute regular network maintenance, as well as support and troubleshooting using technology based processes and best practices, based on systematic and industry recognized approaches.
Prerequisites: IS186 Cisco CCNP: Route, and IS187 Cisco CCNP: Switch.

IS201 **Database I** **1.00 credits**

Introduction to relational database concepts and terminology; basic database skills including creating, using and modifying tables, queries, forms and reports.

IS202 **Database II** **1.00 credits**

Advanced database skills including importing and exporting; creating advanced queries, forms, reports, data access pages and macros; managing the database.
Prerequisites: IS201 Database I with a grade of C or better.

IS210 **Computer Internship I** **3.00 credits**

On-the-job training offered in conjunction with the Computer Support Specialist program.
Prerequisites: Departmental Consent, and a GPA of 2.5 or higher, and IS149 CompTIA A+ Core 2.

IS211 **Computer Support Internship II** **3.00 credits**

On-the-job training offered in conjunction with the Computer Support Specialist program.
Prerequisites: IS210 Computer Internship I.

IS212 Networking I 3.00 credits

Introduction of common networking LAN and WAN schema with emphasis on development of procedures for choosing best network configurations including topology, protocol, hardware, software and media selection; technology concepts introduced with hands-on application.

IS215 Web Development Platform 3.00 credits

This is a PHP programming course which provides the knowledge necessary to design and develop dynamic, database-driven web pages. This web language provides substantial website functionality including e-commerce. In-depth techniques, the PHP framework, and syntax used to build dynamic websites will be explored. Connectivity to ODBC-compliant databases with hands on practice creating database-driven HTML forms and reports with databases such as MySQL will be applied. .
Prerequisites: IS228 Data Base Structures, or Departmental Consent.

IS224 Networking II 3.00 credits

Extensive coverage of common LAN, WAN schema with emphasis on development of Technology Plan for small business networks with procedures for installation, maintenance and support with in-depth, hands-on application.
Prerequisites: IS182 Cisco CCNA I/Networking I.

IS225 Website Coding 2.00 credits

Explore the use of HTML and CSS in basic website design and development, according to best practices, by way of coding with a text-based editor without the assistance of graphical user interfaces. This includes developing skills for troubleshooting.
Prerequisites: IS135 Essentials of Web Interaction, or Departmental Consent.

IS228 Database Structures 3.00 credits

This course includes fundamentals of database architecture and database systems. Principles and methodologies of database design, and techniques for database application development will be covered using Standard Query Language (SQL). Prerequisites: IS226 Website Management

IS235 Elements of Linux 3.00 credits

Installing, configuring, administrating and troubleshooting the Linux operating system in a vendor neutral environment; a hybrid between survey and practicum with attention given to basic commands of the Linux operating system in addition to file, device and directory management; exposure to networking and system services as well as in-depth understanding of the structural organization of the file system.

IS237 Server Operating Systems and Virtualization 3.00 credits

Comparative study of server-side computer operating systems and virtual machine technologies; attention given to MS-Windows, UNIX/Linux, Novell, and MAC OS/X based operating systems utilized in virtual machine environments while coexisting on the same hardware platform; concepts introduced and explored in a vendor neutral setting with special attention given to industry best practices.
Prerequisites: IS148 CompTIA A+ Core 1 with grade of C or better, or Departmental Consent.

IS240 Fundamentals of Network Security 3.00 credits

Analysis of security risks to a computer network system and implementation of workable security procedures including security policies to protect information assets from potential intrusion, damage and theft.
Prerequisites: IS182 Cisco CCNA I/Networking I & IS224 Networking II, or Departmental Consent, and IS184 Cisco CNA III, or IS183 Cisco CCNA II.

IS250 Project Management 3.00 credits

Enhanced business and technical knowledge of project management skills based on best practices in project management with universal project management principles and people skills; experience in leading, managing and directing small to medium scale projects; development of business, interpersonal and technical project management skills required to successfully manage projects and business initiatives with a technology component including project initiation,scope,planning,execution, coordination, productivity, closure, support, lessons learned as well interpersonal skills such as conflict resolution, negotiation, communication, team building, leadership and setting and managing expectations.

IS252 Social Media Platform 3.00 credits

Exploration of social media platforms and their strategic use in personally and professionally interconnecting in the world. Knowledge will be applied through participation and interactive class projects using social media.

IS255 Visual Media Design Capstone 3.00 credits

Using industry standard software, design creations for on-campus organizations and local businesses involving research skills, communication, leadership skills, time management, problem solving and executing designs. Client/designer relationship, entire design process from proofing to finalizing design files.
Prerequisites: AR135 or JP119 Advanced Digital Imagery, and IS120 Vector Graphics, and IS113 Desktop Publishing.

IS256 Web Development Special Projects 1.00 credits

Incorporate knowledge and skill in web development to compile a representation of student work and achievement. This can encompass the application of a real world project as well as web development artifacts for the inclusion in a student portfolio.
Prerequisites: IS228 Data Base Structures.

IS264 JavaScript 3.00 credits

Introduction to client-side JavaScript as it relates to web page development. JavaScript core language and syntax will be discussed along with the Document Object Model (DOM). The event model and DOM will be used to interact with HTML components to create dynamic web content. AJAX will also be introduced to allow for dynamic asynchronous communications with servers to present data interactively on Web forms. Prerequisites: IS225 Website Management
Prerequisites: IS225 Website Coding.

IS280 Computer Forensics 3.00 credits

Develop the skills needed to launch and conduct a successful digital investigation. Conduct a high-tech investigation, by acquiring, analyzing and reporting digital evidence findings.
Prerequisites: IS148 CompTIA A+ Core 1 with grade of C or better, and Departmental Consent, and IS212 Networking I.

IS281 Control Systems Security 3.00 credits

Analysis of security risks to a control system or control systems network. Implement workable security procedures. Practice security policies to protect physical and logical assets from potential intrusion, manipulation, damage, and theft.
Prerequisites: IS182 Cisco CCNA I/Networking I, and Departmental Consent, and IS212 Networking I.

IS282 Secure Coding 3.00 credits

Secure creation and identification of algorithms and their application to procedural programming. Analyze problems and mitigate vulnerabilities in existing applications using a high-level language, such as Java or C++.
Prerequisites: CS200 Problem Solving and Programming, and Departmental Consent.

Cosmetology

CO100 Cosmetology I 3.00 credits

Theory and practice of cosmetology including hair design, styling, and technique/tool decisions to achieve desired outcomes.

CO102 Cosmetology II 1.00 credits

Hair removal techniques including different types of waxing and appropriate use of each variety, hair growth patterns, and proper sanitation. Comparison of men's and women's haircutting services, including clipper knowledge and sanitation as well as basic men's forms used in haircutting.
Prerequisites: CO100 Cosmetology I.

CO110 Haircutting 3.50 credits

Fundamentals of haircutting with four basic forms: solid, graduated, increased layer, and uniform layer cuts. Proper practices for sectioning of hair for each haircut, use and care of tools, and cutting of four basic forms.

CO111 Trichology & Shampoo Techniques 1.00 credits

Theory and practice of cosmetology including trichology, shampooing, and scalp treatments. Methods to identify different scalp disorders, sanitize and drape clients for different services, and perform a relaxing scalp massage on clients.

CO120 **Hair Coloring** **3.50 credits**

Evaluation and application of all elements of hair coloring, including slicing and weaving highlighting techniques, virgin lightener, and color applications, the difference between demi-permanent and permanent hair colors, when and how to use toners and fillers, and when to use specific techniques based on client needs and wants.

CO121 **Chemistry & Chemical Texturizing** **1.50 credits**

Theory and practice of the science of cosmetology, chemical texturizing, and permanent waving.

CO125 **Modern Hair Trends** **2.00 credits**

New trends and techniques in hair design. Demonstration of latest cutting, coloring, and styling applications. Main focus includes new ombre, balayage, and foiling techniques. Mixing of four basic forms of haircutting to create combination cuts including bobs, long bobs, and freehand layering. Exhibit creativity in color formulas, applications, and haircuts.

CO126 **Salon Success** **1.00 credits**

Successful salon operation with consideration of client relations, communication, and satisfaction, including classroom integration, preparation for work on the clinic floor, and importance of building relationships with clients and coworkers.

CO160 **Salon Services and Operations** **1.00 credits**

Theory and practice of cosmetology, including professionalism, salon ecology, and the salon as a business. Short- and long-term goal planning and steps for first years upon program completion. Examination of different types of bacteria and viruses as well as disease-spread prevention methods in salons.

CO161 **Salon Service Techniques** **2.00 credits**

Study of nails and practice of manicuring and pedicuring with classroom and clinic experience. Identification of different nail diseases and conditions. Practice with safe and sanitary manicure and pedicure procedures.

CO170 **Kansas Laws, Licensing, and Ethics** **1.50 credits**

Theory and practice of compliance with Kansas laws related to cosmetology and infection-control procedures, licensing, and salon operation.

CO180 **Clinical Experience Foundations** **3.00 credits**

Hands-on experience in conducting salon business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.
Prerequisites: CO102 Cosmetology II.

CO181 **Clinical Operations** **3.00 credits**

Practice of cosmetology skills including haircutting, waxing, and other techniques in a live clinic floor setting while demonstrating progress in an ideal client experience.
Prerequisites: CO180 Clinical Experience Foundations.

CO183 **Clinical Experience Precision** **2.50 credits**

Management of the salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.
Prerequisites: CO180 Clinical Experience Foundations.

CO200 **Cosmetology III** **2.00 credits**

Theory and practice of cosmetology including hair anatomy and physiology, skin care, facials, and makeup application. Safe electrical practices in salons and use of electricity in facials. Demonstration of proper facial procedures and product use to meet client skincare needs.
Prerequisites: CO102 Cosmetology II.

CO211 **Men's and Women's Hair Design** **0.50 credits**

Hands-on experience with advanced methods in hair services, including haircuts varying in length as well as beard trimming and shaping practices.
Prerequisites: CO102 Cosmetology II.

CO265 Wigs and Long Hair Design 2.50 credits

Cosmetology practices for wigs, hair additions, and long hair design, including application of various styles as well as care and uses of wigs and other hair additions. Demonstration of proper braiding, formal hairstyles, and fillers/additives used in up-dos.

CO266 Advanced Cosmetology Services 1.00 credits

Theory and practice of hair texturing with perms, wraps, and relaxers, including the application of different types of chemicals, their effects on the hair, and methods for maintaining hair after a relaxer service.
Prerequisites: CO121 Chemistry & Chemical Texturizing.

CO275 Advanced Nails 0.50 credits

Classroom and clinical experience in nail enhancements and creative use of nail art. Practice using acrylic and gel products on nails in a safe and sanitary manner. Study methods to complete the acrylic nail portion of the licensing practical exam.
Prerequisites: CO161 Salon Service Techniques.

CO276 Cosmetology IV 0.50 credits

Culminating review for Kansas Board of Cosmetology licensing examination, including preparation for both written and practical portions through recommended study methods and mock demonstrations.
Prerequisites: CO265 Wigs and Long Hair Design.

CO280 Client Services 2.50 credits

Experience delivering cosmetology services with focus on increased accuracy, safety, assessment, customer service, and satisfaction.
Prerequisites: CO181 Clinical Operations, and CO183 Cliical Experience Precision.

CO281 Salon Clinical Experience 3.00 credits

Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in salon services.
Prerequisites: CO280 Client Services.

CO283 Complete Cosmetology Operations 3.00 credits

Culmination of customer service, client consultations, and applications for salon business success.
Prerequisites: CO280 Client Services.

CO290 Cosmetology Teaching Skills and Methodology 4.00 credits

Employ instruction methods, learning motivation, classroom management, materials use, assessment techniques and evaluation for the ideal learning environment to become a professional cosmetology instructor. Kansas Board of Cosmetology required instructor licensure content is covered in this curriculum.
Prerequisites: Departmental Consent.

CO292 Cosmetology Teaching Practicum I 3.50 credits

Hands-on experience shadowing in a classroom and salon floor; participating in classroom observations, demonstrations, and assessments.
Prerequisites: CO290 Cosemtology Teaching Skills and Methodology, and Departmental Consent.

CO295 Cosmetology Teaching Practicum II 4.50 credits

Practical application of teaching theory and practices, including preparation, learning motivation, methods, management, teaching materials, and assessment of the cosmetology learning environment. Teaching in both classroom and clinic floor settings.
Prerequisites: CO290 Cosemtology Teaching Skills and Methodology, and Departmental Consent.

Criminal Justice

LE101 **Introduction to Criminal Justice** **3.00 credits**

COURSE TRANSFER

The historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts and how these interrelated components result in the administration of justice today.

LE102 **Criminology** **3.00 credits**

Theories of causation of crime and their relationship to social structure and culture.

LE104 **Agency Administration** **3.00 credits**

Practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

LE107 **Criminal Justice Interview and Report Writing** **3.00 credits**

The unique types of writing required in a criminal justice career; gathering pertinent information and recording that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

LE109 **Oral Communications in Correctional Environment** **3.00 credits**

Application of human communication skills in the corrections workplace; communications between correctional staff and also between correctional staff and inmates; self concept, perception, verbal and nonverbal messages, interpersonal relationships, and small group communication.

LE110 **Corrections Report Writing** **3.00 credits**

Basic concepts of written communications adapted to the specific tasks encountered in the corrections profession; dealing with conflict and cooperation, proper grammar and writing information and proper corrections reports; group discussions, structured exercises to build vocabulary, written communication, oral communication and narrative report writing for the corrections field.

LE111 **Professional Responsibility in Criminal Justice** **3.00 credits**

Exploration of major components involved in the study of ethics, particularly in application to criminal justice, including code of conduct, and standards of criminal justice profession. Emphasis on professionalism, critical thinking, and ethical-decision making.

LE112 **Special Populations in Corrections** **3.00 credits**

The unique needs and issues of specialized inmate populations; management strategies and programming necessary to humanely incarcerate these groups and to prepare them for successful reintegration into free society; the medically and mentally ill, the mentally challenged, women, juveniles convicted as adults, the elderly, high risk inmates, and those with unique or non-mainstream religious needs.

LE115 **Juvenile Delinquency and Justice** **3.00 credits**

The historical precedents and philosophical reasons for treating juveniles differently from adults; empirical evidence about child development that can illuminate the reasons for their special status within the system; major theories that have been proposed as explanations of delinquent behavior; detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

LE116 **Law Enforcement Operations and Procedures** **3.00 credits**

The role of police in society and the application of key concepts to policing scenarios; identification, discussion and assessment of critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

LE117 **Law Enforcement Operations & Procedures Lab** **1.00 credits**

Law enforcement application and integration through simulated reality-based scenarios involving the criminal justice system and agencies.

LE118 **Law Enforcement Wellness** **1.00 credits**

Exploration of the four pillars of personal wellness: physical, mental, emotional, and spiritual. Development of self-care tools needed with emphasis on changes a

person experiences and unique stress of a law enforcement career.

LE120 **KLETC or Appropriate Law Enforcement Academy Trng.** **12.00 credits**

This course meets the needs of the Criminal Justice alignment project and serves as the equivalency to the 560-hour basic law enforcement training curriculum, approved by the Kansas Commission on Peace Officers'' Standards and Training and the Director of the Kansas Law Enforcement Training center or other equivalent law enforcement certification agencies.

LE121 **Firearms Safety and Marksmanship** **1.00 credits**

Function and components of common types of firearms and ammunition. Federal and state law regarding ownership, possession of firearms, laws, and responsibilities of using deadly force. Firearms specific instruction in gun safety rules for field stripping, cleaning, and proper shooting techniques.
Prerequisites: Departmental Consent.

LE122 **Firearms I** **1.00 credits**

Practical application of legal, procedural and ethical actions during scenarios involving use of force situations.

LE130 **Police Science Orientation** **1.00 credits**

Experiences designed to provide insight into the police science professional through in-class discussions, assignments/exercises, and guest speakers

LE201 **Introduction to Corrections** **3.00 credits**

Introductory study of the field of corrections; correctional process of probation, institutions, and parole; survey of correction careers and correction theories.

LE202 **Abnormal Psychology** **3.00 credits**

Mental abnormalities and minor maladjustments, their causes and methods of treatment; an approach to understanding one''s self.
Prerequisites: PS100 General Psychology.

LE203 **Critical Issues in Corrections** **3.00 credits**

In-depth study of current key issues in corrections.

LE205 **Criminal Law** **3.00 credits**

COURSE TRANSFER

History, scope and nature of law; parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses; elements of misdemeanor and felony crimes.

LE206 **Criminal Procedures** **3.00 credits**

Basic court system procedures and the jurisdiction of the courts; constitutional and other legal requirements that affect law enforcement practices and procedures; confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

LE207 **Criminal Investigation** **3.00 credits**

Effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

LE209 **Investigating a Homicide** **1.00 credits**

A simulation homicide case involving a step-by-step investigation needed to solve the crime.
Prerequisites: LE207 Criminal Investigation.

LE210 **Police Science Internship** **2.00 credits**

Law enforcement administration observation and supervised tasks related to operation at a criminal justice agency.

LE217 **Police Science Capstone** **1.00 credits**

Application and integration of previous program course material through simulated reality-based scenarios involving criminal justice system and agencies.

Digital Animation

AN101 **Digital Animation I** **3.00 credits**

3D tools for film, game, and architectural development using construction, painting, and animation of 3D objects, characters, and cameras inside a 3D environment.

AN103 **Storyboard Techniques** **3.00 credits**

The graphical representation of storytelling based upon the organization, layout, content, theme, action, and timing of conceptual designs for multimedia projects.

AN105 **Visual Effects and Compositing** **3.00 credits**

Using animations, film footage, digital images, graphics, text, audio (music) and special effects to create a video composition.

AN202 **Digital Animation II** **3.00 credits**

Advanced processes of creating model geometry, materials, lighting, particle systems, wiring parameters, bone systems, inverse kinematics rigs, and character animations.
Prerequisites: AN101 Digital Animation I.

AN204 **Character Animation** **3.00 credits**

The creation of three dimensional characters using various digital modeling techniques. Included are rigging, skinning and animation techniques.
Prerequisites: AN101 Digital Animation I.

AN220 **Video Game Development** **4.00 credits**

Creating interactive 3D computer games including: modeling, animating, applying textures and materials, characters rigging, game map composition, game map modification, programming and utilizing game engines.
Prerequisites: AN202 Digital Animation II.

AN222 **Animation and Game Development Capstone** **5.00 credits**

Knowledge and skills to create audience driven 3D animation and video game works for assembly into a professional portfolio.
Prerequisites: AN220 Video Game Development, or Departmental Consent, and AN204 Character Animation.

Drama-Theatre

TH105 **World Cinema** **3.00 credits**

In this exploration of film culture and world cinema, students experience a broad range of films from around the world. Many major film cultures around the globe provide stimulating alternatives and challenges to the dominant Hollywood cinematic oeuvre. Through theoretical concepts and methodologies, students analyze world cinema (films from Europe, the Americas, and Asia) in its different national and cultural contexts.

TH114 **Introduction to Theatrical Design** **3.00 credits**

An exploration of the four areas of stage design-sets, lights, costumes, and sound-including examination of relevant history and technology in these areas. Emphasis is placed on the design process and design development.

TH115 **Theatre Appreciation** **3.00 credits**
COURSE TRANSFER

A study of the background of the theatre including, but not limited to, a historical overview of the theatre, selected play script readings from historical periods, surveys of playwrights and their times and critical analyses of play scripts read.

TH115H **Honors Theatre Appreciation** **3.00 credits**

A study of the background of the theatre including, but not limited to, a historical overview of the theatre, selected play script readings from historical periods, surveys of playwrights and their times and critical analyses of play scripts read.

TH116 **Acting I** **3.00 credits**

COURSE TRANSFER

For the beginning actor, using physical and vocal exercises, improvisation, study of acting methods and theories, and selected roles and scenes; techniques for relaxation, total concentration, dedication and research for role analysis; critical analysis of the genre of theatre stressed.

TH118 **Stagecraft** **3.00 credits**

COURSE TRANSFER

Construction of technical aspects of departmental theatre productions, including design considerations of properties, sound, scenery, lighting, special effects and stage management with emphasis on practical results through crew work on the public performances of each production.

TH119 **Stage Makeup** **3.00 credits**

Study and practice of the basic application of stage makeup including character analysis, anatomy, materials and special makeup techniques and problems.

TH121 **Acting II** **3.00 credits**

COURSE TRANSFER

A continued development of methods and techniques begun in TH116 Acting I with emphasis placed on script analysis and scene preparation, acting styles from period plays and contemporary vocal and movement techniques.
Prerequisites: TH116 Acting I with a grade of C or better.

TH122 **Voice and Diction** **3.00 credits**

COURSE TRANSFER

Improving the speaking voice by gaining control over articulation and pronunciation; anatomy of speaking mechanism, the International Phonetic Alphabet and nuances of regional or foreign accents and dialects; performance-oriented but practical for non-performing students who wish to improve their speaking abilities.

TH123 **Theatre Practicum I** **1.00 credits**

COURSE TRANSFER

Participation in main stage theatre productions with crew lead responsibilities.

TH126 **Theatre Performance I** **1.00 credits**

Performance in main stage theatre productions during the school year.

TH127 **Theatre Performance II** **1.00 credits**

A continuation of TH126, performance in main stage theatre productions during the school year.
Prerequisites: TH126 Theatre Performance I.

TH128 **Theatre Performance III** **1.00 credits**

A continuation of TH127, performance in main stage theatre productions during the school year.
Prerequisites: TH127 Theatre Performance II.

TH129 **Theatre Performance IV** **1.00 credits**

A continuation of TH128, performance in main stage theatre productions during the school year.
Prerequisites: TH128 Theatre Performance III.

TH130 **Costume Design and Construction** **3.00 credits**

The role of the Costume Designer in the production process including script analysis, application of design elements and principles to the design of theatrical costumes and the study and research of fashion history.

TH132 **Theatre Practicum II** **1.00 credits**

COURSE TRANSFER

A continuation of TH123, participation in main stage theatre productions with crew lead responsibilities.

Prerequisites: TH123 Theatre Practicum I.

TH133 **Theatre Practicum III** **1.00 credits**

COURSE TRANSFER

A continuation of TH132, participation in main stage theatre productions with crew lead responsibilities.
Prerequisites: TH132 Theatre Practicum II.

TH134 **Theatre Practicum IV** **1.00 credits**

COURSE TRANSFER

A continuation of TH133, participation in main stage theatre productions with crew lead responsibilities.
Prerequisites: TH133 Theatre Practicum III.

TH135 **Theatre Internship** **3.00 credits**

On-the-job training offered in conjunction with the HutchCC theatre curriculum.

TH201 **Stage/Television Lighting** **3.00 credits**

Elements of lighting design for theater and/or television/film/video applications, theatrical lighting equipment, control systems and creation of corresponding technical schedules and drawings necessary for design and control.

TH205 **Theatre Performance Ensemble** **1.00 credits**

Building upon current acting skills, development of an acting ensemble focused on improvisational and rehearsed short performances with the ensemble performing for varied audiences in a variety of performance venues throughout the semester to represent HutchCC and the theatre program when doing so.

TH250 **Theatre Capstone** **2.00 credits**

Conceptual and technical culmination of the Associate of Fine Arts. Integration of previous theatre course material through creation of project and portfolio.

Early Childhood Education

CC101 **Introduction to Early Childhood Education** **3.00 credits**

COURSE TRANSFER

Introduction to the field of early childhood education with emphasis on historical perspectives, overview of child development, NAEYC ethics and standards, and environment and curriculum planning.

CC102 **Creative Activities I** **2.00 credits**

Activities that stimulate learning including art, science, pre-number concepts, dramatic play, language, fine and gross motor skills.

CC103 **Creative Activities II** **2.00 credits**

Continuation of CC102 Creative Activities I focusing on further development of preschool activities with emphasis on language and music.

CC104 **Nutrition, Health, and Safety** **3.00 credits**

Basic factors which affect the health, safety and nutrition of young children. Current state regulations and national standards will be examined.

CC105 **Infant and Toddler Development** **3.00 credits**

COURSE TRANSFER

Behaviors and growth patterns particular to infants and toddlers.

CC108 **Early Language and Literacy** **3.00 credits**

Language and early literacy skill development in children ages birth-6 years; appropriate practices to foster emerging language and literacy; contextual influences on language and literacy development and growth, including teaching strategies, research, curriculum design, assessment and evaluation, technology, and family involvement.

CC109 **The Preschool Child** **3.00 credits**

Overview of observation procedures in the preschool setting, development of appropriate lesson plans, and structure of classroom environments based on NAEYC Standards for Professional Preparation.

CC201 **Child Care Lab I** **5.00 credits**

Supervised lab experiences involving the assistance in an ongoing curriculum for preschoolers. One hour lecture and eight hours lab experience per week. Background validation required.

CC202 **Child Care Lab II** **5.00 credits**

Supervised lab experiences involving planning, teaching, supervising and evaluating preschool activities. One hour lecture and eight hours lab experience per week. Background validation required.

CC203 **Child Care Center Programming** **3.00 credits**

Programming as it applies to quality child care.

CC204 **Child Care Center Administration** **3.00 credits**

Management skills and responsibilities associated with the administration of a child care center.

CC206 **Building Family and Community Relations** **3.00 credits**

This course is designed for teachers of young children. Special emphasis is given to creating respectful, reciprocal relationships that support and empower families, and involve families in the child`s development and learning. Topics covered include the history of child-rearing methods, types of families, parenting styles and strategies, parent fears and concerns, purposes of child behavior, community support systems, and effective communication techniques.

CC207 **Teaching Young Children with Special Needs** **3.00 credits**

An overview of the guiding philosophies in working with children with disabilities and their families to provide interventions and support. This class will provide students in the early childhood education program knowledge of special needs children in the areas of development, health, genetics, assessment and effects of environments.

CC210 **Developmentally Appropriate Curriculum** **3.00 credits**

Principles upon which developmentally appropriate practices in early childhood programs are based emphasizing curriculum development and the study of existing early childhood curriculum models.

Economics

EC100 **Macroeconomics** **3.00 credits**

COURSE TRANSFER

Basic facts, principles and problems of economics: determination of supply, demand and price level; the monetary and banking system, inflation and growth; the stock market and principles of economic development; other economic systems.

EC100H **Honors Macroeconomics** **3.00 credits**

COURSE TRANSFER

Basic facts, principles and problems of economics: determination of supply, demand and price level; the monetary and banking system, inflation and growth; the stock market and principles of economic development; other economic systems.

EC101 **Microeconomics** **3.00 credits**

COURSE TRANSFER

An introduction to price and distribution analysis; the determination of wages, rent, interest and profit; theory of the firm; monopoly and government regulation; international economic relations.

EC101H **Honors Microeconomics** **3.00 credits**

COURSE TRANSFER

An introduction to price and distribution analysis; the determination of wages, rent, interest and profit; theory of the firm; monopoly and government regulation; international economic relations.

Education

ED105 **Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED105H **Honors Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED110 **Career Decision Making** **1.00 credits**

Development of awareness of interest, abilities, values and resources one uses in making career decisions.

ED115 **College Orientation and Career Exploration** **2.00 credits**

An introduction to college success strategies including college-level study skill techniques, goal setting, and healthy lifestyles as well as identification of one's interests, values, skills and personality to assist in making career choices.

ED125H **Honors College Seminar** **1.00 credits**

Exploration of a complex topic or problem in a seminar setting.

ED126 **Psychology of Happiness** **2.00 credits**

Historical and cultural exploration of the concept of happiness and field of positive psychology through analysis of scientific research. Examination of practices including gratitude, showing kindness to others, mindfulness, and acts of altruism.

ED126H **Honors Psychology of Happiness** **2.00 credits**

Historical and cultural exploration of the concept of happiness and field of positive psychology through analysis of scientific research. Examination of practices including gratitude, showing kindness to others, mindfulness, and acts of altruism.

ED201 **Introduction to Education** **3.00 credits**

COURSE TRANSFER

Examination of professional education for students considering a career in teaching including diversity, curriculum, effective teaching practices, history and philosophy of education, legal and ethical issues, governance and finance issues.
Prerequisites: a GPA of 2.5 or higher, and PS100 General Psychology.

ED201H **Honors Introduction to Education** **3.00 credits**

COURSE TRANSFER

Examination of professional education for students considering a career in teaching including diversity, curriculum, effective teaching practices, history and philosophy of education, legal and ethical issues, governance and finance issues.
Prerequisites: a GPA of 2.5 or higher.

ED201L **Introduction to Education Practicum** **1.00 credits**

COURSE TRANSFER

Practical experience observing and working as a student aide in a public school classroom using skills and theories addressed in ED201 Introduction to Education; development of a general understanding of the teaching profession through observation and practice which will provide a foundation for subsequent courses in education, and a career in education.
Prerequisites: a GPA of 2.5 or higher, and PS100 General Psychology.

ED205 **Educating Exceptional Students** **3.00 credits**

COURSE TRANSFER

Introduction to exceptional students with various special needs. The course examines public laws and mandates governing accessibility, identification, and placement; major historical influences in special education; classroom challenges; instructional strategies and available resources that will benefit regular classroom teachers.

Prerequisites: ED201 Introduction to Education with a grade of C or higher.

ED218 **Directed Studies in Education** **1.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

ED218H **Honors Directed Studies** **1.00 credits**

Directed study in specialized areas of study under the supervision of a faculty mentor.

ED219 **Directed Studies in Education** **2.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

ED219H **Honors Directed Studies** **2.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

ED220 **Directed Studies in Education** **3.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

ED220H **Honors Directed Studies** **3.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

Electrical Apprentice

EE115 **National Electrical Code I** **4.00 credits**

An introductory course on the use of and interpretation of the current national electrical code (NEC chapters 1-4).

EE116 **Electrical Fundamentals** **4.00 credits**

Concepts of voltage, current, resistance, electrical hazards, parallel circuits and series circuits.

EE117 **Conduit Fabrication** **1.00 credits**

Principles of different conduit types, how to calculate bends, and how to perform various conduit bends.

EE120 **Apprentice Electricity I** **10.00 credits**

Basic theory, orientation, job information, mathematics, code and practices,conduit fabrication, OSHA standards, First Aid - CPR/AED, blueprint reading and test instruments for inside wireman.

EE121 **Apprentice Electricity II** **10.00 credits**

Basic theory, orientation, job information 1 and 2, transformers, code and practices, conduit fabrication, OSHA standards, First Aid and CPR/AED, blueprint reading and test instruments for inside wireman.

EE122 **Apprentice Electricity III** **10.00 credits**

Advanced theory, orientation, job information 3, transformers, code and practices, grounding, OSHA standards, CPR/AED, blueprint reading and test instruments for inside wireman.

EE123 **Apprentice Electricity IV** **10.00 credits**

Orientation, transformers, OSHA standards, First Aid-CPR/AED, motor controls, motors, job information 4, code and practices, digital electronics and Programmable Logic Controllers (PLC"s).

EE124 **Apprentice Electricity V** **10.00 credits**

Orientation, OSHA standards, CPR/AED, fire alarms, telephone and security basics, job information 5, code and practices, distributed generation, instrumentation, structured cabling and power quality.

EE125 **Residential Wiring I** **4.00 credits**

An introductory course on residential wiring methods that includes practical applications and hands on experience in implementing code requirements.

EE126 **NEC Codeology** **1.00 credits**

Navigation of structure and organization of National Electrical Code codebook chapters and tables.

EE127 **AC/DC Circuits I** **4.00 credits**

AC/DC Circuits address the basics of direct and alternating current circuits.

EE128 **Arc Flash Safety** **1.00 credits**

Principles of NFPA 70E Arc Flash Safety, including hazard identification, proper Personal Protective Equipment, and Arc Flash boundaries.

EE135 **National Electrical Code II** **4.00 credits**

A continuation of the National Electrical Code I course on the use and interpretation of the current national electric code (NEC Chapters 5-9).

EE136 **Rigging** **1.00 credits**

Placement of rigging equipment for aload to be lifted, types of rigging hardware, and techniques for signaling.

EE137 **Commercial Wiring** **4.00 credits**

An introductory course on commercial wiring methods that includes practical applications and hands=on experience in implementing code requirements.

EE138 **Blueprints** **1.00 credits**

Use and application of construction blueprints utilized by electricians.

EE245 **National Electrical Code III** **4.00 credits**

Advance use and interpretation of current national electric code for special use situations. Use and application of the NEC tables.

EE246 **Electric Motors** **1.00 credits**

Various types and functions of electric motors and their components.

EE247 **Print Reading** **2.00 credits**

Students learn to read specification manuals and prints as applied to residential, commercial, and industrial buildings.

EE248 **Motor Controls I** **2.00 credits**

Principles of Ladder Logic and the function of motor control components, contacts, and starters.

EE249 **Electric Motors II** **1.00 credits**

Overview of types of motor starters and overcurrent protection for electric motors.
Prerequisites: EE246 Electric Motors.

EE255 **National Electrical Code IV** **4.00 credits**

Advanced course on recent updates to NEC. Use and interpretation of the NEC to make code calculations

EE256 **Role of the Journeyman Electrician** **1.00 credits**

Expectation for electricians after apprenticeship, including requirements for journeyman electrician, licensing, and continuing education.

EE257 **Motor Controls II** **4.00 credits**

Principles of mechanical and solid state motor control starters, timers, and speed control components as well as torque theory and applications.

EE258 **Transformers** **1.00 credits**

Identification and utilization of various transformers using the transformer simulator and NEC rules covering transformer overcurrent protection.

Emergency Medical Sciences

EM101 **Emergency Medical Responder** **8.00 credits**

Concepts and application of emergency care to prepare an entry-level provider with knowledge, skills, abilities, and attitudes necessary to provide care at the Emergency Medical Responder (EMR) level. Information and techniques necessary for certification as an EMR with the State of Kansas and The National Registry of EMTs.

EM110 **Emergency Medical Technician** **10.00 credits**

Concepts of emergency care that prepare an entry-level provider and primary staff for basic life support ambulance services. Information and techniques necessary for certification as an Emergency Medical Technician (EMT) in the State of Kansas and National Registry of EMT.

EM110L **Emergency Medical Technician/Paramedic Lab** **0.00 credits**

Laboratory portion of EM110 Emergency Medical Technician.

EM111 **Advanced Cardiac Life Support (ACLS)** **1.00 credits**

Guidelines for paramedics, nurses, physicians and respiratory therapists in patient assessment, understanding the pathophysiology and scientific rationale in implementing patient care to the critically ill patient. Meets current standards of the American Heart Association most specific to the treatment of adults including modifications in pharmacological modalities, emotional and physiological responses to illness and injury and special types of equipment.

EM112 **Wilderness EMT Upgrade** **6.00 credits**

Expanded qualifications of certified EMT personnel to permit operations in a wilderness environment.

EM120 **Advanced EMT I** **9.00 credits**

Concepts of emergency medical science for advanced patient assessment and management of the critically ill and injured. Delivered through didactic and laboratory instruction in accordance to Kansas Board of EMS and National Registry to EMT.

EM122 **Advanced EMT II** **6.00 credits**

Theory and practice application of AEMTs scope delivered through clinical experience and field training in accordance to Kansas Board of EMS and National Registry of EMT

EM131 **Cardiac Care (CPR)** **0.50 credits**

Fundamental elements necessary for student to recognize and react to cardiac emergencies for adults, children and infants; instruction and practice for skill acquisition in CPR, AED, rescue breathing, bag-valve mask use and relief of choking. Information in basic cardiac function and risk factors related to cardiac emergencies. Identification of potential scene and personal safety risks and precautions.

EM132 **CPR, First Aid and Bloodborne Pathogens** **1.00 credits**

Fundamental elements necessary for student to recognize and react to cardiac emergencies for adults, children and infants; instruction and practice for skill acquisition in CPR, AED, rescue breathing, and relief of choking. Instruction in recognition and skill practice of common workplace/community first aid emergencies. Instruction and knowledge related to risk of exposure to bloodborne pathogens. Identification of potential scene and personal safety risks and precautions.

EM133 **Pediatric CPR/AED, First Aid & Bloodborne Pathogen** **1.00 credits**

Fundamental elements necessary for students to recognize and react to cardiac emergencies with particular focus on children; instruction and practice for skill acquisition in CPR,AED, rescue breathing, and relief of choking with particular focus on children. Instruction in recognition and skill practice of common childcare/educational setting first aid emergencies. Instruction and knowledge related to risk of exposure to bloodborne pathogens. Identification of potential scene and personal safety risks and precautions with emphasis on child childcare/educational environments. Additional topics include: Prevention of emergencies: Indoor, outdoor and automobile safety. Recognizing and reporting signs and symptoms of child abuse and neglect. Recognition and reaction to developmental stages of children as a first aid provider.

EM134 **Adv First Aid for Workplace/Community Responders** **2.00 credits**

Fundamental elements necessary for students to recognize and react to community/workplace first aid incidents as an advanced level first aid provider; instruction in recognition and reaction to multiple-casualty incidents and triage principles, introduction to key concepts relating to biological or chemicial agents associated with mass casualty situations. Instruction and practice for skill acquisition in professional rescuer level CPR, AED, rescue breathing, and relief of choking. Instruction and knowledg e related to risk of exposure to bloodborne pathogens. Identification of potential scene and personal safety risks and precautions.

EM160 **EMT Recertification** **1.00 credits**

Procedures necessary for continued licensure as an EMT.

EM162 **Pediatric Advanced Life Support (PALS)** **1.00 credits**

Guidelines for paramedics, nurses, physicians and respiratory therapists in patient assessment, understanding the pathophysiology and scientific rationale in implementing patient care to the critically ill patient.

EM168 **Trauma** **2.00 credits**

Treatment of traumatic injury, common injuries as they relate to the major body systems, the concept of total

EM169 **Medical Emergencies** **3.00 credits**

Disease processes, their acute manifestations, advanced assessment techniques and treatment modalities.

EM191 **Paramedic I** **13.00 credits**

Preparatory emergency medical science information and skills to include medical-legal considerations, communications, documentation, patient history gathering and patient assessment; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice.

EM191L **Paramedic I Lab** **0.00 credits**

Lab portion of EM191 Paramedic I.

EM192 **Paramedic II** **12.00 credits**

Cardiac related emergencies, EKS interpretation, advanced cardiac resuscitation, pediatric emergencies, emergency pharmacology, electrical therapy and airway management; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice.

EM192L **Paramedic II Lab** **0.00 credits**

Lab portion of EM192 Paramedic II.
Prerequisites: Departmental Consent.

EM201 **Paramedic III** **12.00 credits**

Intensive care situations in the hospital, emergency scene management, crisis intervention and traumatic injury; advanced medical emergencies and pre-hospital trauma life support materials presented; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice.

EM201L **Paramedic III Lab** **0.00 credits**

Preparatory emergency medical science information and skills to include medical-legal considerations, communications, pharmacology, airway, documentation, patient history gathering and patient assessment; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice.
Prerequisites: Departmental Consent.

EM202 **Paramedic IV** **16.00 credits**

Scene safety, organization of the response, strategies in team work, tactical field operations, rapid gathering of information, evaluation of the patient and scene, problem solving and interaction with other agencies; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice.

EM202L **Paramedic IV Lab** **0.00 credits**

Preparatory emergency medical science information and skills to include medical-legal considerations, communications, pharmacology, airway, documentation, patient history gathering and patient assessment; demonstration and practice of psychomotor skills at component through scenario levels; clinical experience to allow application for theory and practice.
Prerequisites: Departmental Consent.

English Composition and Lit

EN098 **Foundations of Composition** **3.00 credits**

Basic rules of grammar, punctuation, syntax, usage, and sentence mechanics. Planning, organizing, drafting, and revising strategies to produce paragraphs and multiple-paragraph essays.

EN099 **Elements of Writing** **2.00 credits**

Grammar, punctuation, spelling and sentence writing. Course does not fulfill the graduation requirement.
Prerequisites: EN098 Basic English with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19.

EN100 **English Composition IB** **3.00 credits**
COURSE TRANSFER

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used. In addition to the content of EN101, individual assistance is also given in areas of need.
Prerequisites: EN098 Basic English with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19.

EN101 **English Composition IA** **3.00 credits**
COURSE TRANSFER

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used.
Prerequisites: HS GPA over 3.0, or Accuplacer NG Writing Score of 255 or Above, or ACT English Score of 20 or above.

EN101H **Honors English Composition IA** **3.00 credits**
COURSE TRANSFER

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used.

Prerequisites: HS GPA over 3.0, or Accuplacer NG Writing Score of 255 or Above, or ACT English Score of 20 or above.

EN102 **English Composition II** **3.00 credits**

COURSE TRANSFER

Development of critical reading and writing skills, through the exploration of literary texts in thematic units, with additional emphasis on research and persuasive writing.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN101H English Comp IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN102H **Honors English Composition II** **3.00 credits**

COURSE TRANSFER

Development of critical reading and writing skills, through the exploration of literary texts in thematic units, with additional emphasis on research and persuasive writing.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN101H English Comp IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN107 **Business English Grammar** **3.00 credits**

Building language confidence in standard English through greater fluency and accuracy using principles of grammar and mechanics of writing such as punctuation, spelling, capitalization, and sentence structure. Analyzing and practicing sentence construction using business-related vocabulary. This course does not meet English requirements for the Associate of Arts degree or Associate of Science degree.

EN108 **Career and Technical Writing** **3.00 credits**

Developing skills that can apply to a variety of technical documents appropriate to each student's course of study including principles of organizing, writing, and revising to produce clear, readable documents for industry and business.

EN120 **Children's Literature** **3.00 credits**

COURSE TRANSFER

Exploration of the historical development and literary genres of children's literature, including analysis of themes, styles, and cultural.

EN120H **Children's Literature** **3.00 credits**

Reading and evaluating books for children as well as student participation in story telling. Attention to illustrators. Course does not satisfy general education English requirements of four-year colleges and does not meet the English or humanities requirement for graduation.

EN121 **World Mythology** **3.00 credits**

The mythology of world cultures with emphasis on the Greek and Roman cultures, focusing on mythology as a shaper of human responses to the universe and as the expression in symbols and images of the most basic level of the human psyche. Course does not satisfy the English Requirement for graduation. It does satisfy the humanities requirement.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN122 **Science Fiction Literature** **3.00 credits**

Reading notable works of science fiction literature, analyzing the use of literary elements in science fiction, and discussing the continuing influence of science fiction in the contemporary world.
Prerequisites: EN100 English Comp IB with a grade of C or higher, or EN101 English Composition IA with a grade of C or higher.

EN128 **Introduction to Creative Writing** **3.00 credits**

COURSE TRANSFER

Understanding and explanation of elements of the writer''s craft in prose and poetry.

EN128H **Honors Introduction to Creative Writing** **3.00 credits**

Understanding and explanation of elements of the writer''s craft in prose and poetry.

EN201 **Introduction to Literature** **3.00 credits**

COURSE TRANSFER

Apply techniques of scholarly inquiry to the major literary genres, giving students a deeper understanding of literature's features, reader/writer interactions, and

meanings in order to foster an awareness of how literature reflects complex and diverse human experiences.
Prerequisites: EN100 English Comp IB with a grade of C or higher, or EN101 English Composition IA with a grade of C or higher.

EN202 **British Literature I** **3.00 credits**

Outstanding works of British literature from the Anglo-Saxon period to the end of the eighteenth century with attention to the periods of British literary history.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN202H **Honors British Literature I** **3.00 credits**

Outstanding works of British literature from the Anglo-Saxon period to the end of the eighteenth century.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN203 **British Literature II** **3.00 credits**

Outstanding works of British literature, from the end of the eighteenth century through the present, with attention to the periods of British literary history.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN203H **Honors British Literature II** **3.00 credits**

Outstanding works of British literature, from the end of the eighteenth century through the present, with attention to the periods of British literary history. The honors experience is provided through an honors contract.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN204 **American Literature I** **3.00 credits**
COURSE TRANSFER

Representative works of major American writers from the beginning to 1865.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN204H **Honors American Literature I** **3.00 credits**
COURSE TRANSFER

Representative works of major American writers from the beginning to 1865. The honors experience is provided through an honors contract.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN205 **American Literature II** **3.00 credits**
COURSE TRANSFER

Representative works of major American writers from 1865 to the present.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN205H **Honors American Literature II** **3.00 credits**
COURSE TRANSFER

Representative works of major American writers from 1865 to the present. The honors experience is provided through an honors contract.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN206 **Contemporary Literature** **3.00 credits**

Fiction and poetry by major writers since World War II exploring major trends and ideas in contemporary literature.
Prerequisites: EN101/G=C,EN100/G=C,EN103/G=C is not a valid prereq code.

EN207 **Introduction to Shakespeare** **3.00 credits**

A course in reading, with special attention to Shakespeare""s use of language, image, and motif as they create a theme. Emphasis is placed upon critical reading both in class discussion and composition.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN208 **American Short Story** **3.00 credits**

Study of influential works of American short fiction from its origins to the present, with a focus on the characteristics of various periods and diverse movements of American literary history.
Prerequisites: EN100 English Comp IB, or EN101 English Composition IA.

EN211 **Introduction to Fiction** **3.00 credits**

Exploration of the history and influence of narrative fiction through the critical examination of literary elements, scholarly reactions, and cultural and biographical contexts.
Prerequisites: EN100 English Comp IB, or EN101 English Composition IA.

EN214 **Introduction to Cultural Studies: Fairy Tales** **3.00 credits**

Introduction to the field of cultural studies through the close analysis of classic fairy tales using both film and theoretical approaches to enhance students' critical thinking skills as they examine both written and visual texts.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN214H **Honors Intro to Cultural Studies: Fairy Tales** **3.00 credits**

Introduction to the field of cultural studies through the close analysis of classic fairy tales using both film and theoretical approaches to enhance students' critical thinking skills as they examine both written and visual texts.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN215 **Medieval Literature in Contemporary Society** **3.00 credits**

Medieval Literature in Contemporary Society allows for students to gain a greater grasp of critically reading and analyzing both written and visual texts through the examination of major medieval literary texts and their contemporary adaptations. These skills gained will better prepare the students for deeper thinking both inside and outside the classroom.
Prerequisites: EN100 or EN101 or EN103 with a grade of C or higher.

EN215H **Honors Medieval Literature in Contemporary Society** **3.00 credits**

Medieval Literature in Contemporary Society allows for students to gain a greater grasp of critically reading and analyzing both written and visual texts through the examination of major medieval literary texts and their contemporary adaptations. These skills gained will better prepare the students for deeper thinking both inside and outside the classroom.
Prerequisites: EN100 or EN101 or EN103 with a grade of C or higher.

EN216 **Vampires in Literature and Film** **3.00 credits**

A survey of the fascinating history of vampire literature. Students will examine the persistent popularity of the vampire, catalog the diverse characteristics of vampire mythology, and justify why the vampire has evolved from menacing monster to misunderstood hero by analyzing historical and contemporary works (novels and films). Students will dive into the underworld for a taste of vampire lore.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN217 **Podcast Fiction** **3.00 credits**

Survey of contemporary North American podcast audio dramas. Assessing the rise in popularity of podcast audio dramas, evaluating characteristics of literature, categorizing audience involvement, and critiquing podcast audio dramas' place among commonly accepted literary canon.
Prerequisites: EN100 English Comp IB, or EN101 English Composition IA.

EN220 **Poetry Writing** **3.00 credits**

Continued practice in poetry writing with emphasis on technique.
Prerequisites: EN128 Introduction to Creative Writing.

EN220H **Honors Poetry Writing** **3.00 credits**

Continued practice in poetry writing with emphasis on technique.
Prerequisites: EN128 Introduction to Creative Writing.

LC098 **Study Strategies** **1.00 credits**

Emphasis on PQ5R study method, budgeting time, note-taking, concentrating, memorization and test-taking strategies. This course does not fulfill graduation requirements.
Prerequisites: LC097 Reading Comprehension I, or Asset Reading Score of 38 or below.

LC105 **College Learning Methods** **2.00 credits**

The College Learning Methods course emphasizes active learning practices in which students learn personal management skills, learning process, and classroom activities and behaviors designed to enhance learning and academic success.

Family and Consumer Science

HE102 **The Preschool Child** **3.00 credits**

Overview of observation procedures in the preschool setting, development of appropriate lesson plans, and structure of classroom environments based on NAEYC Standards for Professional Preparation.

HE202 **Nutrition** **3.00 credits**

COURSE TRANSFER

Nutrition requirements of a person during the successive stages of development with emphasis on nutrients, their availability in foods and factors affecting utilization.

HE202H **Honors Nutrition** **3.00 credits**

COURSE TRANSFER

Nutrition requirements of a person during the successive stages of development with emphasis on nutrients, their availability in foods and factors affecting utilization.

Fire Science

FS102 **Construction Methods and Materials** **3.00 credits**

Building materials, their physical properties and reactions to fire; building configurations and their applicability to specific hazardous industrial operations.

FS103 **Introduction to Fire Protection and Suppression** **3.00 credits**

History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; current related problems; review of expanding future fire protection.

FS104 **Fundamentals of Fire Prevention** **3.00 credits**

Fire department organization; inspections, public cooperation and image; recognition of fire hazards and development and implementation of a systematic and deliberate inspection program; survey of local, state and national codes pertaining to fire prevention and related technology.

FS105 **Fire Attack** **1.00 credits**

Fire fighting tactics and strategies for attacking fires in both residential and commercial structures.

FS106 **Basic Vehicle Extrication** **1.00 credits**

Freeing victims trapped in an automobile; techniques for gaining entry and displacing barriers to victim removal.

FS107 **Basic Confined Space Rescue I** **1.50 credits**

Rescue of and/or rescue support to a victim in a confined space; skills and attitudes necessary to perform basic confined-space rescue operations and building skills for subsequent courses. This course follows the guidelines in NFPA 1006-Technical Rescuer Professional Qualifications Chapter 7.1.
Prerequisites: FS108 Rope Rescue I, or Departmental Consent.

FS108 **Rope Rescue I** **1.50 credits**

Basic rescue operations utilizing ropes, hardware and related equipment. This course follows the guidelines of NFPA 1006-Technical Rescuer Professional Qualifications, Chapter 6.1.

FS109 **Rope Rescue II** **1.50 credits**

Advanced rescue techniques using hoisting systems, stokes, traversing and ascending techniques and adverse conditions rescue. This course follows the guidelines in NFPA 1006-Technical Rescuer Professional Qualifications, Chapter 6.2.

Prerequisites: FS108 Rope Rescue I, or Departmental Consent.

FS110 Firefighter I 4.00 credits

Beginning course leading to Firefighter I certification, including emergency medical care, fire behavior, firefighting equipment and rescue and safety procedures.

FS111 Hazardous Materials Awareness 1.00 credits

Knowledge and skills to understand what hazardous materials are and the risk associated with them in an incident; recognize the presence of hazardous materials in an emergency; understand the role of the emergency responder at the Awareness level, and understand the U.S. Department of Transportation's Current Emergency Response Guidebook.

FS113 Firefighter II 3.00 credits

A follow-up course to FS110 Firefighter I, leading to a Firefighter II certification, including fire behavior, firefighting equipment, rescue and safety procedures, fire department operations and management and emergency medical care.

FS114 Fire Science Update 1.00 credits

Information to keep personnel up-to-date on changes occurring in fire service community.

FS118 Rope Rescue III 1.00 credits

Expansion of the knowledge derived from FS108 Basic High Angle Rescue and FS109 Advanced High Angle Rescue, utilizing traverses, tower rescue techniques, advanced anchoring systems and advanced stokes-basket techniques to safely complete a rescue action plan.
Prerequisites: FS108 Rope Rescue I.

FS120 Wildland Firefighter Type II 3.00 credits

Required training for all personnel prior to certification as a Wildland Firefighter Type 2 under the Wildland Qualifications System (NWCG 310-1); entry level course for all new firefighters and refresher course for veteran firefighters.

FS122 NWCG Incident Command System 1.00 credits

Incident Command System -features collectively identifying the unique quality of the ICS as an incident or event management system.

FS124 Wildland Firefighter Internship I 2.00 credits

Opportunity to experience a type of firefighting usually not available in the central plains region of the United States enabling students to choose the type of department they wish to apply to upon completion of their education.

FS125 Fire Service Internship I 1.00 credits

Opportunity for the student to acquire experience in his/her career choice through a practicum with a fire service agency with the agency providing observational experiences and supervised activities for the student.

FS127 Wildland Fire Powersaw Operations 2.00 credits

Procedures for safe power saw operation in a wildland fire suppression setting and basic maintenance and field repairs of power saws.

FS130 Introduction to Fire Ground Strategy and Tactics 3.00 credits

Fire ground strategy and tactics including structure, priorities and language of the emergency scene.

FS132 Basic Scuba Diving 2.00 credits

Basic scuba diving skills conducted in three distinct settings beginning in the classroom, followed by the teaching and assessment of skills in both confined water and open water.

FS136 **Fire Science Practicum I** **3.00 credits**

Beginning observation and supervised tasks through work experience with a fire service agency.
Prerequisites: FS110 Firefighter I, and Departmental Consent.

FS137 **Fire Science Practicum II** **3.00 credits**

Advanced observation and supervised tasks through work experience with a fire service agency.
Prerequisites: FS136 Fire Science Practicum I, and Departmental Consent.

FS141 **Fire Dynamics** **3.00 credits**

Study of the dynamic chemical process of fire and how to successfully extinguish it.

FS145 **Firefighter Fitness and Conditioning I** **1.00 credits**

Preparation of fire science students for the physical requirements needed to pass fitness tests and the demands of a career in the fire service.

FS146 **Firefighter Fitness and Conditioning II** **1.00 credits**

Continuation of FS145 Firefighter Fitness and Conditioning I; preparation of fire science students for the physical requirements needed to pass fitness tests and the demands of a career in fire service.

FS150 **Hazardous Materials Operations (First Responder)** **1.50 credits**

The knowledge and skills first-responding firefighters and EMS personnel need to safely respond to routine and non-routine emergencies that may involve hazardous materials.

FS151 **Fireground Operations** **1.00 credits**

This course covers basic fireground operations, including live fire suppression, ventilation, and search and rescue.

FS153 **Engine Company Operations** **1.00 credits**

Training in personal protective equipment, proper hoseline deployment and advancement, and any other specialized functions of the engine crew. In addition this course emphasizes correct hoseline and nozzle selection and tactics under real-time scenarios.

FS155 **Ice Rescue Operations** **1.50 credits**

Surface ice rescue support functions at the 'operations' level as set forth in NFPA 1670 including preplanning, scene and victim assessment, shore-based rescue operations and IMS.

FS156 **Ice Rescue Technician** **1.00 credits**

Primary surface ice rescue functions at the 'technician' level as set forth in NFPA 1670 including ice rescue incident preplanning, ice rescue incident scene management, performance of ice rescue procedures utilizing equipment unique to ice rescue.

FS160 **Rapid Intervention Team** **1.00 credits**

Rapid entry team training involves training in personal protective equipment, and any specialized rescue equipment needed to rescue emergency responders that are in jeopardy. In addition, this course emphasizes techniques involved in self-rescue.

FS161 **Fire Rescue Special Operations** **1.00 credits**

Includes station life and operations related to specialized technical rescue situations, CISM, Incident Command, NFPA Standards, rules/regulations and medical treatment and assessment in technical rescue situations. Special safety concerns, and techniques applied in rescue operations, ropes, webbing, know craft, and equipment.

FS175 **Intro. to Fire & Emergency Services Administration** **3.00 credits**

In accordance with FESHE, this course introduces the student to the organization and management of a fire and emergency services department and the relationship of private organizations governmental agencies and the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

FS203 **Fire Hydraulics** **3.00 credits**

Application of the laws of mathematics and physics to properties of fluid states, force, pressure and flow velocities with emphasis on applying hydraulics to firefighting problems.

FS205 **Arson Investigation** **5.00 credits**

The study of arson investigation; necessary skills to conduct legal investigations of fires.

FS206 **Fire Apparatus Driver/Operator** **4.00 credits**

Operation of apparatus equipped with fire pumps including pumpers, initial fire-attack apparatus, tenders (tankers), wildland-fire apparatus and aerial apparatus equipped with pumps.

FS209 **Fire Instructor I** **3.00 credits**

Following National Fire Protection Association (NFPA) Standard 1041, preparation to effectively deliver classroom instruction using instructional aids and evaluation instruments, considering student needs, learning styles, and a conducive learning environment.

FS210 **Fire Safety Officer** **3.00 credits**

Specific focus on the role of an Incident Safety Officer as part of being employed as a professional Fire Officer. This involves the operation of the Incident Command System (ICS as a Safety Office) and will cover response to all hazards and types of situations.

FS211 **Fire Officer I** **3.00 credits**

Introduction to the organization and management of a fire and emergency services department and the relationship of private organizations, governmental agencies, and the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. This course meets the Fire Officer I requirements listed in NFPA standard 1021, 2014 edition.

FS212 **Fire Officer II** **3.00 credits**

Continuation of Fire Officer I, including the organization and management of a fire and emergency services department and the relationship of private organizations and governmental agencies with the fire service. Coursework meets the Fire Officer II requirements listed in the NFPA standard 1021, 2014 edition.

FS213 **Fire Officer Practicum** **1.00 credits**

Application of knowledge and skills learned in Fire Officer courses with a specific focus on application of "on the job" leadership skills and the ability to manage firefighter units in emergency and non-emergency situations.

FS220 **Fire Operation in the Urban Interface** **2.00 credits**

Scene size-up, tactics and strategies for wildland firefighter in urban interface.

FS221 **Intermediate Wildland Fire Behavior** **2.00 credits**

Environmental factors (fuels, weather and topography) that affect wildland fire behavior.

FS225 **Fire Service Internship II** **1.00 credits**

Continuation of FS125 Fire Science Internship I; practicum with a fire service agency with the agency providing observational experiences and supervised activities.

Foreign Languages

HU120 **Language, Literature, and Culture** **3.00 credits**

Travel course that includes study of history, geography, culture, arts, language, business, commerce, and/or economics in an area external to the college service area. Tours must be authorized by the college, and one or more faculty members must accompany students. Specific course content will vary depending upon destination.

SP100 **Workplace Spanish** **2.00 credits**

A study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with both colleagues and customers; phonetic encoding to address Spanish commands, questions, and phrases critical in the workplace.

SP101 **Elementary Spanish I** **5.00 credits**

COURSE TRANSFER

Fundamentals of pronunciation and minimum essentials of grammar. The oral approach is used with emphasis on understanding, speaking, reading, and writing phrases of practical value. Hispanic life and culture are studied. For students who have no Spanish or one semester of high school Spanish.

SP101H **Honors Elementary Spanish I** **5.00 credits**

COURSE TRANSFER

Fundamentals of pronunciation and minimum essentials of grammar. The oral approach is used with emphasis on understanding, speaking, reading, and writing phrases of practical value. Hispanic life and culture are studied. For students who have no Spanish or one semester of high school Spanish.

SP102 **Elementary Spanish II** **5.00 credits**

COURSE TRANSFER

A reading, writing, listening, and speaking course: continuation of SP101: Elementary Spanish I or SP104: Elementary Spanish II.
Prerequisites: SP101 Elementary Spanish I, or Departmental Consent, or SP104 Spanish II.

SP102H **Honors Elementary Spanish II** **5.00 credits**

COURSE TRANSFER

A reading, writing, listening, and speaking course: continuation of SP101: Elementary Spanish I or SP104: Elementary Spanish II.
Prerequisites: SP101 Elementary Spanish I, or Departmental Consent, or SP104 Spanish II.

SP105 **Elementary Spanish III** **5.00 credits**

COURSE TRANSFER

A reading, writing, listening, and speaking course; continuation of Elementary Spanish II.
Prerequisites: SP102 Spanish II.

SP105H **Honors Elementary Spanish III** **5.00 credits**

COURSE TRANSFER

A reading, writing, listening, and speaking course; continuation of Elementary Spanish II.
Prerequisites: SP102 Spanish II.

SP110 **Spanish for Travelers I** **2.00 credits**

Preparation for an individual intending to travel to a Spanish-speaking country with the necessary Spanish to communicate effectively including essential travel phrases and basic vocabulary including greetings, directions, transport, accommodation, and eating with a focus on confidence to make travels memorable in a Spanish-speaking country.

Geography

GE101 **World Geography** **3.00 credits**

COURSE TRANSFER

Introduction to world and regional geography with an analysis of the physical, political, economic, historical, and cultural geography with an emphasis on globalization and diversity.

Happiness

ED126 **Psychology of Happiness** **2.00 credits**

Historical and cultural exploration of the concept of happiness and field of positive psychology through analysis of scientific research. Examination of practices including gratitude, showing kindness to others, mindfulness, and acts of altruism.

Health Information Management

HR100 **Health Record Applications I** **1.00 credits**

Lab providing overview of the health information profession; experience in assembly, analysis, and filing of health records; data entry and abstracting of health information; indices; filing of reportable events.

HR103 **Health Information Processes** **4.00 credits**

Introduction to the health care field and health records with emphasis on the roles of health professionals, functions of the health information department, content and analysis of health records in a variety of health care settings and storage and retrieval of health information and common registries.

HR105 **Medical Terminology** **3.00 credits**

COURSE TRANSFER

Elements of medical language including common abbreviations. Emphasis is placed on spelling, pronunciation, correct usage, and meaning relating to body systems, medical science, and medical specialties.

HR105H **Honors Medical Terminology** **3.00 credits**

COURSE TRANSFER

Elements of medical language including common abbreviations. Emphasis is placed on spelling, pronunciation, correct usage, and meaning relating to body systems, medical science, and medical specialties.

HR107 **Legal and Ethical Issues in Healthcare** **3.00 credits**

Introduction to the U.S. legal system, laws and ethical issues and how they relate to healthcare.

HR202 **ICD-10 Coding for Long Term Care** **2.00 credits**

Fundamentals of ICD-10 Coding principles for the long term care setting.
Prerequisites: HR222 ICD-10-CM/PCS Coding I, or HIM Acceptance.

HR203 **HIM Virtual Lab I** **1.00 credits**

Learning experience designed to give students the opportunity to practice skills learned in health information courses to help prepare students to perform technical functions required in a Health Information Department.
Prerequisites: HR103 Health Information Processes, and HR107 Legal Aspects of Health Information.

HR208 **Quality Improvement in Healthcare** **2.00 credits**

Introduction to concepts in healthcare quality improvement with an emphasis on performance improvement, utilization, and risk management.
Prerequisites: IS104 Microcomputer Applications, or Departmental Consent.

HR210 **CPT Coding** **2.00 credits**

Current Procedural Terminology (CPT) Coding, ICD Coding for outpatient surgery and the physicians office and reimbursement issues involved in ambulatory care.
Prerequisites: HR105 Medical Terminology, or Departmental Consent.

HR211 **HIM Virtual Lab II** **1.00 credits**

Application of health information course material designed for technical functions such as ICD-10-CM/PCS coding, CPT coding, MS-DRG assignment, quality improvement, risk management, utilization review, cancer registries, and health statistics.
Prerequisites: HR222 ICD-10-CM/PCS Coding I, and HR217 Health Record Lab I, and HR214 Health Statistics.

HR212 **Pathophysiology** **4.00 credits**

Etiologies, signs, symptoms, courses and complications of diseases, and the modern practices of diagnosis and treatment.
Prerequisites: HR105 Medical Terminology, and BI103 Human A&P.

HR214 **Health Statistics** **2.00 credits**

Health data collection including acceptable terminology, computational methodology and display of health data used in healthcare statistics.
Prerequisites: IS104 Microcomputer Applications, or Departmental Consent.

HR215 **HIM Clinical Affiliation** **2.00 credits**

Supervised learning experience emphasizing acting independently, completing assigned projects, practicing professionalism and demonstrating health information concepts.
Prerequisites: Departmental Consent.

HR216 **Reimbursement Methodologies** **3.00 credits**

Reimbursement methodologies for inpatient hospital and physician office billing.
Prerequisites: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent, and HR210 CPT Coding.

HR217 **Health Record Lab I** **1.00 credits**

Applications in release of information policies and procedures, computation of health care statistics, and general health information practices.
Prerequisites: HR107 Legal Aspects of Health Information, and HR214 Health Statistics.

HR218 **Health Record Lab II** **1.00 credits**

Laboratory designed to give the students experience in Prospective Payment Systems concepts and case mix, quality management and utilization review; application of management principles.
Prerequisites: HR208 Quality Improvement in Healthcare, or Departmental Consent, and HR216 Reimbursement Methodologies.

HR222 **ICD-10-CM/PCS Coding I** **4.00 credits**

Basic coding principles utilizing the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, Tenth Revision, Procedure Coding System (ICD-10-PCS) for the identification, coding, and sequencing of principal, primary, and secondary diagnoses; diagnostic and therapeutic procedures.
Prerequisites: HR105 Medical Terminology, or Departmental Consent, and BI103 Human A&P.

HR223 **ICD-10-CM/PCS Coding II** **3.00 credits**

A continuation of HR222 ICD-10-CM/PCS Coding I. This course continues the instruction in coding principles utilizing the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, Tenth Revision, Procedure Coding System (ICD-10-PCS) for the identification, coding and sequencing of principal, primary, and secondary diagnoses; diagnostic and therapeutic procedures.
Prerequisites: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.

HR224 **Coding Lab** **1.00 credits**

Lab in coding and specialized records utilizing the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, Tenth Revision, Procedure Coding System (ICD-10-PCS), International Classification of Diseases for Oncology, 3rd Edition (ICD-O-3) for Cancer Registry activities, Current Procedural Terminology (CPT), and Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5).
Prerequisites: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.

HR225 **Health Record Coding Practicum** **1.00 credits**

Supervised learning experience designed to give students clinical experience in inpatient and ambulatory coding.
Prerequisites: Departmental Consent.

HR228 **Statistics and Analytics** **2.00 credits**

Principles of data evaluation and analytics specific to the field of Health Information Management.
Prerequisites: HR214 Health Statistics, and IS104 Microcomputer Applications.

HR229 **Healthcare Leadership** **3.00 credits**

Management principles from a healthcare viewpoint, presenting a foundation and path for sound management practice and decision-making for professionals in current healthcare environment.

HR260 **Cancer Registry Structure and Management** **3.00 credits**

Emphasize the purpose of cancer registration, cancer data collection, registry management, and ethics.

HR261 **Cancer Registry Operations** **3.00 credits**

Overview of the systematic processes used in the daily operations of a cancer registry.

HR262 **Cancer Disease, Coding, and Staging** **4.00 credits**

Study of the development and spread of the many types of cancer, classifying tumors, utilizing globally recognized codes, and instruction on refernces used to assign codes for topography, morphology, and extent of disease.

HR263 **Oncology Treatment and Coding** **3.00 credits**

Overview of oncology treatment and coding including nomenclature and classification systems.

HR264 **Follow-Up, Data Quality, and Utilization** **3.00 credits**

Cancer patient follow-up methodology and processes used to obtain follow-up cancer information regarding disease status, recurrence information, subsequent treatment, and development of subsequent primary cancers.

HR265 **Abstracting Methods** **3.00 credits**

Overview of principles and application of cancer registry with practice abstracting the major primary sites, defining abstract areas, assigning information appropriately within the abstract, identifying reports containing specific information for abstracting, and reviewing current software applications used in cancer registry management.

HR266 **Multiple Primary and Histology & Hematopoietics** **3.00 credits**

General and site-specific coding rules for determining the number of primary diagnoses in the presence of multiple tumors and/or histologic types including rules governing the abstracting and coding of hematopoietic and lymphoid neoplasms.

HR267 **Cancer Registry Clinical Practicum** **4.00 credits**

Supervised hands-on learning experience in cancer registry organization and operations with credentialed cancer registry management practitioners in an approved facility. Emphasizing independent action, practicing professionalism, and applying cancer information management theory to cancer registry practices and standards. Performing all facets of coding and abstracting of cancer data, data collection, follow-up processes, and quality assurance activities.
Prerequisites: Departmental Consent.

History

HI101 **American History 1492-1865** **3.00 credits**
COURSE TRANSFER

Economic, political, social and intellectual development of the United States to the end of the Civil War with emphasis on development and decline of slavery, political parties, Indian policy, international relations and individuals responsible for the policies.

HI101H **Honors American History 1492-1865** **3.00 credits**
COURSE TRANSFER

Economic, political, social and intellectual development of the United States to the end of the Civil War with emphasis on development and decline of slavery, political parties, Indian policy, international relations and individuals responsible for the policies.

HI102 **American History 1865-Present** **3.00 credits**
COURSE TRANSFER

Economic, political, social and intellectual development of the United States from the Civil War to the present with emphasis on growth of democracy, free enterprise system, welfare programs, civil rights, needs and contributions of minority groups, foreign policy and national defense.

HI102H **Honors Amer. History 1865-Present** **3.00 credits**

COURSE TRANSFER

Economic, political, social and intellectual development of the United States from the Civil War to the present with emphasis on growth of democracy, free enterprise system, welfare programs, civil rights, needs and contributions of minority groups,foreign policy and national defense.

HI103 **World History to 1600** **3.00 credits**

COURSE TRANSFER

History of the world from its origins to the 17th century.

HI104 **World History Since 1600** **3.00 credits**

COURSE TRANSFER

History of the world from the 17th century to the present.

HI112 **Western Civilization to 1500** **3.00 credits**

Explore the "Rise of the West" and discover the origins of Western Civilization from it's beginning to the 15th century. Emphasis will be placed on major developments in politics, society, warfare, religion, economics, and cultures of ancient Greece and Rome, the Middle Ages, and the Renaissance.

HI113 **Western Civilization 1500-Present** **3.00 credits**

Explore the birth of the "Modern Age" of Western Civilization from 1500 to present. Emphasis will be placed on major developments in politics, society, warfare, religion, economics, and culture specific to the Age of Exploration, the Reformation, the French Revolution and Napoleon, the Rise of Nation States, the two World Wars, and the Cold War.

HI122 **Film History of World War II** **3.00 credits**

Analysis of the causes and a depiction of the major events of World War II, through viewing major Hollywood films.

HI122L **Film History of World War II Lab** **0.00 credits**

Lab portion of HI122 Film History of World War II.

HI201 **Topics in History** **3.00 credits**

Exploration of the historical dimension of a particular topic, period, or theme in history.

Honors Courses

AR101H **Honors Art Appreciation** **3.00 credits**

COURSE TRANSFER

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

BI101H **Honors General Biology** **4.00 credits**

COURSE TRANSFER

Basic biological principles and their relationship to humans. General education course for non-science majors. Not open to students with credit in any other college biology course except with department recommendation. This course is not recommended for individuals with an interest in majoring in science. Lecture and lab.

BI105H **Honors Biology II** **5.00 credits**

COURSE TRANSFER

Continuation of BI104 Biology I; classification, evolutionary relationships, ecological interactions of organisms, and comparative organ systems. Lecture and lab. *Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.*

BU101H **Honors Accounting I** **3.00 credits**

COURSE TRANSFER

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU102H **Honors Accounting II** **3.00 credits**

COURSE TRANSFER

Continuation of BU101 Accounting I; principles and problems of business, including partnership, corporations, manufacturing and department cost accounting; financial statement analysis studied from the managerial viewpoint.
Prerequisites: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU201H **Honors Managerial Accounting** **3.00 credits**

COURSE TRANSFER

Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm"s activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management.
Prerequisites: BU102 with a C or higher or BA102 with a C or higher.

CH201H **Honors Organic Chemistry I** **5.00 credits**

First of a two-semester sequence of an in-depth study of organic chemistry with emphasis on reaction mechanisms, organic reactions, and synthesis with laboratory focusing on the preparation, purification and analysis of organic products through the use of modern laboratory apparatus and instrumentation. For students whose undergraduate program requires two semesters of organic chemistry. Lecture and lab.
Prerequisites: CH106 Chemistry II, or CH111H Honors Principles of Chemistry II.

EC100H **Honors Macroeconomics** **3.00 credits**

COURSE TRANSFER

Basic facts, principles and problems of economics: determination of supply, demand and price level; the monetary and banking system, inflation and growth; the stock market and principles of economic development; other economic systems.

EC101H **Honors Microeconomics** **3.00 credits**

COURSE TRANSFER

An introduction to price and distribution analysis; the determination of wages, rent, interest and profit; theory of the firm; monopoly and government regulation; international economic relations.

ED105H **Honors Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED125H **Honors College Seminar** **1.00 credits**

Exploration of a complex topic or problem in a seminar setting.

ED201H **Honors Introduction to Education** **3.00 credits**

COURSE TRANSFER

Examination of professional education for students considering a career in teaching including diversity, curriculum, effective teaching practices, history and philosophy of education, legal and ethical issues, governance and finance issues.
Prerequisites: a GPA of 2.5 or higher.

ED218H **Honors Directed Studies** **1.00 credits**

Directed study in specialized areas of study under the supervision of a faculty mentor.

ED219H **Honors Directed Studies** **2.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

ED220H **Honors Directed Studies** **3.00 credits**

Directed study in a specialized area under the supervision of a faculty mentor.

EN101H **Honors English Composition IA** **3.00 credits**

COURSE TRANSFER

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings

for models and criticism are used.
Prerequisites: HS GPA over 3.0, or Accuplacer NG Writing Score of 255 or Above, or ACT English Score of 20 or above.

EN102H **Honors English Composition II** **3.00 credits**

COURSE TRANSFER

Development of critical reading and writing skills, through the exploration of literary texts in thematic units, with additional emphasis on research and persuasive writing.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN101H English Comp IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN120H **Children's Literature** **3.00 credits**

Reading and evaluating books for children as well as student participation in story telling. Attention to illustrators. Course does not satisfy general education English requirements of four-year colleges and does not meet the English or humanities requirement for graduation.

EN202H **Honors British Literature I** **3.00 credits**

Outstanding works of British literature from the Anglo-Saxon period to the end of the eighteenth century.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN203H **Honors British Literature II** **3.00 credits**

Outstanding works of British literature, from the end of the eighteenth century through the present, with attention to the periods of British literary history. The honors experience is provided through an honors contract.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN204H **Honors American Literature I** **3.00 credits**

COURSE TRANSFER

Representative works of major American writers from the beginning to 1865. The honors experience is provided through an honors contract.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN205H **Honors American Literature II** **3.00 credits**

COURSE TRANSFER

Representative works of major American writers from 1865 to the present. The honors experience is provided through an honors contract.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN214H **Honors Intro to Cultural Studies: Fairy Tales** **3.00 credits**

Introduction to the field of cultural studies through the close analysis of classic fairy tales using both film and theoretical approaches to enhance students critical thinking skills as they examine both written and visual texts.
Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN215H **Honors Medieval Literature in Contemporary Society** **3.00 credits**

Medieval Literature in Contemporary Society allows for students to gain a greater grasp of critically reading and analyzing both written and visual texts through the examination of major medieval literary texts and their contemporary adaptations. These skills gained will better prepare the students for deeper thinking both inside and outside the classroom.
Prerequisites: EN100 or EN101 or EN103 with a grade of C or higher.

EN220H **Honors Poetry Writing** **3.00 credits**

Continued practice in poetry writing with emphasis on technique.
Prerequisites: EN128 Introduction to Creative Writing.

FM105H **Honors Farm Management** **3.00 credits**

Basic concepts for successfully managing a farm including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor.

GO110H **Honors Introduction to Political Science** **3.00 credits**

COURSE TRANSFER

Introduction to politics, political systems, and governmental processes. Overview of political thought, ideologies, participation, and behavior. Exploration of sub-fields in political science and careers in politics.

HE202H **Honors Nutrition** **3.00 credits**

COURSE TRANSFER

Nutrition requirements of a person during the successive stages of development with emphasis on nutrients, their availability in foods and factors affecting utilization.

HI101H **Honors American History 1492-1865** **3.00 credits**

COURSE TRANSFER

Economic, political, social and intellectual development of the United States to the end of the Civil War with emphasis on development and decline of slavery, political parties, Indian policy, international relations and individuals responsible for the policies.

HI102H **Honors Amer. History 1865-Present** **3.00 credits**

COURSE TRANSFER

Economic, political, social and intellectual development of the United States from the Civil War to the present with emphasis on growth of democracy, free enterprise system, welfare programs, civil rights, needs and contributions of minority groups,foreign policy and national defense.

MA108H **Honors Elements of Statistics** **3.00 credits**

COURSE TRANSFER

Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications.
Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA112H **Honors Analytical Geometry and Calculus I** **5.00 credits**

Two-dimensional analytical geometry, limits, continuity, differentiation and integration with applications, trigonometric functions.
Prerequisites: MA107 Plane Trigonometry with a grade of C or higher, or ACT Math Score of 25 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA112L **Honors Analytical Geometry and Calculus I Lab** **0.00 credits**

This is the lab portion of MA112H

MA114H **Honors Analytical Geometry and Calculus II** **5.00 credits**

Continuation of MA111 or MA112H Analytical Geometry and Calculus I; methods of integration, exponential, logarithmic, inverse trigonometric, and hyperbolic functions, infinite series.
Prerequisites: MA111 or MA112H with a grade of C or better.

MA114L **Honors Analytical Geometry and Calculus II Lab** **0.00 credits**

This is the lab portion of MA114H

MA202H **Honors Analytical Geometry and Calculus III** **5.00 credits**

Continuation of MA113 or MA114H Analytical Geometry and Calculus II; partial differentiation and multiple integrals with applications, vector analysis with applications, solid Analytic Geometry and Linear Algebra.
Prerequisites: MA113 or MA114H with a grade of C or better.

MA202L **Honors Analytical Geometry and Calculus III Lab** **0.00 credits**

This is the lab portion of MA202H

MU101H **Honors Music Appreciation** **3.00 credits**

COURSE TRANSFER

Elements of musical understanding and the study of representative compositions.

MU148 **Vocal Jazz/Sonance I** **1.00 credits**

Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward

assimilation and performance of styles presented.

PE101H **Honors Introduction to Physical Education** **3.00 credits**

Principles, objectives, methods and materials of physical education with an emphasis on its history.

PE105H **Honors Personal and Community Health** **3.00 credits**

COURSE TRANSFER

Knowledge of body functions, body care, diseases and their prevention and body abuse.

PL101H **Honors Introduction to Philosophy** **3.00 credits**

COURSE TRANSFER

A survey of the main areas of philosophy, including ethics, epistemology, aesthetics, political philosophy, philosophy of religion, Eastern philosophies, and introduction to philosophical methods. Evaluation of philosophical problems, concepts, and arguments, including the problem of free will, meaning in life, and the mind/body problem. Construction and critical analysis of philosophical arguments in written form.

PL104H **Honors Ethics** **3.00 credits**

COURSE TRANSFER

The dynamics of moral decision-making with consideration of major ethical systems and their philosophical foundations.

PS100H **Honors General Psychology** **3.00 credits**

COURSE TRANSFER

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

PS102H **Honors Human Growth and Development** **3.00 credits**

COURSE TRANSFER

A survey of the theories of and current research into the psychological development of individuals from birth to death focusing on the progressive changes experienced in the physical, cognitive and social-emotional domains of life.
Prerequisites: PS100 General Psychology.

PY102H **Honors Weather and Climate** **3.00 credits**

Principles of weather, stressing the structure and composition of the atmosphere, the methods of perception and analysis of severe weather, as well as the use and understanding of meteorological instruments.

PY103H **Honors Physical Geology** **3.00 credits**

COURSE TRANSFER

The earth''s structural and dynamic features, materials of the earth, processes and a brief history of the earth.

PY110H **Honors Physical Science** **5.00 credits**

COURSE TRANSFER

An introductory course in physics and chemistry, with applications to geology, climatology, oceanography, and astronomy. Lecture and lab.

PY201H **Honors Engineering Physics I** **5.00 credits**

COURSE TRANSFER

Prerequisites: MA111 Analytical Geometry & Calculus I, or MA112H Honors Analytical Geometry & Calculus.

SH101H **Honors Public Speaking** **3.00 credits**

COURSE TRANSFER

Principles and practices of oral communication that will help the student develop skills in communication and acquire an understanding of oral communication as a vital human skill and activity.

SO100H **Honors Fundamentals of Sociology** **3.00 credits**

COURSE TRANSFER

Development and interaction of the individual in society with consideration of the culture, structures, functions of societies, social groups and institutions with emphasis on social interaction and its relation to personality and human action.

SO101H **Honors Marriage and Family** **3.00 credits**

COURSE TRANSFER

Practical approach to mate selection, courtship and the adjustments of marriage and development of attitudes necessary for building a happy marriage.

SO111H **Honors Cultural Anthropology** **3.00 credits**

COURSE TRANSFER

Anthropological approach to the study of past and present human societies.

TH115H **Honors Theatre Appreciation** **3.00 credits**

A study of the background of the theatre including, but not limited to, a historical overview of the theatre, selected play script readings from historical periods, surveys of playwrights and their times and critical analyses of play scripts read.

Journalism

JL101 **Introduction to Mass Communications** **3.00 credits**

COURSE TRANSFER

Introduction to various mass media (e.g., newspapers, radio, television, motion pictures, internet), their roles, and interrelationship in society.

JL101H **Honors Introduction to Mass Communications** **3.00 credits**

COURSE TRANSFER

JL102 **Multimedia Writing** **3.00 credits**

Reporting techniques with emphasis on basic principles of journalistic writing; a history of journalism and overview of reporting, writing, editing, and using journalistic style for various media, including print, broadcast and digital.

JL104 **Publications Lab I** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL105 **Publications Lab II** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL110 **Multimedia Editing** **3.00 credits**

Edit copy and digital media, write headlines and cutlines while applying Associated press Style guidelines to both print and digital publications.

JL201 **Newspaper Production I** **3.00 credits**

Production of the college newspaper. Writing, copy preparation, editing, advertising, page design, and distribution through digital reporting and story enhancements including placing copy, photos, podcasts, and videos on the newspaper web site and social media.

JL202 **Newspaper Production II** **3.00 credits**

Production of the college newspaper. Includes planning individual schedules for production, writing, copy preparation, editing, advertising, distribution, and page design. Digital reporting and story enhancements include creating and uploading copy, photos, podcasts, and video on the newspaper website and The Collegian social media.

JL203 **Publications Lab III** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL204 **Publications Lab IV** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL205 **Introduction to Magazine Production** **2.00 credits**

An introduction to the principles of magazine production, including layout design, copy writing, ad design and computer typesetting and graphics in the production of Issue 1 and planning of Issue 2 of the Dragon's Tale magazine. Training for students interested in producing in-house magazines for businesses. Four hours laboratory and lecture.

JL206 **Magazine Production and Planning** **2.00 credits**

Continuation of JL205. Application of the principles of magazine production in the completion of Issue 2.

JL210 **Publication Manager I** **1.00 credits**

Serve as a student editor or ad manager with advanced techniques for successful publication of college newspaper or magazine.

JL211 **Publication Manager II** **1.00 credits**

Serve as a student editor or ad manager with advanced techniques for successful publication of the college newspaper or magazine.

JL220 **Journalism & Visual Media Internship I** **2.00 credits**

Beginning work experience through a partnership with industry from journalism and/or visual media design fields.

JL221 **Journalism & Visual Media Internship II** **2.00 credits**

Intermediate work experience through a partnership with industry from journalism and/or visual media design fields.
Prerequisites: JL220 Journalism & Visual Media Internship I.

JL222 **Journalism & Visual Media Internship III** **2.00 credits**

Advanced work experience through a partnership with industry from journalism and/or visual media design fields.
Prerequisites: JL221 Journalism & Visual Media Internship II.

JP110 **Basic Photography** **3.00 credits**

Introduction to photographic principles through the use of digital cameras and equipment. Practice assignments in exposure, composition and post processing of photographic files.

JP113 **Advanced Photography** **3.00 credits**

Advanced work in the use of both manual and computer-assisted camera modes to incorporate various lighting situations. An introduction and application of studio portrait, live action, and nature photography.
Prerequisites: JP110 Basic Photography with grade of C or better.

JP118 **Introduction to Digital Imagery--Photoshop** **3.00 credits**

Explore fundamental techniques and use of basic tools in Adobe Photoshop. Acquire, enhance, and manipulate images for use in print or digital media.

JP119 **Advanced Digital Imagery--Photoshop** **3.00 credits**

Techniques in digital imagery using Adobe Photoshop to manipulate images for print and digital media while expanding the use of tools within the software program.
Prerequisites: AR134 Introduction to Digital Imagery, or JP118 Introduction to Digital Imagery.

JP216 **Studio Portrait Photography** **3.00 credits**

An introduction to studio portrait photography and the use of studio lighting equipment. The course includes at least one field trip to a professional photography studio to observe a portrait session.

JP216L **Studio Portrait Photography Lab** **0.00 credits**

Laboratory portion of JP216 Studio Portrait Photography.

Legal Assistant (Paralegal)

LA114 **Paralegal Internship** **3.00 credits**

On the job experiences under the supervision of the program coordinator. A laboratory class held at selected training locations with the approval of the program coordinator.

LA130 **Law and the Legal Assistant** **3.00 credits**

Emphasis on role of paralegals in the practice of law, including types of paralegals, education and licensure employment requirements, professional ethics standards, practice of law authorization, and work tasks such as preparation and use of legal briefs, memorandums, and documents used in a law office.

LA131 **Litigation** **3.00 credits**

Preparation and use of pleadings and other documents involved in the trial of a civil or criminal case with emphasis on the practice aspects associated with the trial.

LA132 **Elder Law** **3.00 credits**

Legal aspects of aging including wills, guardianships, health care, financial and estate planning, taxation, housing, social security, elder abuses and other legal matters affecting the elderly and persons with special legal needs.

LA134 **Family Law** **3.00 credits**

Role of lawyers and legal assistants as counselors with an emphasis on the general legal concepts associated with premarital agreements, marriage, annulment, separation agreements, divorce, child custody, child support, the legal rights of women and children, paternity, adoption, surrogacy and applicable torts.

LA135 **Wills, Estates, and Trusts** **3.00 credits**

Law of intestate successions, wills, trusts and future interests, with emphasis on the administration of estates under Kansas Law, including preparation of wills, trust instruments and other documents related to the probate process.

LA136 **Legal Ethics** **3.00 credits**

Overview of rules and laws governing ethical legal obligations oriented to paralegals and professional paralegal practices. Topics include confidentiality, conflicts of interests, attorney-client and work product privilege, authorized practice of law, interviewing, investigations, records collection and communication skills.

LA150 **Employment Law** **3.00 credits**

Overview of the history of labor laws and employment law oriented to paralegals. Topics include the Civil Rights of 1964, race, sex, age, disability and religious discrimination.

LA230 **E-discovery and Litigation** **3.00 credits**

Overview of evidence and E-discovery practice, the electronic courthouse, and the presentation of electronic documents in trial.

LA231 **Introduction to Legal Research and Writing** **3.00 credits**

Introduction to legal research and writing, overview of the law and how to research, simple legal research problems in case law and statutory exercises, citation form, appropriate research instruments including Westlaw and Shepard"s Citations.

LA234 **Administrative Law** **3.00 credits**

Constitutional, legal, and administrative principles that regulate activities of administrative agencies at state and federal levels.

LA235 **Personal Injury and Civil Wrongs** **3.00 credits**

Personal injury law, including review of intentional torts (e.g., assault, battery, false imprisonment), negligence and strict liability (e.g., products liability) and other tortuous conduct.

LA238 **Real Estate Law** **3.00 credits**

Property rights and interests in land including estates in land; the landlord-tenant relationship; real estate transactions (deeds, contracts, leases, mortgages and title practice); private and governmental control of land use through easements,covenants, nuisance law, zoning and eminent domain.

LA239 **Bankruptcy Law** **3.00 credits**

Fundamental principles and applications of debtor/creditor law, including debt collection, creditor rights and collective creditor actions drawn from Bankruptcy Reform Act of 1978.

LA240 **Immigration Law** **3.00 credits**

Role of the paralegal in assisting lawyers with policies, procedures, and practices from the Department of Homeland Security and its agencies: U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, and U.S. Customs and Border Protection.

LA241 **Interviews and Investigations** **3.00 credits**

Overview of skills needed to prepare for and conduct a professional interview in the legal field and a foundation for professional and ethical investigations. Formulating a plan and how to conduct and carry out the interview in the area of civil litigation.

LA246 **Advanced Legal Research and Writing** **3.00 credits**

Complex legal research problems using case law, statuatory law, and Shepard"s Citations; appropriate research tools for preparing legal research and writing projects, including preparation of legal memoranda related to legal research projects.

LA247 **Intellectual Property** **3.00 credits**

Overview of intellectual property law, including trademarks, copyrights, patents, and trade secrets.

Machine Technology

MC101 **Introduction to Machine Technology** **3.00 credits**

Basic machine tool concepts including theory and practice of machinery techniques.

MC104 **Machine Technology Math** **2.00 credits**

Mathematical functions used in a machine technology shop. Emphasis placed on decimal places/values, fractions, tolerance/limits using measurement tools, micrometers, and dial indicators.

MC106 **Basic Manufacturing Skills** **8.00 credits**

Applied skills required for success as an entry level manufacturing employee including basic safety, measurement, blueprint reading, quality control and manufacturing processes, communication skills, work ethics and employability skills.

MC110 **Bench Work** **1.00 credits**

Learn and practice benchwork skills such as filing, drilling, tapping, deburring and layout for projects. Practical experience in the use of various hand tools by producing basic benchwork projects. Topics will include safety, print reading, job planning, and quality control.

MC111 **Print Reading** **3.00 credits**

Identify basic lines, views and abbreviations used in blue prints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, interpret GDT symbols, frames and

datums.

MC112 Quality Control and Inspection 1.00 credits

Science of dimensional metrology and its applications to ensure form and function of machined parts and assemblies using semi-precision and precision measuring instruments.

MC113 Metallurgy 1.00 credits

Behavior and service of metals in industry. Characteristics during heating, cooling, shaping, forming, and the stress related to their mechanical properties. Theory behind allows, heat treatment processes, and wear resistance.
Prerequisites: MC110 BenchWork with a Grade of C or higher, and MC115 Machining I with a Grade of C or higher.

MC114 Machine Tool Processes 1.00 credits

Conduct a job hazard analysis for a machine tool group, analyze blueprints to layout parts and materials, select hand tools and common machine shop mechanical hardware for specific applications, prescribe cutting tools for assigned operations, calculate stock size to minimize drop, machine parts to specifications outlined in machine handbooks, summarize preparations for machining operations, and apply precautions to minimize hazards for work with lathes, mills, drills and grinders.

MC115 Machining I 3.00 credits

Conduct job hazard analysis for conventional mills and lathes, develop math skills for machine tool operations, perform preventive maintenance and housekeeping on conventional mills and lathes, select work holding devices for mills, lathes and other machine tools, calculate feeds and speeds, remove material using milling and turning processes, align milling head, use a vertical mill to center drill, drill and ream holes, change tools and tool holders on milling machines, and maintain saws and grinders.

MC116 Machining II 3.00 credits

Continuation of MC115 Machining I. Basic trigonmetric functions and other procedures such as I.D. boring and facing operations; planning a sequence for machining operations; aligning work pieces; using work holding devices, jigs, and fixtures; performing threading operations on lathes; machining keyways on a vertical mill; inspecting and dressing grinding wheels; performing O.D. & I.D. threading and tapering operations; machining parts using milling cutters and milling machines; and tapping holes on a vertical mill.
Prerequisites: MC110 BenchWork with a Grade of C or higher, and MC115 Machining I with a Grade of C or higher.

MC117 CNC Operations 3.00 credits

History of Numerical Control (NC) and Computer Numerical Control (CNC) machines. Introduction to CNC machine used in the precision and machining trades. Practical experience in the application of "G" codes and "M" codes, writing CNC machine programs, and machine setup and operation.
Prerequisites: MC115 Machining I with a Grade of C or higher, or Departmental Consent.

MC118 Safety (OSHA) 1.00 credits

Safety procedures in manufacturing, emphasizing compliance with OSHA regulations.

MC201 Machining Fundamentals III 2.00 credits

Tool grinding techniques, tracer control systems, electrical discharge machining and numerical control.

MC202 Inspection and Quality Control 3.00 credits

Theory of operation, use and care of precision measuring instruments including high amplification comparators and pneumatic measuring; calibration of measuring instruments; optical measuring methods and their application to quality control systems.

MC204 Machine Practices I 3.00 credits

Review problems and create projects related to the experimental manufacturing area with emphasis on production planning, quality control, and inspection techniques.
Prerequisites: Departmental Consent.

MC205 Machine Practices II 3.00 credits

Continuation of MC204 Machine Practices I, with emphasis on CNC applications. Complex problems and projects found in the experimental/customized manufacturing area.
Prerequisites: Departmental Consent, or MC204 Machine Practices I w/Grade of C or higher.

MC206 **CNC Operations-Advanced** **3.00 credits**

Continuation of MC117 CNC Operations. Application of program skills previously learned to independently operate CNC equipment to create a variety of machined parts.
Prerequisites: MC117 CNC Operations.

Manufacturing Engineering Tech

ME106 **Industrial Fluid Power** **3.00 credits**

Theory of hydraulic and small pneumatic components; function of cylinders, valves, pumps and hydraulic motors and their interrelationship in power application; controls for these systems.

ME107 **Manufacturing Management** **3.00 credits**

Job evaluation, time and motion studies, standards and interrelationship with emphasis on production lines, systems, product liability, manpower planning, cost control, inspection and inventories.

ME108 **Occupational Safety** **2.00 credits**

Types of safety in relation to various occupations and positive approaches toward safety practices; review of aspects of the OSHA regulations as developed and enforced by the Occupational Safety and Health Administration (OSHA).

ME110 **Fundamentals of Motor Controls** **3.00 credits**

Principles and operations of motor controls with emphasis on maintenance, operation, and utilization.
Prerequisites: AE100 AC/DC Circuits.

ME112 **Heating System Fundamentals** **3.00 credits**

Electrical controls, their connections and their actions when AC is applied; study electrical principles and practices required of service technicians in refrigeration, heating, air conditioning, and appliance repair in commercial and industrial fields.

ME113 **Electrical Fundamentals** **4.00 credits**

Introduction to electrical and electronic theory and their applications to alternating and direct current circuits for beginning students with no formal experience in electricity or electronics.

ME114 **Renewable Energy Technology** **3.00 credits**

Fundamentals of renewable energy systems, including wind, solar, geo-thermal, biomass, and hydropower, including the economic and environmental costs and benefits.

ME115 **HVAC Fundamentals** **4.00 credits**

Introduction to the fundamentals of heating and air-conditioning in residential applications including system design and troubleshooting.

ME116 **Commercial Refrigeration** **4.00 credits**

Introduction to refrigeration systems used for commercial applications.

ME117 **Commercial Heating and Air Conditioning** **4.00 credits**

Heating and air conditioning in commercial applications including system design and troubleshooting.
Prerequisites: ME115 HVAC Fundamentals, and EE203 Instruments & Measurements, or ME116 Commercial Refrigeration.

ME118 **Renewable Energy Technology Systems Analysis** **4.00 credits**

Analyze small geothermal, solar and wind energy technologies for maximum efficiency and economy. Research related construction and installation codes and regulations. Identify installation considerations and methods. Troubleshoot and repair systems.
Prerequisites: ME114 Renewable Energy Technology, and AE155 Electrical Maintenance, and ME115 HVAC Fundamentals.

ME119 **Solar PV Fundamentals** **3.00 credits**

Essentials of solar power systems and components, design and installation, production and maintenance with consideration of safety and codes for wiring, grounding, and construction.

ME122 **Solar PV Intermediate** **3.00 credits**

Intermediate principles of solar energy, a more in-depth study of inverters, residential and commercial, electrical wiring, array mounting, grounding NEC code, and calculation of system production.
Prerequisites: ME119 Solar PV Fundamentals.

ME124 **Renewable Energy Technology Maintenance** **4.00 credits**

Principles of small renewable energy installation, troubleshooting, and repair; following manufacturer warranties, local codes and national standards to install renewable energy systems; collecting and analyzing data necessary to troubleshoot and repair renewable energy systems.
Prerequisites: ME114 Renewable Energy Technology, and AE155 Electrical Maintenance, and ME115 HVAC Fundamentals.

ME125 **Engineering Technology Internship** **3.00 credits**

On-the-job training offered in conjunction with Manufacturing Engineering Technology and Electronic Engineering Technology degree and certificate programs.

ME129 **Mechanical Maintenance Skills** **3.00 credits**

Basic mechanical skills required for the installation, maintenance and troubleshooting of mechanical industrial equipment as well as preventive maintenance techniques.

ME131 **EPA 608** **1.00 credits**

Preparation and testing for Environmental Protection Agency (EPA) certification in safe refrigerant handling procedures.

ME132 **HVAC Load Calculations** **1.00 credits**

Preparation for licensing in evaluating structures to determine heating and cooling requirements.

ME133 **HVAC Duct Sizing** **1.00 credits**

Preparation for licensing in evaluating structures to determine duct sizing for heating and cooling systems.

ME134 **HVAC Code Requirements** **1.00 credits**

Preparation for licensing in current common code requirements and issues impacting mechanical contractors.

ME135 **Industrial Seminar** **1.00 credits**

Industrial technology pertaining to the manufacturing engineering, heating, ventilation and air conditioning or electronic engineering technology fields.

ME136 **Solar PV Advanced** **3.00 credits**

Principles of multimode inverters, charge controllers, and generators tied to stand-alone or grid-tied battery systems.
Prerequisites: ME119 Solar PV Fundamentals, and ME141 Solar Battery Fundamentals, and ME122 Solar PV Intermediate.

ME140 **Low Pressure Boilers** **3.00 credits**

Introduction to safe and efficient operation of low pressure boilers and related equipment.

ME141 **Solar Battery Fundamentals** **3.00 credits**

Essentials of battery systems, battery types, and components, design and installation, maintenance with emphasis on safety and grounding.
Prerequisites: ME119 Solar PV Fundamentals.

ME142 **Solar Battery Intermediate** **3.00 credits**

Examination of charge controllers, battery maintenance, sizing, and generators for stand-alone and DC-only systems.
Prerequisites: ME119 Solar PV Fundamentals, and ME141 Solar Battery Fundamentals, and ME122 Solar PV Intermediate.

Mathematics

MA098 **Basic Algebra** **4.00 credits**

Topics from the first course in algebra including rational numbers, polynomials, rational expressions and solving equations for rational roots.

MA105 **Intermediate Algebra** **3.00 credits**
COURSE TRANSFER

Elementary algebra including exponents, radicals, quadratic formula, systems of equations, graphing and other topics preparatory to MA106 College Algebra.
Prerequisites: HS GPA over 2.5, or MA098 Basic Algebra with a grade of C or higher, or Accuplacer NG QuantReason, Alg, Stats Score 250 to 262.

MA106 **College Algebra** **3.00 credits**
COURSE TRANSFER

Theory of equations, functions, inverse functions, complex numbers, determinants and matrices.
Prerequisites: HS GPA over 3.5, or MA105 Intermediate Algebra with a grade of C or higher, or ACT Math Score of 21 or higher, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above.

MA107 **Plane Trigonometry** **3.00 credits**
COURSE TRANSFER

The six trigonometric functions and their inverses with emphasis on basic formulas and identities, solution of right and oblique triangles.
Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36.

MA108 **Elements of Statistics** **3.00 credits**
COURSE TRANSFER

Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications.
Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA108H **Honors Elements of Statistics** **3.00 credits**
COURSE TRANSFER

Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications.
Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA109 **PreCalculus Mathematics** **5.00 credits**

Functions, theory of equations and inequalities, trigonometric functions, exponential and logarithmic functions and other standard topics needed for the beginning study of calculus.
Prerequisites: MA105 Intermediate Algebra with a grade of C or higher, or ACT Math Score of 21 or higher, or Accuplacer Math Score of 81 to 120.

MA110 **Calculus** **3.00 credits**
COURSE TRANSFER

Limits and continuity, elementary differential and integral calculus with applications to business, economics, social science.
Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA111 **Analytical Geometry and Calculus I** **5.00 credits**

COURSE TRANSFER

Two-dimensional analytical geometry, limits, continuity, differentiation and integration with applications, trigonometric functions.
Prerequisites: MA107 Plane Trigonometry with a grade of C or higher, or ACT Math Score of 25 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA111H **Honors Analytical Geometry and Calculus I** **5.00 credits**

COURSE TRANSFER

Two-dimensional analytical geometry, limits, continuity, differentiation and integration with applications, trigonometric functions.
Prerequisites: MA107 Plane Trigonometry with a grade of C or higher, or ACT Math Score of 25 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA112H **Honors Analytical Geometry and Calculus I** **5.00 credits**

Two-dimensional analytical geometry, limits, continuity, differentiation and integration with applications, trigonometric functions.
Prerequisites: MA107 Plane Trigonometry with a grade of C or higher, or ACT Math Score of 25 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA112L **Honors Analytical Geometry and Calculus I Lab** **0.00 credits**

This is the lab portion of MA112H

MA113 **Analytical Geometry and Calculus II** **5.00 credits**

Continuation of MA111 Analytical Geometry and Calculus I; methods of integration, exponential, logarithmic, inverse trigonometric, and hyperbolic functions, infinite series.
Prerequisites: MA111 with a grade of C or higher.

MA114H **Honors Analytical Geometry and Calculus II** **5.00 credits**

Continuation of MA111 or MA112H Analytical Geometry and Calculus I; methods of integration, exponential, logarithmic, inverse trigonometric, and hyperbolic functions, infinite series.
Prerequisites: MA111 or MA112H with a grade of C or better.

MA114L **Honors Analytical Geometry and Calculus II Lab** **0.00 credits**

This is the lab portion of MA114H

MA115 **Integration Techniques** **1.00 credits**

Techniques in integration, including by parts, tables, inverse trig, trig substitution, and improper integrals. Areas and volumes of revolution including disk and shell methods, arc length, and surfaces of revolution. Application problems involving work, moments, and fluid pressure.
Prerequisites: MA111 or MA112H with a grade of C or better.

MA117 **Contemporary Math** **3.00 credits**

Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism, and Communications.
Prerequisites: HS GPA over 3.5, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or ACT Math Score of 21 or higher.

MA130 **Engineering Graphics** **5.00 credits**

Using CAD hardware and software to solve problems in visualization; fundamentals of orthographic projection; auxiliary view, point view and true length of line segments, edge view and true shape of planes; graphical analysis of points, line and planes; orthographic projection of solids; pictorial and sectional views; creation of 3D models and drawing views.

MA146 **College Algebra with Review** **5.00 credits**

Theory of equations, functions, inverse functions, complex numbers, determinants and matrices. Recommended for students majoring in Pre-Health, Science, Engineering, Architecture, Math, and Business.
Prerequisites: HS GPA of 3.49 or Below, or Accuplacer NG QuantReason, Alg, Stats Score 262 or Below, or ACT Math Score of 20 or Below.

MA147 **Contemporary Math with Review** **5.00 credits**

Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism, and Communications
Prerequisites: HS GPA of 3.49 or Below, or Accuplacer NG QuantReason, Alg, Stats Score 262 or Below, or ACT Math Score of 20 or Below.

MA148 **Elements of Statistics with Review** **5.00 credits**

Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications. Recommended for students majoring in Social Science, Allied Health, Public and Protective Services, and Library and Information Science.
Prerequisites: HS GPA of 3.49 or Below, or Accuplacer NG QuantReason, Alg, Stats Score 262 or Below, or ACT Math Score of 20 or Below.

MA201 **Analytical Geometry and Calculus III** **5.00 credits**

Continuation of MA113 Analytical Geometry and Calculus II; partial differentiation and multiple integrals with applications, vector analysis with applications, solid Analytic Geometry and Linear Algebra.
Prerequisites: MA113 with a grade of C or higher.

MA202H **Honors Analytical Geometry and Calculus III** **5.00 credits**

Continuation of MA113 or MA114H Analytical Geometry and Calculus II; partial differentiation and multiple integrals with applications, vector analysis with applications, solid Analytic Geometry and Linear Algebra.
Prerequisites: MA113 or MA114H with a grade of C or better.

MA202L **Honors Analytical Geometry and Calculus III Lab** **0.00 credits**

This is the lab portion of MA202H

MA206 **Differential Equations** **3.00 credits**

Differential equations of first and second order, linear equations with constant coefficients, applications to geometry and physical science; solving differential equations by infinite series and the method of Laplace transforms.
Prerequisites: MA113 with a grade of C or higher.

MA206H **Honors Differential Equations** **3.00 credits**

Differential equations of first and second order, linear equations with constant coefficients, applications to geometry and physical science; solving differential equations by infinite series and the method of Laplace transforms.
Prerequisites: MA113 with a grade of C or higher.

Media Comm and Production

MP106 **Introduction to Media Technology** **3.00 credits**

Acquaintance with the theory, selection and application of production supplies and equipment used in studio and field audio/video productions, the properties of audio/video recording, and the application of federal regulations governing broadcasting. The historical and theoretical background of the industry and opportunities inside and outside broadcast will also be covered.

MP108 **Live Event Production** **3.00 credits**

Hands-on application of the tools and skills necessary to produce and manage content in the contemporary sports communication environment. Operate in multiple roles of sports/live event media production using technical and professional interpersonal skills needed for planning, scripting, shooting, and reporting on sports and other live events.

MP109 **Audio Production I** **3.00 credits**

Introduction to the fundamentals of audio production focusing on the properties of sound, conversion into electronic signals, mixing, blending and the reproduction of audio; emphasizing the application of audio as both a primary and secondary medium to enhance and compliment video.

MP111 **Audio/Video Scriptwriting** **3.00 credits**

Practice of writing and evaluating scripts for film. Using industry-standard screenplay formatting, developing vivid stories with strong characters, and creating scripts for original or adapted screenplays.

MP112 **Studio and Field Production** **3.00 credits**

In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.

MP113 **Video Editing and Post-Production I** **3.00 credits**

Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing; the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.

MP157 **Introduction to the Media Recording Set** **1.00 credits**

Overview of equipment and software commonly used in various media projects. Workshops will demonstrate real-world scenarios that students will replicate through media projects.
Prerequisites: MP109 Audio Production I.

MP206 **Media Law and Contracts** **3.00 credits**

Overview of law and formation of contracts; Fire Amendment Law; elements of intellectual property law with emphasis in copyright and trademark; and ethics for creative individuals working in a professional marketplace.
Prerequisites: BU109 Business Communication, or EN107 Business English, or EN101 English Composition IA, or EN100 English Comp IB.

MP209 **Audio Production II** **3.00 credits**

Fundamental skills from MP109 Audio Production I, through various studio and field projects. Working in studio settings and utilizing field recording kits, students will produce a variety of audio tracks for processing within DAW software.
Prerequisites: MP109 Audio Production I.

MP212 **Video Editing and Post-Production II** **3.00 credits**

Application of advanced editing and post-production skills to the editing process; extending base skills from MP113 Video Editing and Post-Production I; working individually and in teams creating convergent media projects; increasing skills in color correction and video stabilization; overseeing Assistant Editors and offering guidance for client videos; further establishment of a personal portfolio; interaction with area post production facilities and professionals.
Prerequisites: MP113 Video Editing and Post Production I, or TC113 Video Editing & Post Production I.

MP213 **Advanced Production Techniques** **3.00 credits**

The advanced application and design of video productions for field locations or studio shoots; opportunities to build on the knowledge learned in MP112 Studio and Field Production via a variety of assigned production with real industry deadlines, equipment and current industry quality control restrictions; expand usable video portfolio; introduction of new digital production and post-production techniques in the development of multi-media projects.
Prerequisites: MP112 Studio and Field Production.

MP214 **Applied Production Logistics** **3.00 credits**

The advanced application and design of video production for field locations or studio shoots; opportunities to build on the knowledge learned in MP12 Studio and Field Production via a variety of assigned productions. Students will work extensively on projects where they create or acquire scripts, create primary production documents, scout locations, direct casting, create budgets, plan craft services, coordinate crew call sheets, and guide productions into post-production.
Prerequisites: MP112 Studio and Field Production.

MP218 **Media Communication and Production Capstone** **2.00 credits**

Using research skills, video analysis, communication, leadership, time management, and problem solving skills to create industry standard film reel of personal work for assembly into a professional presentation.
Prerequisites: MP213 Advanced Production Techniques, or MP214 Production Management.

MP220 **Media Communication and Production Internship I** **2.00 credits**

A partnership with industry from the Media Communication and Production office designed to provide students with actual on-the-job work experience.

MP221 **Media Communication and Production Internship II** **2.00 credits**

An externship with industry from the Media Communication and Production office designed to provide students with on-the-job work experience.
Prerequisites: MP220 Media Communication and Production Internship I.

MP262 **Digital Cinematography** **3.00 credits**

Interpreting script and using lighting, composition, and movement to create a visual style and tone. Technical lighting fundamentals encompassing exposure, light meters, color, lighting instruments, and molding the light will be explored. Utilize technical tools to create a desired look for projects.
Prerequisites: MP112 Studio and Field Production, and MP213 Advanced Production Techniques, and MP113 Video Editing and Post Production I.

Music

MU101 **Music Appreciation** **3.00 credits**
COURSE TRANSFER

Elements of musical understanding and the study of representative compositions.

MU101H **Honors Music Appreciation** **3.00 credits**
COURSE TRANSFER

Elements of musical understanding and the study of representative compositions.

MU103 **Aural Skills I** **1.00 credits**

Development of listening processes using the aural study of intervals and triads, sight-singing, melodic and harmonic dictation.

MU104 **Aural Skills II** **1.00 credits**

Aural Skills II builds on the knowledge gleaned from Aural Skills I and continues the development of listening processes using the aural study of fundamental intervals and triads, sight-singing, melodic and harmonic dictation.
Prerequisites: MU103 Aural Skills I.

MU106 **Music Theory I** **3.00 credits**
COURSE TRANSFER

Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.

MU107 **Music Theory II** **3.00 credits**
COURSE TRANSFER

Intermediate music principles regarding inversions, transposition, and harmonic analysis.
Prerequisites: MU106 Music Theory I.

MU110 **Class Piano I** **1.00 credits**
COURSE TRANSFER

Development of basic keyboard and musicianship skills, including reading music, fundamental technique, scale and chord playing, harmonization, and transposition.

MU111 **Class Piano II** **1.00 credits**
COURSE TRANSFER

Advanced keyboarding and musicianship while increasing skills in sight reading, chords, harmony and transposing.
Prerequisites: MU110 Class Piano I.

MU112 **Class Piano III** **1.00 credits**

This course is designed to develop keyboard and musicianship skills. Content includes reading music, fundamental technique, scale and chord playing, harmonization, and transposition. The course will enable the student to play more advanced music more competently than the level attained at the end of MU111.
Prerequisites: MU111 Class Piano II.

MU113 **Class Piano IV** **1.00 credits**

The course is designed to develop keyboard and musicianship skills. Content include reading music, fundamental techniques, scale and chord playing, harmonization, and transposition. The course will enable the student to play more advanced music more competently than the level attained at the end of MU112. *Prerequisites: MU112 Class Piano III.*

MU122 **Recital and Concert I** **1.00 credits**

Required attendance at recitals and other performances for all music majors at the request of the music faculty.

MU123 **Recital and Concert II** **1.00 credits**

Required attendance at recitals and other performances for all music majors at the request of the music faculty. Continuation of MU122 Recital and Concert I. *Prerequisites: MU122 Recital and Concert I.*

MU125 **Jazz Improvisation I** **1.00 credits**

Introduction to the art of jazz improvisation by way of listening to improvised solos and learning basic jazz theory.

MU126 **Jazz Improvisation II** **1.00 credits**

Continuation of MU125 Jazz Improvisation I; introduction to the art of jazz improvisation by way of listening to improvised solos and learning basic jazz theory.

MU127 **Introduction To Jazz/Jazz Rock** **3.00 credits**

History of jazz from its beginnings to the present rock styles which utilize jazz, studied through the elements that make up all music, emphasizing the development of jazz and its contribution to American culture.

MU128 **Recital and Concert III** **1.00 credits**

Required attendance at recitals and other performances for all music majors at the request of the music faculty.
Prerequisites: MU123 Recital and Concert II.

MU129 **Recital and Concert IV** **1.00 credits**

Required attendance at recitals and other performances for all music majors at the request of the music faculty. Continuation of MU128 Recital and Concert III. *Prerequisites: MU128 Recital and Concert III.*

MU132 **Symphonic Band I** **1.00 credits**

The HutchCC Symphonic Band performs traditional wind band literature.

MU133 **Concert Choir I** **1.00 credits**

Participation in Concert Choir concentrating on artistic performance of quality choral literature.

MU136 **Dragonnaires** **1.00 credits**

Performance of quality choral literature.

MU137 **Instrumental Ensemble** **1.00 credits**

Performance organization.

MU138 **Jazz Combo I** **1.00 credits**

Performance based instrumental ensemble that showcases students' abilities to improvise both individually and as a group.

MU139 **Concert Jazz Band I** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.

MU144 **Jazz Lab Band I** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.

MU145 **Recreational Piano I** **1.00 credits**

A course in beginning piano for non-music majors whose goal is to learn to read music and apply that skill at the piano.

MU146 **Recreational Piano II** **1.00 credits**

A course in beginning piano for non-music majors whose goal is to learn to read music and apply that skill at the piano. The course will enable the student to play more advanced music more competently than the level attained at the end of MU145.
Prerequisites: MU145 Recreational Piano I.

MU147 **Recreational Piano III** **1.00 credits**

Beginning piano for non-music majors whose goal is to read music and apply that skill at the piano. The course will enable the student to play more advanced music more competently than the level attained at the end of MU146.
Prerequisites: MU146 Recreational Piano II.

MU148 **Vocal Jazz/Sonance I** **1.00 credits**

Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.

MU149 **Vocal Jazz/Sonance II** **1.00 credits**

Continuation of MU148 Vocal Jazz/Sonance I. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.
Prerequisites: MU148 Vocal Jazz/Sonance I.

MU150 **Vocal Jazz/Sonance III** **1.00 credits**

Continuation of MU149 Vocal Jazz/Sonance II. Ensemble performing primarily jazz styles compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.
Prerequisites: MU149 Vocal Jazz/Sonance II.

MU151 **Vocal Jazz/Sonance IV** **1.00 credits**

Continuation of MU150 Vocal Jazz/Sonance III. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.
Prerequisites: MU150 Vocal Jazz/Sonance III.

MU152 **Vocal Jazz/Badinage I** **1.00 credits**

Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.

MU153 **Vocal Jazz/Badinage II** **1.00 credits**

Continuation of MU152 Vocal Jazz/Badinage I. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.
Prerequisites: MU152 Vocal Jazz/Badinage I.

MU154 **Vocal Jazz/Badinage III** **1.00 credits**

Continuation of MU153 Vocal Jazz/Badinage II. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.
Prerequisites: MU153 Vocal Jazz/Badinage II.

MU155 **Vocal Jazz/Badinage IV** **1.00 credits**

Continuation of MU154 Vocal Jazz/Badinage III. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.
Prerequisites: MU154 Vocal Jazz/Badinage III.

MU156 **Recreational Piano IV** **1.00 credits**

Beginning piano for non-music majors whose goal is to read music and apply that skill at the piano. The course will enable the student to play more advanced music more competently that the level attained at the end of MU147.
Prerequisites: MU147 Recreational Piano III.

MU157 **Introduction to the Music Recording Studio** **1.00 credits**

Overview of equipment and software commonly used in professional and home recording studios. Demonstrations and project-based learning will reinforce basic techniques for microphone placement for instruments and amplifiers and plug-ins for music processing.
Prerequisites: MP109 Audio Production I.

MU158 **Pep Band I** **1.00 credits**

Pep band is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.

MU159 **Pep Band II** **1.00 credits**

A continuation of MU158, Pep Band II is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.

MU160 **Music Performance Workshop** **3.00 credits**

Development of a variety of skills, knowledge and technology in the area of music performance.

MU161 **Pep Band III** **1.00 credits**

A continuation of MU159, Pep Band III is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.

MU162 **Pep Band IV** **1.00 credits**

A continuation of MU161, Pep Band IV is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.

MU163 **Symphonic Band II** **1.00 credits**

Continuation of MU132 Symphonic Band I. The HutchCC Symphonic Band performs traditional wind band literature.
Prerequisites: MU132 Symphonic Band I.

MU164 **Symphonic Band III** **1.00 credits**

Continuation of MU163 Symphonic Band II. The HutchCC Symphonic Band performs traditional wind band literature.
Prerequisites: MU163 Symphonic Band II.

MU165 **Symphonic Band IV** **1.00 credits**

Continuation of MU164 Symphonic Band III. The HutchCC Symphonic Band performs traditional wind band literature.
Prerequisites: MU164 Symphonic Band III.

MU166 Concert Choir II 1.00 credits

Continuation of MU133 Concert Choir I. Participation in Concert Choir concentrating on artistic performance of quality choral literature.
Prerequisites: MU133 Concert Choir I.

MU167 Concert Choir III 1.00 credits

Continuation of MU166 Concert Choir II. Participation in Concert Choir concentrating on artistic performance of quality choral literature.
Prerequisites: MU166 Concert Choir II.

MU168 Concert Choir IV 1.00 credits

Continuation of MU167 Concert Choir III. Participation in Concert Choir concentrating on artistic performance of quality choral literature.
Prerequisites: MU167 Concert Choir III.

MU171 Applied Music I-Instrumental 1.00 credits

Applied study with the intent to provide the student with a method to improve Competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU172 Applied Music II-Instrumental 1.00 credits

Continuation of MU171 Applied Music I�Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU173 Applied Music III-Instrumental 1.00 credits

Continuation of MU172 Applied Music II�Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU174 Applied Music IV-Instrumental 1.00 credits

Continuation of MU173 Applied Music III--Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU179 Applied Music I-Voice 1.00 credits

Applied study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU180 Applied Music II-Voice 1.00 credits

Continuation of MU179 Applied Music I--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU181 Applied Music III-Voice 1.00 credits

Continuation of MU180 Applied Music II--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU182 Applied Music IV-Voice 1.00 credits

Continuation of MU181 Applied Music III--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU183 **Concert Jazz Band II** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.
Prerequisites: MU139 Concert Jazz Band I.

MU184 **Concert Jazz Band III** **1.00 credits**

performance based instrumental ensemble that plays big band jazz in all musical styles.
Prerequisites: MU183 Concert Jazz Band II.

MU185 **Concert Jazz Band IV** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.
Prerequisites: MU184 Concert Jazz Band III.

MU186 **Jazz Combo II** **1.00 credits**

Performance based instrumental ensemble that showcases students"" abilities to improvise both individually and as a group.
Prerequisites: MU138 Jazz Combo I.

MU187 **Jazz Combo III** **1.00 credits**

Performance based instrumental ensemble that showcases students"" abilities to improvise both individually and as a group.
Prerequisites: MU186 Jazz Combo II.

MU188 **Jazz Combo IV** **1.00 credits**

Performance based instrumental ensemble that showcases students"" abilities to improvise both individually and as a group.
Prerequisites: MU187 Jazz Combo III.

MU189 **Jazz Lab Band II** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.
Prerequisites: MU144 Jazz Lab Band I.

MU190 **Jazz Lab Band III** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.
Prerequisites: MU189 Jazz Lab Band II.

MU191 **Jazz Lab Band IV** **1.00 credits**

Performance based instrumental ensemble that plays big band jazz in all musical styles.
Prerequisites: MU190 Jazz Lab Band III.

MU202 **Music Technology I** **2.00 credits**

Expansion on the music production skills developed in MU157 Introduction to the Music Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.
Prerequisites: MU106 Music Theory I, and MU157 Introduction to the Music Recording Studio.

MU203 **Aural Skills III** **1.00 credits**

Aural Skills III builds on the knowledge gleaned from Aural Skills II and continues the development of listening processes using the aural study of intermediate intervals and triads, sight-singing, melodic and harmonic dictation.
Prerequisites: MU104 Aural Skills II.

MU204 **Aural Skills IV** **1.00 credits**

Aural Skills IV builds on the knowledge gleaned from Aural Skills III with an emphasis on sight-singing and melodic and harmonic dictation intended to enrich skills attained concurrently in MU207 Music Theory IV.
Prerequisites: MU203 Aural Skills III.

MU206 Music Theory III 3.00 credits

Advanced music principles regarding modes, secondary function, form, and modulation.
Prerequisites: MU107 Music Theory II.

MU207 Music Theory IV 3.00 credits

Advanced music principles regarding advanced scales, advanced harmonies, and 20th Century composition techniques.
Prerequisites: MU206 Music Theory III.

MU208 History of Art Music of the Western World 3.00 credits

Study of the historical progression of and the effect of history on music literature of the western world.

MU210 Class Guitar I 1.00 credits

Students will gain skills in the fundamentals of guitar. Students will learn to develop on essential guitar techniques to chord, accompany, solo, read, arrange, perform, analyze, and create music in a modern style.

MU211 Class Guitar II 1.00 credits

Students will gain skills in the fundamentals of guitar expanding on the techniques and repertoire from Class Guitar I. Students will learn to develop on essential guitar techniques to chord, accompany, solo, read, arrange, perform, analyze, and create music in a modern style.
Prerequisites: MU210 Class Guitar I.

MU212 Class Guitar III 1.00 credits

Students will gain proficient skills in guitar, focusing on individual musicianship and creation. Students will learn to develop on essential guitar techniques to chord, accompany, solo, read, arrange, perform, analyze, and create music in a modern style.
Prerequisites: MU211 Class Guitar II.

MU213 Class Guitar IV 1.00 credits

Students will refine skills in guitar, focusing on cultivating arrangement and creation skills through collaborative musicianship. Students will learn to develop on essential guitar techniques to chord, accompany, solo, read, arrange, perform, analyze, and create music in a modern style.
Prerequisites: MU212 Class Guitar III.

MU226 Jazz Improvisation III 1.00 credits

Continuation of MU126 Jazz Improvisation II with emphasis on advanced chords and scales.

MU227 Jazz Improvisation IV 1.00 credits

Continuation of MU226 Jazz Improvisation III.

MU229 Applied Music V-Voice 1.00 credits

Continuation of MU182 Applied Music IV--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU230 Applied Music VI-Voice 1.00 credits

Continuation of MU229 Applied Music V--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU231 **Applied Music VII-Voice** **1.00 credits**

Continuation of MU230 Applied Music VI--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU232 **Applied Music VIII-Voice** **1.00 credits**

Continuation of MU231 Applied Music VII--Voice for study and development of healthy vocal techniques and performance skills for the singing voice.
Prerequisites: Departmental Consent.

MU233 **Applied Music V-Instrumental** **1.00 credits**

Continuation of MU174 Applied Music IV�Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU234 **Applied Music VI-Instrumental** **1.00 credits**

Continuation of MU233 Applied Music V�Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU235 **Applied Music VII-Instrumental** **1.00 credits**

Continuation of MU234 Applied Music VI�Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU236 **Applied Music VIII-Instrumental** **1.00 credits**

Continuation of MU235 Applied Music VII�Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship.
Prerequisites: Departmental Consent.

MU250 **Music Capstone** **2.00 credits**

Culmination of Associate of Fine Arts. Integration of previous music course material through creation of project and portfolio.

Music or Media Track

MP112 **Studio and Field Production** **3.00 credits**

In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.

MP113 **Video Editing and Post-Production I** **3.00 credits**

Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing; the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.

MP218 **Media Communication and Production Capstone** **2.00 credits**

Using research skills, video analysis, communication, leadership, time management, and problem solving skills to create industry standard film reel of personal work for assembly into a professional presentation.
Prerequisites: MP213 Advanced Production Techniques, or MP214 Production Management.

MP220 **Media Communication and Production Internship I** **2.00 credits**

A partnership with industry from the Media Communication and Production office designed to provide students with actual on-the-job work experience.

MU106 **Music Theory I** **3.00 credits**

COURSE TRANSFER

Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.

MU107 **Music Theory II** **3.00 credits**

COURSE TRANSFER

Intermediate music principles regarding inversions, transposition, and harmonic analysis.
Prerequisites: MU106 Music Theory I.

MU202 **Music Technology I** **2.00 credits**

Expansion on the music production skills developed in MU157 Introduction to the Music Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.
Prerequisites: MU106 Music Theory I, and MU157 Introduction to the Music Recording Studio.

Nursing-ADN

NR103 **LPN Transition to RN** **2.00 credits**

Review of the care of the adult patient utilizing the nursing process to identify physical, physical, psychological, cultural, and spiritual needs and plan care to improve patient outcomes.
Prerequisites: Associate Degree Nursing Acceptance.

NR103L **LPN Transition to RN Practicum** **1.00 credits**

Nursing care related to the management of clients with medical and/or surgical needs. Exposure to the pre-operative, intraoperative, and post-operative care of patients within the acute care setting. Guided practice and return demonstration used to reinforce critical thinking and evidence-based practice.
Prerequisites: Associate Degree Nursing Acceptance.

NR110 **Foundations in Nursing** **6.00 credits**

Introduction to the art and discipline of nursing with a focus on fundamental knowledge, skills, and attitudes necessary to meet the challenges of caring for patients in the clinical setting.
Prerequisites: Associate Degree Nursing Acceptance.

NR110L **Foundations of Nursing Lab** **1.00 credits**

Knowledge and skills required to care of patients in a clinical setting. Demonstration, guided practice, and simulation used to reinforce critical thinking and application of foundational concepts such as asepsis, communication, safety and patient education. Concepts progress from basic nursing skills to advanced nursing skills.
Prerequisites: Associate Degree Nursing Acceptance.

NR113 **Concepts of Professional Nursing** **1.00 credits**

Introduction to the art and science of the profession of nursing by focusing on nursing as a caring profession, nurse roles and functions, ethics, standards, legal aspects, holism, wellness, and the health care system.
Prerequisites: Associate Degree Nursing Acceptance.

NR116 **Health Assessment** **3.00 credits**

Identification and documentation of normal findings and common deviations throughout the lifespan. Knowledge and skills necessary to conduct comprehensive and focused patient assessments that provide a foundation for planning individualized, effective care.
Prerequisites: Associate Degree Nursing Acceptance.

NR117L **Transition:Basic Concepts, Principles & Skills Lab** **0.00 credits**

Designed to bridge the practicing LPN and/or EMICT into the role of an Associate Degree Nurse; comparing and contrasting the role and function of the registered nurse in relation to other health care team providers; using basic nursing concepts, principles and skills needed in practice; practicing specific nursing procedures in a simulated and clinical laboratory setting; demonstrating skill competencies and documentating them for successful course completion required.
Prerequisites: Associate Degree Nursing Acceptance.

NR118 **Care of the Adult** **6.00 credits**

Care of the adult patient utilizing the nursing process to identify physical, psychological, cultural, and spiritual needs and plan holistic care to improve patient outcomes. Focuses on the expected outcomes and effects of nursing interventions with adults experiencing selected health conditions.
Prerequisites: Associate Degree Nursing Acceptance.

NR118L **Care of the Adult Practicum** **4.00 credits**

Guided practice in holistic nursing care of the adult patient in diverse clinical settings by providing safe, evidence-based, professional, holistic nursing care related to the management of clients with medical and/or surgical needs. An introduction to various community health and intraoperative settings.
Prerequisites: Associate Degree Nursing Acceptance.

NR123 **Health Maintenance Promotion and Restoration** **9.00 credits**

Introduction and reinforcement of basic nursing concepts and theory required to function as a registered nurse and member of the interdisciplinary team. Focus on providing individualized care through careful application of the nursing process, supports the concept of patient-centered care for persons, families, and groups of all ages throughout the health continuum.
Prerequisites: Associate Degree Nursing Acceptance.

NR123L **Hlth Maintenance Promotion & Restoration Practicum** **3.00 credits**

Care of the client in the clinical practice setting with emphasis on application of the nursing process to promote, maintain, and restore biopsychosocial homeostasis. Foundations of pathophysiology, pharmacology, and nutrition provide a framework to guide holistic nursing care. Includes basic skill review, interviewing skills, health history, physical examination, cultural variations and lab diagnostic procedures.
Prerequisites: Associate Degree Nursing Acceptance.

NR207L **Transition:Advanced Princip of Adult Nursing Lab** **0.00 credits**

Care of the adult client with alteration of each body system; as well as vascular and cellular conditions; promotion, maintenance and restoration of psychological homeostasis withing the environment through utilization of the nursing process; interrelatedness of pathophysiology, pharmacology and nutrition as it occurs in specific conditions.
Prerequisites: Associate Degree Nursing Acceptance.

NR208 **Care of the Family** **4.00 credits**

Concepts and theories related to the promotion of health and wellness during the childbearing and childrearing years. Nursing interventions used in health promotion, risk reduction, clinical decision-making and management of the woman, childbearing and childrearing family, including working with usual childhood issues and with children who require acute and chronic care.
Prerequisites: Associate Degree Nursing Acceptance.

NR208L **Care of the Family Practicum** **2.00 credits**

Clinical practicum in diverse clinical setting, related to the promotion of health and wellness during childbearing and childrearing years. Working with persons of diverse backgrounds, nursing colleagues, and other members of the interdisciplinary team. Prioritizing and providing nursing care in hospital and community-based settings.
Prerequisites: Associate Degree Nursing Acceptance.

NR210L **Medical-Surgical III Lab** **0.00 credits**

Laboratory portion of NR210 Medical-Surgical III.

NR211L **Advanced Skills Lab** **1.00 credits**

Development of psychomotor and psychosocial competencies in complex skills with varying age groups. Providing safe, evidence-based professional, holistic nursing care related to the management of patients with advanced medial and surgical needs.
Prerequisites: Associate Degree Nursing Acceptance.

NR214 **Issues and Trends: Practice, Research, Education** **1.00 credits**

Continued examination of issues and trends affecting nursing profession focusing on practice, education and research.
Prerequisites: Associate Degree Nursing Acceptance.

NR215L **Children & Family Nursing Lab** **0.00 credits**

Laboratory portion of NR215 Children and Family Nursing.

NR216L **Maternal-Infant Nursing Lab** **0.00 credits**

Laboratory portion of NR216 Maternal-Infant Nursing.

NR217 **Transition: Issues and Trends in Nursing** **2.00 credits**

Examination of issues and trends affecting the nursing profession, focusing on practice, education and research.
Prerequisites: Associate Degree Nursing Acceptance.

NR220 **Complex Care of the Adult** **4.00 credits**

Concepts and theories related to nursing care of complex adult patients experiencing acutely changing conditions in settings where outcomes are less predictable. Complex, multi-system disease processes will be critically examined.
Prerequisites: Associate Degree Nursing Acceptance.

NR220L **Complex Care of the Adult Practicum** **2.00 credits**

Clinical practicum in the diverse clinical setting, of (complex) adult patients experiencing acutely changing conditions where outcomes are less predictable. Provide safe, evidence-based professional, holistic nursing care related to the management of clients with complex, multi-system disease processes.
Prerequisites: Associate Degree Nursing Acceptance.

NR221 **Leadership and Management Concepts in Nursing** **1.00 credits**

Concepts and theories of nursing leadership and management applicable to various roles. Evidence-based leadership skills, through self-reflection and group processes, as a core competency in nursing to improve quality in patient care and strengthen nursing as a profession.
Prerequisites: Associate Degree Nursing Acceptance.

NR221L **Leadership & Management Concepts in Nursing Practi** **2.00 credits**

Clinical practicum using leadership, management, professionalism, team building, mentoring, communication skills, and ethical decision making processes in the delivery of healthcare in diverse clinical settings.
Prerequisites: Associate Degree Nursing Acceptance.

NR224 **Role Transition: Student to the Professional Nurse** **1.00 credits**

Issues and trends that affect the profession of nursing when transitioning from the student nurse role to the professional nurse role. Concepts of burnout and reality shock will be examined.
Prerequisites: Associate Degree Nursing Acceptance.

Philosophy

PL101 **Introduction to Philosophy** **3.00 credits**

COURSE TRANSFER

A survey of the main areas of philosophy, including ethics, epistemology, aesthetics, political philosophy, philosophy of religion, Eastern philosophies, and introduction to philosophical methods. Evaluation of philosophical problems, concepts, and arguments, including the problem of free will, meaning in life, and the mind/body problem. Construction and critical analysis of philosophical arguments in written form.

PL101H **Honors Introduction to Philosophy** **3.00 credits**

COURSE TRANSFER

A survey of the main areas of philosophy, including ethics, epistemology, aesthetics, political philosophy, philosophy of religion, Eastern philosophies, and introduction to philosophical methods. Evaluation of philosophical problems, concepts, and arguments, including the problem of free will, meaning in life, and the mind/body problem. Construction and critical analysis of philosophical arguments in written form.

PL103 **Logic and Critical Thinking** **3.00 credits**

COURSE TRANSFER

An introduction to critical thinking skills and analytical techniques of argumentation; including fallacies, induction and deduction, propositional logic, credibility, and

rhetorical appeals. The course will include applications of critical reasoning skills in everyday situations and seek to develop the ability to integrate the principles of critical thinking into written arguments.

PL104 **Ethics** **3.00 credits**

COURSE TRANSFER

The dynamics of moral decision-making with consideration of major ethical systems and their philosophical foundations.

PL104H **Honors Ethics** **3.00 credits**

COURSE TRANSFER

The dynamics of moral decision-making with consideration of major ethical systems and their philosophical foundations.

PL105 **Death and Dying** **3.00 credits**

Philosophical, religious and personal consideration with focus on the dying process, feelings of dying individuals, legal regulations and cultural-religious customs.

PL105H **Honors Death and Dying** **3.00 credits**

Philosophical, religious and personal consideration with focus on the dying process, feelings of dying individuals, legal regulations and cultural-religious customs.

Photography

JP110 **Basic Photography** **3.00 credits**

Introduction to photographic principles through the use of digital cameras and equipment. Practice assignments in exposure, composition and post processing of photographic files.

JP113 **Advanced Photography** **3.00 credits**

Advanced work in the use of both manual and computer-assisted camera modes to incorporate various lighting situations. An introduction and application of studio portrait, live action, and nature photography.
Prerequisites: JP110 Basic Photography with grade of C or better.

JP216 **Studio Portrait Photography** **3.00 credits**

An introduction to studio portrait photography and the use of studio lighting equipment. The course includes at least one field trip to a professional photography studio to observe a portrait session.

JP216L **Studio Portrait Photography Lab** **0.00 credits**

Laboratory portion of JP216 Studio Portrait Photography.

Physical Education

PE101 **Introduction to Physical Education** **3.00 credits**

Principles, objectives, methods and materials of physical education with an emphasis on its history.

PE101H **Honors Introduction to Physical Education** **3.00 credits**

Principles, objectives, methods and materials of physical education with an emphasis on its history.

PE102 **Theory of Football** **2.00 credits**

Theory of tackling, blocking, ball handling, passing, kicking, backfield and line play from the viewpoint of qualification and maneuvers for success; individual and team offense and defense; history and current rules.

PE103 **Theory of Basketball** **2.00 credits**

Systems of offense and defense, individual and team strategy, history and current rules.

PE104 **Theory of Track** **2.00 credits**

Techniques and coaching procedures, organization and promotion, international aspects and physical fitness.

PE105 **Personal and Community Health** **3.00 credits**

COURSE TRANSFER

Knowledge of body functions, body care, diseases and their prevention and body abuse.

PE105H **Honors Personal and Community Health** **3.00 credits**

COURSE TRANSFER

Knowledge of body functions, body care, diseases and their prevention and body abuse.

PE106 **First Aid and CPR** **2.00 credits**

COURSE TRANSFER

Development of first aid knowledge, skill ability and personal judgment; instruction and practice in CPR, rescue breathing and first aid for obstructed airway (adult, child and infant).

PE106L **First Aid & CPR Lab** **0.00 credits**

Laboratory portion of PE106 First Aid and CPR

PE107 **Rules and Mechanics of Officiating** **2.00 credits**

Theory, rules and mechanics of officiating major sports common to the high school athletic program with actual officiating of athletic contests.

PE112 **Introduction to Sports Management** **3.00 credits**

Introduction to the historical, philosophical, cultural and psychosocial context surrounding Sports Management, with its vast array of career opportunities.

PE115 **Theory of Volleyball** **2.00 credits**

Systems of offense and defense; individual and team strategy of current playing tactics; history of the game.

PE116 **Theory of Baseball** **2.00 credits**

Descriptions of the theories of baseball, including the history and development, methods of teaching fundamentals, individual and team offense and defense, various styles of play and methods of coaching.

PE122 **Rhythms I** **2.00 credits**

Work in increased motor control and skill in executing the fundamentals of dance through performance.

PE122L **Rhythms I Lab** **0.00 credits**

Laboratory portion of PE122 Rhythms I.

PE123 **Rhythms II** **2.00 credits**

Continuation of PE122 Rhythms I.

PE123L **Rhythms II Lab** **0.00 credits**

Laboratory portion of PE123 Rhythms II.

PE126 **Conditioning and Fitness Concepts I** **1.00 credits**

Introduction to physical activities and concepts to enable students to make intelligent decisions leading to healthy life styles.

PE127 **Conditioning and Fitness Concepts II** **1.00 credits**

Continuation of PE126. Fundamental instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness.
Prerequisites: PE126 Conditioning & Fitness Concepts I.

PE145 **Golf** **1.00 credits**

History of golf; instruction and practice in fundamentals and play on a regulation golf course.

PE151 **Social Dance-Beginning** **1.00 credits**

Basic steps such as the fox-trot, two-step and, waltz; instruction in ballroom etiquette.

PE156 **Aerobic Dance** **1.00 credits**

Cardiovascular conditioning by aerobic dance.

PE171 **Strength Training I** **1.00 credits**

Goal identification and introduction to weight equipment and exercises. Instruction and practice in proper weight training techniques on a variety of equipment.

PE172 **Strength Training II** **1.00 credits**

Continuation of PE171. Goal identification and basic weight training. Instruction and practice in proper weight training techniques on a variety of equipment.
Prerequisites: PE171 Strength Training I.

PE173 **Fitness for Life** **1.00 credits**

Concept of wellness as it relates to being fit in body, mind and spirit; instruction in heart rate measurement, body fat and lifestyle profile; discussion of major components of a healthy life.

PE178 **Yoga I** **1.00 credits**

Beginning yoga postures (asanas) in combination with breathing techniques to develop strength, flexibility, balance, and relaxation. Sun salutations, vinyasa (flow), and balancing poses will be practiced.

PE179 **Yoga II** **1.00 credits**

Intermediate yoga postures (asanas) in combination with breathing techniques to further develop strength, flexibility, balance, and relaxation. Sun salutations, vinyasa (flow), and balancing poses will be practiced and/or inversions are introduced.
Prerequisites: PE178 Yoga I.

PE180 **Yoga III** **1.00 credits**

Proficient yoga postures (asanas) in combination with breathing techniques to further develop strength, flexibility, balance, and relaxation. Sun salutations, vinyasa (flow), balancing poses, and/or inversions are practiced.
Prerequisites: PE179 Yoga II.

PE181 **Yoga IV** **1.00 credits**

Advanced yoga postures (asanas) in combination with breathing techniques to further develop strength, flexibility, balance, and relaxation. Sun salutations, vinyasa (flow), balancing poses, and inversions will be practiced.
Prerequisites: PE180 Yoga III.

PE185 **Exercise Physiology** **3.00 credits**
COURSE TRANSFER

Physiological functions of the human body during physical activity including cardiovascular, respiratory, muscular, and neurological control of movement, ergogenic

aids and performance, nutrition, control and maintenance of body weight, gender differences and cardiovascular disease.

PE186 Aerobic Fitness I **1.00 credits**

A variety of cardiovascular exercises, dance routines, and calisthenic workouts that target muscle groups with the intent to tone and strengthen.

PE187 Aerobic Fitness II **1.00 credits**

Building upon PE186 Aerobic Fitness I to embrace aerobic fitness as a lifestyle. A variety of cardiovascular exercises, dance routines, and calisthenic workouts that target muscle groups with the intent to tone and strengthen.
Prerequisites: PE186 Aerobic Fitness I.

PE188 Aerobic Fitness III **1.00 credits**

Continuation of PE187 Aerobic Fitness II. Further study in aerobic fitness with an emphasis on development of aerobic exercise combinations through dance routines and cardiovascular workouts.
Prerequisites: PE187 Aerobic Fitness II.

PE189 Aerobic Fitness IV **1.00 credits**

Continuation of PE188 Aerobic Fitness III. Further study in aerobic fitness with an emphasis on developing and instructing aerobic fitness routines.
Prerequisites: PE188 Aerobic Fitness III.

PE203 Rhythms III **2.00 credits**

Advanced work in dance.

PE203L Rhythms III Lab **0.00 credits**

Laboratory portion of PE203 Rhythms III.

PE204 Rhythms IV **2.00 credits**

Continuation of PE203 Rhythms III.

PE204L Rhythms IV Lab **0.00 credits**

Laboratory portion of PE204 Rhythms IV.

PE208 Strength Training III **1.00 credits**

Continuation of PE172. Goal identification and intermediate level weight training. Instruction and practice in proper weight training techniques on a variety of equipment.
Prerequisites: PE172 Strength Training II.

PE209 Strength Training IV **1.00 credits**

Continuation of PE208. Goal identification and advanced level weight training. Instruction and practice in proper weight training techniques on a variety of equipment.
Prerequisites: PE208 Strength Training III.

PE210 Conditioning and Fitness Concepts III **1.00 credits**

Continuation of PE127. Intermediate instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness.
Prerequisites: PE127 Conditioning & Fitness Concepts II.

PE211 Conditioning and Fitness Concepts IV **1.00 credits**

Continuation of PE210. Advanced instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness.
Prerequisites: PE210 Conditioning & Fitness Concepts III.

PE212 **Conditioning & Fitness Concepts V** **1.00 credits**

Continuation of PE211. Advanced instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness.
Prerequisites: PE211 Conditioning & Fitness Concepts IV.

PE213 **Conditioning & Fitness Concepts VI** **1.00 credits**

Continuation of PE212. Advanced instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness.
Prerequisites: PE212 Conditioning & Fitness Concepts V.

PE228 **Sports Finance** **3.00 credits**

Fundamental concepts and theories of finance applicable to the field of sport management.

PE250 **Sports in Society** **3.00 credits**

The important part sports play in people''s lives; how those who play sports can play an important role in society; students encouraged to form their own opinions after viewing videotapes from experts in their respective fields and group discussions; sports, ethics, philosophy and sociology united concerning timely and in-the-news topics.

Physical Therapy Assistant

PT201 **Clinical Kinesiology and Applied Anatomy** **4.00 credits**

Advanced anatomy of the musculoskeletal systems of the body; overview of the structure and movement of the human body including basic joint structure, muscles, muscular origins, insertions, innervations, articular function and structure; segmental length, girth and volume measurements.
Prerequisites: PTA Acceptance.

PT203 **Basic Principles and Practices of Physical Therapy** **4.00 credits**

Basic health care skills used in physical therapy including practice in activities of daily living, use of assistive and adaptive devices, gait and locomotion training, wheelchair management and range of motion as directed by the Physical Therapist.
Prerequisites: PTA Acceptance.

PT205 **Modalities for Physical Therapy** **4.00 credits**

Development of basic therapy skills in physical therapy using modalities including heat and cold techniques, hydrotherapy, fluid therapy, paraffin, ultrasound, electrical muscle stimulation, ultraviolet and infrared light,iontophoresis,phonophoresis, TENS, biofeedback, diagnostic test and massage; interpersonal communication skills, patient interactions and time management.
Prerequisites: PTA Acceptance.

PT207 **Orthopedic Rehabilitation** **4.00 credits**

Physical therapy for orthopedic diseases and disorders. Anatomy and physiology of exercise and its principles and application to common orthopedic conditions. The study and application of manual testing, progressive resistive exercise, stretching, and functional activities.
Prerequisites: PTA Acceptance.

PT210 **Therapeutic Exercise** **4.00 credits**

Basic principles of therapeutic exercise including planning, implementing, documenting and evaluating programs for the rehabilitation and reconditioning of injuries and illnesses.
Prerequisites: PTA Acceptance.

PT212 **Neuromuscular Rehabilitation** **4.00 credits**

Physiology of nervous system including pathological conditions; assessment and intervention with cerebrovascular accident (CVA), spinal cord injury (SCI), traumatic brain injury (TBI) and other neurological disorders; patient interactions, interpersonal communication, professionalism, documentation and time management.

Prerequisites: PTA Acceptance.

PT214 **Multi-Systems Therapeutic Approach** **4.00 credits**

Study of specialty areas including amputation, prosthetics, diabetes, wound management and burn management; special treatment related to the cardiovascular and respiratory system as well as consideration for the pediatric and geriatric patient; application of principles and techniques in the classroom and laboratory of each specialty area.
Prerequisites: PTA Acceptance.

PT217 **Clinical Practice I** **3.00 credits**

Initial opportunity to implement a variety of physical therapy treatment plans; orientation to the roles and responsibilities of the physical therapist assistant with supervised contact with clients having physical dysfunctions.
Prerequisites: PTA Acceptance.

PT219 **Clinical Practice II** **4.00 credits**

Opportunities to practice physical therapist assisting skills. Assignments on the basis of demonstrated need for additional knowledge and/or skill in a given are to hospitals, nursing homes, sub-acute hospitals, pediatric facilities. Opportunities to advance skills to an independent level. (Full-time for 5 and 6 weeks).
Prerequisites: PT217 Clinical Practice I.

PT220 **Professional Issues I** **2.00 credits**

The history of physical therapy, legal and ethical issues and the role of the physical therapist and physical therapist assistant; structure and organization of the health care system in general, as well introduction to the role and purpose of the American Physical Therapy Association (APTA); instruction for appropriate documentation required to meet guidelines for the facility, and third party payers as well other vested parties; introduction to interpersonal communication skills, cultural diversity, disab ility awareness and professional behavior.
Prerequisites: PTA Acceptance.

PT221 **Clinical Practice III** **6.00 credits**

Opportunities to practice physical therapist assisting skills. Assignments on the basis of demonstrated need for additional knowledge and/or skill in a given area to hospitals, nursing homes, sub-acute hospitals, pediatric facilities and various outpatient facilities. Opportunities to advance skills to an independent level. (Full-time for 7 weeks).
Prerequisites: PT219 Clinical Practice II.

PT222 **Professional Issues II** **2.00 credits**

A continuation of Professional Issues I, developing research skills, documentation skills, community awareness and career planning.
Prerequisites: PTA Acceptance.

PT224 **Professional Issues III** **1.00 credits**

Summary of all coursework and internships in the PTA program. Prepare students for transition into the workforce as an entry level PTA. Provide comprehensive review and mock exam in preparation for the national PTA exam. Inform students of employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.
Prerequisites: PTA Acceptance.

Physics-Physical Science

PY101 **Descriptive Astronomy** **3.00 credits**

COURSE TRANSFER

The solar system and universe; appreciative familiarity with the sky and its seasonal changes; time in the planetarium and in evening observations.

PY102 **Weather and Climate** **3.00 credits**

Principles of weather, stressing the structure and composition of the atmosphere, the methods of perception and analysis of severe weather, as well as the use and understanding of meteorological instruments.

PY102H **Honors Weather and Climate** **3.00 credits**

Principles of weather, stressing the structure and composition of the atmosphere, the methods of perception and analysis of severe weather, as well as the use and understanding of meteorological instruments.

PY103 **Physical Geology** **3.00 credits**

COURSE TRANSFER

The earth's structural and dynamic features, materials of the earth, processes and a brief history of the earth.

PY103H **Honors Physical Geology** **3.00 credits**

COURSE TRANSFER

The earth''s structural and dynamic features, materials of the earth, processes and a brief history of the earth.

PY104L **Physical Geology Lab** **1.00 credits**

COURSE TRANSFER

Study of minerals, rocks, topographic and geologic maps.

PY110 **Physical Science** **5.00 credits**

COURSE TRANSFER

An introductory course in physics and chemistry, with applications to geology, climatology, oceanography, and astronomy. Lecture and lab.

PY110H **Honors Physical Science** **5.00 credits**

COURSE TRANSFER

An introductory course in physics and chemistry, with applications to geology, climatology, oceanography, and astronomy. Lecture and lab.

PY110L **Physical Science Lab** **0.00 credits**

Laboratory portion of PY110 Physical Science.

PY112 **General Physics I** **5.00 credits**

COURSE TRANSFER

An algebra-based general physics course. Principles of motion, mechanics, and heat. Not appropriate for physics or engineering majors. Lecture and lab.
Prerequisites: MA106 College Algebra or higher math.

PY112H **Honors General Physics I** **5.00 credits**

COURSE TRANSFER

An algebra-based general physics course. Principles of motion, mechanics, and heat. Not appropriate for physics or engineering majors. Lecture and lab.
Prerequisites: MA106 College Algebra or higher math.

PY112L **General Physics I Lab** **0.00 credits**

Laboratory portion of PY112 General Physics I.
Prerequisites: MA106 College Algebra or higher math.

PY113 **General Physics II** **5.00 credits**

COURSE TRANSFER

Continuation of PY112 General Physics I including electricity, magnetism, wave motion, light and modern physics. Lecture and lab.
Prerequisites: PY112 Gen Physics I.

PY113H **Honors General Physics II** **5.00 credits**

COURSE TRANSFER

Continuation of PY112 General Physics I including electricity, magnetism, wave motion, light and modern physics. Lecture and lab.

PY113L **General Physics II Lab** **0.00 credits**

Laboratory portion of PY113 General Physics II.
Prerequisites: PY112 Gen Physics I.

PY201 **Engineering Physics I** **5.00 credits**

COURSE TRANSFER

Mechanics, physical properties of matter, heat and thermodynamics and wave motion. Lecture and lab.
Prerequisites: MA111 Analytical Geometry & Calculus I, or MA112H Honors Analytical Geometry & Calculus.

PY201H **Honors Engineering Physics I** **5.00 credits**

COURSE TRANSFER

Prerequisites: MA111 Analytical Geometry & Calculus I, or MA112H Honors Analytical Geometry & Calculus.

PY201L **Engineering Physics I Lab** **0.00 credits**

Laboratory portion of PY201 Engineering Physics I.
Prerequisites: MA111 Analytical Geometry & Calculus I, or MA112H Honors Analytical Geometry & Calculus.

PY202 **Engineering Physics II** **5.00 credits**

COURSE TRANSFER

Continuation of PY201 Engineering Physics I, providing a calculus-based introductory physics course sequence. Covers electromagnetic theory, DC and AC electricity, mechanical waves, geometric and wave optics, and special relativity. Lecture and lab.
Prerequisites: PY201 Eng Phys I with grade of C or better.

PY202L **Engineering Physics II Lab** **0.00 credits**

Laboratory portion of PY202 Engineering Physics II.
Prerequisites: PY201 Eng Phys I with grade of C or better.

PY205 **Engineering Mechanics-Statics** **3.00 credits**

Analysis of stress equilibrium of structures and mechanisms which are rigid bodies using vector algebra.
Prerequisites: PY201 Engineering Physics I, and MA111 Analytical Geometry & Calculus I.

PY205H **Honors Engineering Mechanics-Statics** **3.00 credits**

Analysis of stress equilibrium of structures and mechanisms which are rigid bodies using vector algebra.

Political Science

GO100 **American Government** **3.00 credits**

COURSE TRANSFER

American system of government with special emphasis on constitutional developments, structure and operation, and the changing nature of federal government.

GO101 **State and Local Government** **3.00 credits**

COURSE TRANSFER

Introduction to political institutions, actors, and issues within contemporary American state and local governments with a focus on federalism, political culture, state budgeting, state campaigns and elections, political parties, public policies, constitutional provisions, and state government branches (executive, legislative, and judicial).

GO102 **International Relations** **3.00 credits**

COURSE TRANSFER

Relationships among nations of the world with emphasis on the major nations and the basis of power.

GO110 **Introduction to Political Science** **3.00 credits**

COURSE TRANSFER

Introduction to politics, political systems, and governmental processes. Overview of political thought, ideologies, participation, and behavior. Exploration of sub-fields in political science and careers in politics.

GO110H **Honors Introduction to Political Science** **3.00 credits**

COURSE TRANSFER

Introduction to politics, political systems, and governmental processes. Overview of political thought, ideologies, participation, and behavior. Exploration of sub-fields in political science and careers in politics.

GO132 **Comparative Politics** **3.00 credits**

COURSE TRANSFER

Comparative study of countries, citizens, and political systems across the globe. The field of comparative politics includes the study of governing institutions, electoral behavior, public policy, political economy, social movements and organizations.

GO201 **Introduction to Social and Political Thought** **3.00 credits**

Examination of major political theories and their application to historical events and modern politics. We will explore the relationship of ideas such as freedom, equality, and democracy to various traditions of political thought. The course will introduce leading writers of political theory and key texts.

Practical Nursing-LPN

PN100 **KSPN Foundations of Nursing** **4.00 credits**

An introduction to practical nursing and the roles of the practical nurse as well as profession and client related concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides a framework for decision making.
Prerequisites: Practical Nursing Acceptance.

PN104 **PN Program Orientation** **1.00 credits**

The evolving role of the practical nurse in the health-care system. Essential techniques for success as a practical nursing student.
Prerequisites: Practical Nursing Acceptance.

PN106 **KSPN Nursing Care of Adults I** **5.00 credits**

Focuses on the care of the adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in fluid and electrolyte balance, oxygenation, cardiac output and tissue perfusion, regulation and metabolism, and integument. Principles of pre and post-operative care and IV therapy are also addressed.
Prerequisites: Practical Nursing Acceptance.

PN107 **KSPN Care of Aging Adults** **2.00 credits**

Explore issues related to the aging adults. Course content addresses the impact of ageism,l alterations is physiological and psychological functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.
Prerequisites: Practical Nursing Acceptance.

PN108 **KSPN Maternal Child Nursing** **2.00 credits**

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.
Prerequisites: Practical Nursing Acceptance.

PN112 **KSPN Nursing Care of Adults II** **5.00 credits**

Focuses on the care of the adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in acid-base balance, cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.
Prerequisites: Practical Nursing Acceptance.

PN114 **KSPN Leadership, Roles, and Issues** **2.00 credits**

This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace. An individualized plan of study will be developed for NCLEX-PN success.
Prerequisites: Practical Nursing Acceptance.

PN115 **KSPN Foundations of Nursing Clinical** **2.00 credits**

An introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented and the student is given the opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing process to client-related situations.

Prerequisites: Practical Nursing Acceptance.

PN116 **KSPN Nursing Care of Adults I Clinical** **2.00 credits**

Focuses on the care of the adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.
Prerequisites: Practical Nursing Acceptance.

PN117 **KSPN Nursing Care of Adults II Clinical** **2.00 credits**

Focuses on the care of the adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients.
Prerequisites: Practical Nursing Acceptance.

PN118 **KSPN Maternal Child Nursing Clinical** **1.00 credits**

Provides an integrative, family-centered approach to the care of childbearing women, newborns, children, and adolescents. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences.
Prerequisites: Practical Nursing Acceptance.

PN119 **KSPN Fund of Pharmacology & Safe Medication Admin** **2.00 credits**

An introduction to the principles of pharmacology. Emphasis is placed on nursing care related to safe calculation and administration of medications to clients across the life span.
Prerequisites: Practical Nursing Acceptance.

PN120 **KSPN Mental Health Nursing** **2.00 credits**

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.
Prerequisites: Practical Nursing Acceptance.

Psychology

PS100 **General Psychology** **3.00 credits**
COURSE TRANSFER

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

PS100H **Honors General Psychology** **3.00 credits**
COURSE TRANSFER

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

PS101 **Human Relations** **3.00 credits**

Psychological principles applied to everyday living with an emphasis on self-understanding and on building successful relationships.

PS102 **Human Growth and Development** **3.00 credits**
COURSE TRANSFER

A survey of the theories of and current research into the psychological development of individuals from birth to death focusing on the progressive changes experienced in the physical, cognitive and social-emotional domains of life.
Prerequisites: PS100 General Psychology.

PS102H **Honors Human Growth and Development** **3.00 credits**
COURSE TRANSFER

A survey of the theories of and current research into the psychological development of individuals from birth to death focusing on the progressive changes experienced in the physical, cognitive and social-emotional domains of life.
Prerequisites: PS100 General Psychology.

PS201 **Psychology of Personality** **3.00 credits**

An examination of psychoanalytic, behavioral, trait, cognitive, humanistic and other contemporary theories of human personality including personality research, assessment and applications.
Prerequisites: PS100 General Psychology with grade of C or higher.

PS202 **Abnormal Psychology** **3.00 credits**

Mental abnormalities and minor maladjustments, their causes and methods of treatment; an approach to understanding one's self.
Prerequisites: PS100 General Psychology.

PS202H **Honors Abnormal Psychology** **3.00 credits**

Mental abnormalities and minor maladjustments, their causes and methods of treatment; an approach to understanding one"s self.
Prerequisites: PS100 General Psychology.

Radiology

RA102 **Radiographic Pathology** **3.00 credits**

Fundamentals of radiographic pathology including the definition and description of diseases and conditions, radiographic appearance of pathologies, and the diagnostic tests used in identification of diseases.
Prerequisites: Radiology Acceptance.

RA105 **Radiographic Exposures I** **4.00 credits**

Radiographic quality and factors affecting it. Radiation protection and biological aspects of radiation. Routine radiography positioning and image critiques. Students are required to be at an affiliate clinical site a total of 16 hours.
Prerequisites: Radiology Acceptance.

RA105L **Radiographic Exposures I Lab** **0.00 credits**

Laboratory portion of RA105 Radiolograhic Exposures I.
Prerequisites: Radiology Acceptance.

RA106 **Radiographic Exposures II** **4.00 credits**

Radiographic and digital imaging quality and factors that affect them. Laboratory exercises using radiographic exposure, routine radiographic positioning and image critiques. Students required to be at an affiliate clinical site a total of 36 hours.
Prerequisites: Radiology Acceptance, and RA105 Radiographic Exposures I.

RA106L **Radiographic Exposures II Lab** **0.00 credits**

Laboratory portion of RA106 Radiographic Exposures II.
Prerequisites: Radiology Acceptance.

RA110 **Patient Care and the Imaging Profession** **3.00 credits**

Exploration of diagnostic imaging professional to include effective communication with patients and health care professionals, professional ethics, and organizational models within the healthcare industry. Demonstration of effective and safe patient care practices in imaging disciplines as well as patient assessment, venipuncture techniques, and safe administration of medications.
Prerequisites: HR105 Medical Terminology with a Grade of C or Higher.

RA115 **Radiologic Physics** **2.00 credits**

Basic physics concepts with application of radiation in medicine. Emphasis on atomic, electrical and electromagnetic physics and radiographic equipment.
Prerequisites: Radiology Acceptance.

RA201 **Clinical Training I** **8.00 credits**

Entry-level training as professional, ethical, and safe radiographer to include the application of radiologic science theory and techniques. Performed under the direct supervision of a registered radiologic technologist.
Prerequisites: Radiology Acceptance, and RA205 Radiographic Exposures III.

RA202 Clinical Training II 8.00 credits

Development of clinical skills through supervised practice of radiologic science theory and techniques learned in Clinical Training I. Application of computed tomography theory and techniques under direct supervision of a registered CT technologist.
Prerequisites: RA201 Clinical Training I with a Grade of C or Higher.

RA203 Clinical Training III 5.00 credits

Continued supervised practice of radiologic theory and techniques learned in previous Clinical Training courses. Application of quality assurance practices and introduction to diagnostic imaging management. Demonstration of professional and patient care skills that meet or exceed standards expected of a registered radiographer.

RA205 Radiographic Exposures III 4.00 credits

Readographic quality and factors affecting it. Principles of image intensification, viewing devices, portable x-ray equipment, and quality assurance. Routine radiographic positioning and image critique. Students are required to be at an affiliate clinical site a total of 16 hours.
Prerequisites: RA106 Radiographic Exposures II.

RA205L Radiographic Exposures III Lab 0.00 credits

Laboratory portion of RA205 Radiographic Exposures III.
Prerequisites: Radiology Acceptance.

RA210 Imaging Modalities 2.00 credits

Principles of ultrasound, vascular imaging and interventional procedures, radiation oncology, nuclear imaging, mammography, bone densitometry, and magnetic resonance imaging. Imaging in each modality to include anatomical features, patient care and safety, basic equipment operation, and common pathological conditions.
Prerequisites: RA205 Radiographic Exposures III with a Grade of C or Higher.

RA211 Cranial Imaging and Computed Tomography 2.00 credits

Imaging of the central nervous system and skull using radiographic imaging, magnetic resonance imaging, and computed tomography physics and instrumentation.
Prerequisites: RA205 Radiographic Exposures III with a Grade of C or Higher.

RA212 Physical Foundations of Radiology 4.00 credits

X-ray beam production, modification of exposure factors, photon interactions within the patient, and radiation protection principles review.
Prerequisites: RA201 Clinical Training I.

RA213 Radiographic Principles 3.00 credits

Preparation for the America Registry of Radiologic Technologist registry exam through review of fundamental and advanced principles of radiologic technology, anatomy and physiology, radiation safety and patient care including successful completion of the simulated registry examination.
Prerequisites: RA202 Clinical Training II.

Reading and Study Strategies

LC098 Study Strategies 1.00 credits

Emphasis on PQ5R study method, budgeting time, note-taking, concentrating, memorization and test-taking strategies. This course does not fulfill graduation requirements.
Prerequisites: LC097 Reading Comprehension I, or Asset Reading Score of 38 or below.

LC105 College Learning Methods 2.00 credits

The College Learning Methods course emphasizes active learning practices in which students learn personal management skills, learning process, and classroom

activities and behaviors designed to enhance learning and academic success.

Religion

RE101 **New Testament Literature** **3.00 credits**

COURSE TRANSFER

Introduction to the New Testament Literature as a literary product of the early Christian movement and an exploration of the nature of its life and thought.

RE102 **Old Testament Literature** **3.00 credits**

COURSE TRANSFER

The Old Testament, its transmission; history of Hebrew Commonwealth; the literature produced during its various historical periods; the changes occurring in religious concepts of God, human, sin, covenant and suffering; the biblical philosophy of history.

RE106 **Introduction to World Religions** **3.00 credits**

COURSE TRANSFER

An introduction to the major religious traditions of the Eastern and Western world.

Respiratory Therapy

RT200 **Introduction to Respiratory Therapy** **3.00 credits**

Entry level introduction regarding respiratory therapy history from conception to its current goals and standing, including medical terminology, hospital and respiratory therapy department structure and management, health care delivery systems, psychosocial aspects of patient care and medical ethics. A clinical session (shadowing) will allow the student an orientation rotation at a program clinical site.
Prerequisites: Respiratory Therapy Acceptance.

RT201 **Cardiopulmonary Anatomy and Physiology** **3.00 credits**

An in-depth presentation of the cardiac and respiratory systems. Abnormalities and corrective techniques as related to respiratory therapy will be discussed. Concepts and calculations of ventilation, perfusion, diffusion, hemodynamics, oxygen and carbon dioxide transport, acid base balance, and arterial blood gas analysis will be discussed.
Prerequisites: Respiratory Therapy Acceptance.

RT202 **Cardiopulmonary Pathology** **3.00 credits**

Selected cardiopulmonary diseases, including definition, etiology, pathophysiology, clinical manifestations, diagnostic findings, prognosis, prevention, treatment with plan of care, and documentation.
Prerequisites: Respiratory Therapy Acceptance.

RT203 **Cardiopulmonary Assessment** **3.00 credits**

A systematic approach to cardiopulmonary assessment across the life-span. Evaluation of the respiratory plan of care including physical, lab, and diagnostic findings. Performance within the simulation lab, including: assessment skills, development of a plan of care, arterial blood puncture, acid-base interpretation, and other potential lab findings.
Prerequisites: Respiratory Therapy Acceptance.

RT204 **Respiratory Care Science** **3.00 credits**

Introduction to mathematical concepts, basic chemistry, basic physics, venturi principle, theory of humidity and aerosols, and basic microbiology as it applies to the practice of respiratory therapy.
Prerequisites: Respiratory Therapy Acceptance.

RT205 **Neonatal and Pediatric Respiratory Care** **2.00 credits**

The study of neonatal lung development, gas exchange, circulation, along with neonatal and pediatric examination, assessment, disorders, diseases, therapeutic interventions
Prerequisites: Respiratory Therapy Acceptance.

RT210 **Therapeutic Modalities I** **4.00 credits**

Basic principles involved in routine general floor therapeutic modalities by the respiratory therapist; application and selection of proper modalities for various patient

situations; introduction to some of the equipment used to deliver therapeutic modalities.
Prerequisites: Respiratory Therapy Acceptance.

RT211 **Therapeutic Modalities II** **4.00 credits**

Advanced course dealing with concepts of respiratory failure, managing artificial airways, intervention of mechanical ventilators. Respiratory care protocols utilized in providing care for the critically ill patient. Indication of mechanical ventilation, classification of mechanical ventilators, physiological effects of positive pressure, modes of ventilation, non-invasive positive pressure ventilation, patient monitoring and assessment, patient weaning, and discontinuation of ventilator support.
Prerequisites: Respiratory Therapy Acceptance.

RT211L **Therapeutic Modalities II Lab** **0.00 credits**

Laboratory portion of RT211 Therapeutic Modalities II.

RT212 **Therapeutic Modalities III** **4.00 credits**

Electrocardiogram (ECG) rhythm measurements and interpretation, nontraditional modes of ventilation, waveform interpretation, advanced cardiac electrophysiology, advanced ventilation management, filtration of the kidney, critical care pharmacology, hemodynamics, chest tube placement and function, and bronchoscopies.
Prerequisites: Respiratory Therapy Acceptance.

RT221 **Clinical Training I** **5.00 credits**

Entry-level simulation laboratory and clinical experience with emphasis on patient assessment, practical application of basic therapies and documentation techniques. General practice skills including aerosol therapy, medications, chest physiotherapies, oxygen therapies, non-invasive monitoring, professionalism, accountability, effective communication within the health care team, assessment of laboratory and diagnostic tests, development and implementation of care plans, and critical thinking.
Prerequisites: Respiratory Therapy Acceptance.

RT222 **Clinical Training II** **5.00 credits**

Advanced level simulation laboratory and clinical experience with emphasis on patient assessment, practical application of advanced therapies, and documentation techniques as applicable to the respiratory patient in the critical care setting. (180 Clinic hours, 45 lab hours)
Prerequisites: Respiratory Therapy Acceptance.

RT223 **Clinical Training III** **6.00 credits**

Provides an opportunity to demonstrate the application of theory into clinical practice related to skills acquired throughout the program with focus on advanced level skills (critical care). Documentation, implementation of the plan of care, intensive care procedures, including newborn and pediatric will be emphasized. Elements of professional behavior will be evaluated within the clinical setting. Includes the development and implementation of care plans/SOAPs, implementation and appropriate use of therapist driven protocols.
Prerequisites: Respiratory Therapy Acceptance.

RT225 **Respiratory Therapy Seminar** **2.00 credits**

Important aspects of the respiratory therapy profession including professionalism, critical thinking, problem solving and alternative practice areas; preparation for credentialing examination through the NBRC and state licensure.
Prerequisites: Respiratory Therapy Acceptance.

Sociology

SO100 **Fundamentals of Sociology** **3.00 credits**

COURSE TRANSFER

Development and interaction of the individual in society with consideration of the culture, structures, functions of societies, social groups and institutions with emphasis on social interaction and its relation to personality and human action.

SO100H **Honors Fundamentals of Sociology** **3.00 credits**

COURSE TRANSFER

Development and interaction of the individual in society with consideration of the culture, structures, functions of societies, social groups and institutions with emphasis on social interaction and its relation to personality and human action.

SO101 **Marriage and Family** **3.00 credits**

COURSE TRANSFER

Practical approach to mate selection, courtship and the adjustments of marriage and development of attitudes necessary for building a happy marriage.

SO101H **Honors Marriage and Family** **3.00 credits**

COURSE TRANSFER

Practical approach to mate selection, courtship and the adjustments of marriage and development of attitudes necessary for building a happy marriage.

SO103 **Stress Management** **1.00 credits**

Recognizing and alleviating stress. Identifying and gaining control of factors that contribute to how a person handles stressful situations.

SO104 **Assertiveness Training** **2.00 credits**

Recognizing aggressive behavior and developing assertiveness to effectively communicate with others.

SO106 **Introduction to Women's Studies** **3.00 credits**

COURSE TRANSFER

Traces the consequences of being born male or female. Sex roles are viewed as social constructions which influence and, in some cases, define an individual's life. The formulation, transmission, maintenance, and reformulation of sex roles are examined.

SO111 **Cultural Anthropology** **3.00 credits**

COURSE TRANSFER

Anthropological approach to the study of past and present human societies.

SO111H **Honors Cultural Anthropology** **3.00 credits**

COURSE TRANSFER

Anthropological approach to the study of past and present human societies.

SO113 **Cultural Diversity** **3.00 credits**

COURSE TRANSFER

Analysis of relationships among ethnic and racial groups, recent social trends and the nature and causes of prejudice and discrimination with emphasis on intergroup education, methods of research and programs designed to reduce intergroup tension.

SO122 **Introduction to Social Work** **3.00 credits**

COURSE TRANSFER

The system perspective of social work begins with a historical foundation to current field of practice in intervention, social justice, and diversity and their impact on equality and human welfare.

SO123 **Social Welfare and Society** **3.00 credits**

Introduction to the history, philosophy and function of social welfare and the social work profession; major social problems and the United States social welfare policy and program responses; the development of social welfare policy within society's political, economic, cultural and social response to human need.
Prerequisites: SO100 Fundamentals of Sociology.

SO201 **Social Problems** **3.00 credits**

COURSE TRANSFER

Problems of personal, social disorganization; adolescence, juvenile delinquency, crime, mental illness, unemployment and family instability; methods of prevention and treatment.
Prerequisites: SO100 Fundamentals of Sociology.

Speech

SH101 **Public Speaking** **3.00 credits**

COURSE TRANSFER

Principles and practices of oral communication that will help the student develop skills in communication and acquire an understanding of oral communication as a vital human skill and activity.

SH101H **Honors Public Speaking** **3.00 credits**

COURSE TRANSFER

Principles and practices of oral communication that will help the student develop skills in communication and acquire an understanding of oral communication as a vital human skill and activity.

SH103 **Oral Interpretation** **3.00 credits**

The oral presentation of literary works in their emotional and aesthetic entirety to an audience. This course emphasizes methods of vocalization, behaviorism, and analysis, which ultimately foster understanding of literary works.

SH122 **Voice and Diction** **3.00 credits**

COURSE TRANSFER

Improving the speaking voice by gaining control over articulation and pronunciation; anatomy of speaking mechanism, the International Phonetic Alphabet and nuances of regional or foreign accents and dialects; performance-oriented but practical for non-performing students who wish to improve their speaking abilities.

SH210 **Interpersonal Communication** **3.00 credits**

COURSE TRANSFER

This course involves the study of communication in human relationships with emphasis on the patterns and processes of face-to-face communication. The study of interpersonal communication is important for anyone who wants to learn better methods of building meaningful relationships with a spouse, colleague, supervisor or friend. The course stresses how to become a more effective and competent communicator by its analysis of personal communication goals, communication barriers, relational breakdowns, and conflict scenarios. Features include structural experiences, readings from special studies, group interaction, and personal feedback exercises. Written and oral presentations are fundamental to the course objectives.

SH210H **Honors Interpersonal Communication** **3.00 credits**

COURSE TRANSFER

This course involves the study of communication in human relationships with emphasis on the patterns and processes of face-to-face communication. The study of interpersonal communication is important for anyone who wants to learn better methods of building meaningful relationships with a spouse, colleague, supervisor or friend. The course stresses how to become a more effective and competent communicator by its analysis of personal communication goals, communication barriers, relational breakdowns, and conflict scenarios. Features include structural experiences, readings from special studies, group interaction, and personal feedback exercises. Written and oral presentations are fundamental to the course objectives.

Sports Management

PE112 **Introduction to Sports Management** **3.00 credits**

Introduction to the historical, philosophical, cultural and psychosocial context surrounding Sports Management, with its vast array of career opportunities.

PE228 **Sports Finance** **3.00 credits**

Fundamental concepts and theories of finance applicable to the field of sport management.

PE250 **Sports in Society** **3.00 credits**

The important part sports play in people''s lives; how those who play sports can play an important role in society; students encouraged to form their own opinions after viewing videotapes from experts in their respective fields and group discussions; sports, ethics, philosophy and sociology united concerning timely and in-the-news topics.

Sports Medicine

SM180 **Basic Sports Medicine** **3.00 credits**

COURSE TRANSFER

The trainer's role in injury prevention: recognition, evaluation, management, treatment, disposition, rehabilitation, education and counseling of an injured athlete.

Student Government

SG111 **Student Government I** **1.00 credits**

Facilitation of individual and group participation in organizing activities for the students and college community and serving on college committees.
Prerequisites: Departmental Consent.

SG112 **Student Government II** **1.00 credits**

Continutation of SG111 Student Government I; facilitation of individual and group participation in organizing activities for the students and college community and serving on college committees.
Prerequisites: Departmental Consent.

SG211 **Student Government III** **1.00 credits**

Continuation of SG112 Student Government II; facilitation of individual and group participation in organizing activities for the students and college community and serving on college committees.
Prerequisites: Departmental Consent.

SG212 **Student Government IV** **1.00 credits**

Continuation of SG211 Student Government IV: facilitation of individual and group participation in organizing activities for the students and college community and serving on college committees.
Prerequisites: Departmental Consent.

Surgical Technology

ST100 **Introduction to Surgical Technology** **4.00 credits**

The role of the surgical technologist, computer skills, physical aspects of the surgical environment, and safety concepts including the principles of electricity related to these are taught in this course. Role of the surgical technologist and introduction to the surgical environment.

ST101 **Surgical Procedures I** **4.00 credits**

Students learn specific core surgical procedures, supplies, and instruments along with the principles of physics and robotics. Principles learned in Introduction to Surgical Technology, Principles and Practice of Surgical Technology, and Principles and Practice of Surgical Technology Laboratory will be applied to various core surgical procedures including the principles of physics and robotics.
Prerequisites: Surgical Technology Acceptance.

ST102 **Principles and Practice of Surgical Technology** **5.00 credits**

The skills necessary to function as a beginning surgical technologist are taught. These include basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room. Pre-operative, intra-operative and post-operative patient care concepts and responsibilities of the surgical technologist.
Prerequisites: Surgical Technology Acceptance.

ST102L **Principles & Practice of Surgical Technology Lab** **3.00 credits**

The skills necessary to function as a beginning surgical technologist are taught. These include basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room. Pre-operative, intra-operative and post-operative patient care concepts and responsibilities of the surgical technologist.
Prerequisites: Surgical Technology Acceptance.

ST103 **Surgical Procedures II** **5.00 credits**

Students learn specific specialty surgical procedures, supplies, instruments and employability skills. Principles learned in Introduction to Surgical Technology, Principles and Practice of Surgical Technology, Principles and Practice of Surgical Technology Laboratory, and Surgical Procedures I will be applied to various specialty surgical procedures.
Prerequisites: BI103 Human A&P, and Surgical Technology Acceptance, and HR105 Medical Terminology.

ST112 **Clinical I** **1.00 credits**

Clinical component in the surgical environment.

ST113 **Clinical II** **5.00 credits**

Clinical component in the surgical environment.

ST114 **Clinical III** **5.00 credits**

Clinical component in the surgical environment.

ST115 **Surgical Technology Certification Review** **1.00 credits**

A review course to assist surgical technology students in preparing for the national Certified Surgical Technologist exam.

Technical Related

TR100 **Technical Math** **3.00 credits**

Review of basic math principles, through fraction and decimal measurements and equivalents, ratios, powers and roots, and basic geometry for industrial technology program majors assessing 3 or lower with WorkKeys Applied Math; 24 or lower with Accuplacer; 39 or lower with Compass.

TR107 **Orientation for Technicians** **1.00 credits**

Role of the technician, role of interests and aptitudes in success; technical education and its place in manpower needs, job opportunities and employment practices; guest speakers used.

TR120 **Work Ethics** **3.00 credits**

Skills required for success in the workplace with focus on the development of positive work habits and communication skills.

TR121 **General Industrial Safety/OSHA10** **1.00 credits**

Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PPE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

TR123 **Workplace Skills** **1.00 credits**

Identification of job skills necessary for successful career in field of choice. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics, career planning and resume building.

TR125 **Application of Industrial Practices** **8.00 credits**

Course provides additional experience in an industrial technical setting in which students apply skills previously learned.

TR133 **Underground Mine Safety and Prevention** **2.00 credits**

Designed for individuals with previous mining experience and training at an underground mine. Course satisfies Federal (MSHA) 8 hour training requirement for underground mine employees and contractors.

Travel

HU120 **Language, Literature, and Culture** **3.00 credits**

Travel course that includes study of history, geography, culture, arts, language, business, commerce, and/or economics in an area external to the college service area. Tours must be authorized by the college, and one or more faculty members must accompany students. Specific course content will vary depending upon destination.

Visual Communications

AN101 **Digital Animation I** **3.00 credits**

3D tools for film, game, and architectural development using construction, painting, and animation of 3D objects, characters, and cameras inside a 3D environment.

AN103 **Storyboard Techniques** **3.00 credits**

The graphical representation of storytelling based upon the organization, layout, content, theme, action, and timing of conceptual designs for multimedia projects.

AN105 Visual Effects and Compositing 3.00 credits

Using animations, film footage, digital images, graphics, text, audio (music) and special effects to create a video composition.

AN202 Digital Animation II 3.00 credits

Advanced processes of creating model geometry, materials, lighting, particle systems, wiring parameters, bone systems, inverse kinematics rigs, and character animations.
Prerequisites: AN101 Digital Animation I.

AN204 Character Animation 3.00 credits

The creation of three dimensional characters using various digital modeling techniques. Included are rigging, skinning and animation techniques.
Prerequisites: AN101 Digital Animation I.

AN220 Video Game Development 4.00 credits

Creating interactive 3D computer games including: modeling, animating, applying textures and materials, characters rigging, game map composition, game map modification, programming and utilizing game engines.
Prerequisites: AN202 Digital Animation II.

AN222 Animation and Game Development Capstone 5.00 credits

Knowledge and skills to create audience driven 3D animation and video game works for assembly into a professional portfolio.
Prerequisites: AN220 Video Game Development, or Departmental Consent, and AN204 Character Animation.

Welding

WE100 Basic Welding 3.00 credits

Introduction to equipment, procedures and safety practices used in cutting steel with oxy-fuel equipment, as well as shielded metal arc welding, gas-tungsten arc welding and gas metal arc welding.

WE101 Welding Safety 1.00 credits

Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PPE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

WE102 Welding Blueprint Reading 3.00 credits

Identification of the alphabet of lines, common views, industry related materials, abbreviations, American Welding Society (AWS) welding symbols and International Organization Standardization (ISO) welding symbols; interpretation of title block, bill of materials, revision history and isometric shapes to sketch blueprints using orthographic projection practices; application of mathematical equations and basic measuring tools used in welding blueprints.

WE104 Shielded Metal Arc Welding 3.00 credits

Through classroom and lab/shop activities; safe and correct set up of the SMAW workstation; SMAW electrode classifications, proper electrode selection, polarity requirements, electrode use based on metal types and thicknesses; welding with E6010 (fast freeze, cellulosic) and E7018 (low hydrogen) electrodes on various weld joints in the flat (1F & 1G) and horizontal (2F & 2G) positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.

WE105 Shielded Metal Arc Welding II 3.00 credits

Continuation of WE104 Shielded Metal Arc Welding; reviewing safety, electrode identification, workstation setup and use of Shielded Metal Arc Welding (SMAW) equipment to perform welds on plate using E6010 (fast freeze, cellulosic) and E7018 (low hydrogen) electrodes in the vertical (3F & 3G) and overhead (4F & 4G) positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.
Prerequisites: WE104 SMAW w/Grade of C or Higher, or Departmental Consent.

WE106 **Cutting Processes for Welding** **2.00 credits**

Types of mechanical and thermal cutting equipment and processes used in the welding trade; safe and correct set up, operation and shut down of the Oxy-Fuel Cutting (OFC) workstation, Plasma Arc Cutting (PAC) workstation, and Carbon Arc Cutting with Air (CAC-A) workstations, safe and proper operation of a metal shear, iron worker type equipment, band saw, bench and angle grinders, and inspection of quality and tolerance of cuts according to industry standards.

WE110 **Gas Metal Arc Welding** **3.00 credits**

Through classroom and lab/shop activities; safe and correct set up of the GMAW workstation; correlation of GMAW and other similar wire based electrode classifications with base metals and joint criteria; proper electrode selection and use based on metal thickness; weld with .035 and .045 diameter electrodes using short circuit and spray transfer methods on various weld joints in the flat (1F & 1G), and horizontal (2F & 2G) positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.

WE111 **Gas Metal Arc Welding II** **3.00 credits**

Continuation of WE110 Gas Metal Arc Welding; reviewing of safety, workstation set up; electrode classifications; proper electrode selection and use based on metal types and thicknesses; and the use of .035 and .045 electrode diameters in the short circuit and pulse spray transfer methods; performing welds in the vertical (3F & 3G) and overhead (4F & 4G) test positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.
Prerequisites: WE110 Gas Metal Arc Welding w/Grade of C or Higher.

WE112 **Gas Tungsten Arc Welding** **3.00 credits**

Through classroom and lab/shop activities; theory associated with the handling, preparation and process for common production base metals, GTAW electrode and filler metal classifications relative to base metals and joint criteria; proper electrode and filler metal selection and use based on metal types and thicknesses; safe and correct set up of the GTAW workstation; welding on carbon steel, aluminum and stainless steel base metals covering various weld joints in the flat (1F & 1G) and horizontal (2F & 2G).

WE113 **Gas Tungsten Arc Welding II** **3.00 credits**

Advanced Gas Tungsten Arc Welding processes including welding of carbon steel, stainless steel, aluminum, and tubing materials.
Prerequisites: WE112 GTAW w/Grade of C or Higher.

WE115 **Welding Layout and Calculations** **2.00 credits**

Project layout, the economics of welding design, fabrication and blueprint reading; application of geometric principles and linear measurements applied to fabrication and welding through the practical application of principles.

WE116 **Flux Cored Arc Welding** **2.00 credits**

Through classroom and lab/shop activities; FCAW safety, electrode classifications; proper electrode selection and use based on metal types, thicknesses, weld positions, and multi-pass vs single pass weld requirements; safe set up of FCAW workstation, welding with self-shielded and gas-shielded .045 or larger electrode diameters; in the horizontal (2F & 2G) vertical (3F & 3G) and overhead (4F & 4G) positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.
Prerequisites: WE110 Gas Metal Arc Welding w/Grade of C or Higher, or Departmental Consent, and WE111 Gas Metal Arc Welding II w/Grade of C or Higher.

WE117 **Welding Inspection and Qualification I** **2.00 credits**

Overview of welding qualification, inspection processes, welder testing, related terminology, metals and consumables identification, application of welding processes in relation to the welding codes used in structural, pipeline, aerospace, manufacturing and energy sectors.

WE118 **Industrial Robotic Welding** **2.00 credits**

Through classroom and lab/shop activities; programming an industrial style welding robot using the Gas Metal Arc Welding process on selected weld joints and shapes within the robot work cell; operation and use of robot through use of teach pendant and automatic operation, safe jogging and movement of robot, correct set up of robotic welding workstation; application of robotic motion types, robotic program development, saving and backing up robot and controller files.
Prerequisites: WE110 Gas Metal Arc Welding, or Departmental Consent.

WE128 **Welding Metallurgy** **2.00 credits**

The study of ferrous and nonferrous metals, their production, mechanical properties, weldability, and machinability.

WE209 **Welding Fabrication Processes** **4.00 credits**

Advanced training through classroom and lab/shop activities; blueprint, math, fabrication based machine operations, and welding applications to the practical application of manufacturing based process.
Prerequisites: Departmental Consent.

WE217 **Gas Tungsten Arc Welding III** **4.00 credits**

Advanced training in GTAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the root pass, hot pass, fill and cap passes with carbon steel filler materials on 6 inch schedule 40 steel pipe in the 2G and 5G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.
Prerequisites: WE112 GTAW w/Grade of C or Higher, or Departmental Consent, and WE113 GTAW II w/Grade of C or Higher.

WE218 **Shielded Metal Arc Welding III** **4.00 credits**

Advanced training in SMAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the E6010 root and hot passes, and E7018 fill and cap passes on 6 inch schedule 80 steel pipe in the 2G, 5G and 6G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.
Prerequisites: WE104 SMAW w/Grade of C or Higher, or Departmental Consent, and WE105 SMAW II with a Grade of C or Higher.

WE220 **Welding Inspection and Qualification II** **4.00 credits**

Advanced training in; welding qualification, visual inspection processes, welder testing, related terminology, metal and consumable identification, welding processes in relation to the welding codes used in the structural, pipeline, aerospace, manufacturing and energy sectors through the practical application and successful completion of welder qualification tests.
Prerequisites: WE217 Gas Tungsten Arc Welding III, and WE218 Shielded Metal Arc Welding III.

Graduation Rates

Undergraduate Retention Rate Fall 2020 Cohort			
	Cohort	**Still Enrolled**	**Rate**
First-time, full-time student retention rate	807	494	61%
First-time, part-time student retention rate	126	41	33%

Completion / Graduation / Transfer Out Rates	
First-Time, Full-Time Degree/Certificate Seeking Students of the 2018 Cohort Year As Reported in the 2021-22 IPEDS Graduation Rate Survey	
Overall Graduation Rate	
Graduation Rate	44%
Total number of students in the Adjusted Cohort	814
Total number of completers within 150% of normal time	357
Overall Transfer-out Rate	
Transfer-out Rate	17%
Total number of students in the Adjusted Cohort	814
Total number of transfers-out within 150% of normal time	142

First-Time Full-Time Degree or Certificate Seeking Students of the 2018 Cohort Year Who Completed within 150% of Normal Time			
	Cohort	**Completers**	**%**
Full-time, first-time, degree/certificate-seeking cohort	816	357	44%
Recipients of a Pell Grant	381	144	38%
Recipients of a Subsidized Stafford Loan/no Pell Grant	36	14	39%
Did not receive either Pell Grant or Subsidized Loan	399	199	50%

Outcome Measures Component Summary - Graduation Rates at 4, 6 and 8 years for PELL and non-PELL recipients					
2013-2014 Cohort	4-year Award Rate	6-year Award Rate	8-year Award Rate	Still enrolled at your institution after 8 years	Did not receive an award and subsequently enrolled at another institution
First-time entering					
Full-time	35%	37%	39%	1%	27%
Pell Grant recipients	29%	30%	32%	1%	29%
Non-Pell Grant recipients	41%	44%	46%	1%	25%
Part-time	11%	16%	16%	1%	20%
Pell Grant recipients	17%	21%	22%	2%	25%
Non-Pell Grant recipients	8%	13%	14%	0%	18%

Non-First-time entering					
Full-time	39%	40%	40%	1%	29%
Pell Grant recipients	31%	31%	31%	1%	34%
Non-Pell Grant recipients	46%	48%	48%	1%	24%
Part-time	19%	22%	22%	0%	32%
Pell Grant recipients	31%	31%	32%	0%	28%
Non-Pell Grant recipients	15%	19%	19%	0%	33%
Total Entering	28%	30%	32%	1%	27%
Pell Grant recipients	28%	29%	30%	1%	29%
Non-Pell Grant recipients	28%	32%	33%	0%	25%

First-Time, Full-Time Degree or Certificate Seeking Students of the 2018 Cohort Year Who Completed or Transferred Within 150% of Normal Time

	Total Completers				Total Transfer-Out			
	Men	%	Women	%	Men	%	Women	%
Nonresident alien	*********	1%	********	1%	********	0%	********	0%
Hispanic/Latino	18	2%	28	3%	********	1%	********	1%
American Indian or Alaska Native	*********	0%	********	0%	********	0%	********	0%
Asian	*********	0%	********	0%	********	0%	********	0%
Black or African American	21	3%	4	0%	22	3%	********	1%
Native Hawaiian or Other Pacific Islander	*********	0%	********	0%	********	0%	********	0%
White	114	14%	125	15%	34	4%	42	5%
Two or more races	*********	0%	********	1%	********	0%	********	0%
Race and ethnicity unknown	12	1%	********	1%	********	1%	********	0%
	180	22%	177	22%	75	9%	67	8%

4-Year Average Graduation & Transfer Rates

	2015	**2016**	**2017**	**2018**	**4-year Total**
Adjusted cohort	846	934	868	814	3462
Total completers within 150%	324	394	382	357	1457
Total transfer-out students	188	200	188	142	718
4-year average Student Right-to-Know Completion or Graduation Rate Calculation					42%
(Total Completers within 150% / Adjusted Cohort)					
4-year average Student Right-to-Know Transfer-out Rate Calculation					21%
(Total Transfer-out Students / Adjusted Cohort)					

Academic Honesty and Appeal Policy & Procedure

Education requires integrity and respect for HutchCC's institutional values. HutchCC students are required to maintain honesty through a "responsible acquisition, discovery, and application of knowledge" in all academic pursuits. Preserving and upholding academic honesty is the responsibility of HutchCC students, faculty, administrators and staff.

I. Student Responsibilities

All HutchCC students are required to:

- Submit all work in all courses without cheating, fabrication, plagiarism, dissimulation, forgery, sabotage, or academic dishonesty as defined below.
- Provide all academic records such as transcripts and test scores that are free of forgery.
- Refrain from participating in the academic dishonesty of any person.
- Use only authorized notes and student aids.
- Use technology appropriately, including refraining from submitting AI (Artificial Intelligence)-generated work without express written consent from your instructor.
- Protect the security of passwords/login/privacy/electronic files, and maintain sole individual access for any online course information.

II. Definition of Academic Dishonesty

- Academic dishonesty is any intentional act, or attempted act, of cheating, fabrication, plagiarism, dissimulation, forgery, or sabotage in academic work.
- Cheating includes using unauthorized materials of any kind, whether hard copies, online, or electronic, such as unapproved study aids in any academic work, copying another student's work, using an unauthorized "cheat sheet" or device, or purchasing or acquiring an essay online or from another student.
- Fabrication is the invention or falsification of any information or citation in any academic work, such as making up a source, providing an incorrect citation, or misquoting a source.
- Plagiarism is the representation of words, ideas and other works that are not the student's own as being original to the student. A non-inclusive list of examples includes work completed by someone else, work generated by an external entity (such as AI), omitting a citation for work used from another source, or borrowing the sequence of ideas, arrangement of material, and/or pattern of thought of work not produced by the student, even though it may be expressed in the student's own words.
- Dissimulation is the obscuring of a student's own actions with the intention of deceiving others in any academic work, such as fabricating excuses for absences or missed assignments, or feigning attendance.
- Forgery of academic documents is the unauthorized altering, falsification, misrepresentation, or construction of any academic document, such as changing transcripts, changing grades on papers or on exams which have been returned, forging signatures, manipulating a digital file of academic work, or plagiarizing a translation.
- Sabotage is any obstruction or attempted obstruction of the academic work of another student, such as impersonating another student, stealing or ruining another student's academic work.
- Aiding and abetting academic dishonesty is considered as knowingly facilitating any act defined above.
- Academic honesty violations can also include the omission or falsification of any information on an application for any HutchCC academic program.

III. Sanctions for Academic Dishonesty

Students who violate the Academic Honesty Policy may be subject to academic or administrative consequences.

Instructor Sanctions for Violation:

Students suspected of violating the Academic Honesty Policy may be charged in writing by their instructor and any of the following may apply:

- Assign Avoiding Plagiarism Bridge Module
- Receiving written warning that could lead to more severe sanction if a second offense occurs
- Revising the assignment/work in question for partial credit
- Voiding work in question without opportunity for make-up
- Reducing the grade for work in question
- Lowering the final course grade
- Failing the work in question

Institutional Sanctions for Violation:

Students charged with academic dishonesty, particularly in instances of repeated violations, may further be subjected to an investigation and any of the following may apply:

- Instructor recommendation to the Vice President of Academic Affairs (VPAA) to dismiss the student from the course in which the dishonesty occurs
- Instructor recommendation to the VPAA to dismiss student from the course in which the dishonesty occurs with a grade of 'F." Student will not be allowed to take a 'W' for the course
- Instructor recommendation to the VPAA that the student be suspended and/or dismissed from the program
- Student barred from course/program for a set period of time or permanently
- May be recommended by the instructor (after documented repeated offenses) to the VPAA that the student be placed on probation, suspended and/or dismissed from the institution.

IV. Procedure

- Instructor will communicate in writing via the student's HutchCC email account and/or LearningZone email account to the student suspected of violating the Academic Honesty Policy. That communication may include sanction(s). Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation Form.
- For each violation, the instructor will submit a completed Academic Honesty Violation Form to the Department Chair. Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation form.
- Should the instructor choose to pursue institutional sanctions, the instructor shall notify the student in writing via the student's HutchCC email account. Instructor shall also submit a completed Academic Honesty Violation Form and all prior completed forms regarding said student to the Department Chair and the office of the VPAA with recommendation to proceed with specific Institutional Sanctions. Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation Form.
- The decision of the VPAA on Institutional Sanction is final. The VPAA will notify the student's academic advisor of any institutional sanctions.

V. Due Process Rights

Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

Academic Honesty Appeal Process

I. Due Process Rights: Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

- If an instructor has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and/or clinical-based practice. For clinical sites, this sanction is immediate.

II. Process

If the student disagrees with the charge of a violation of academic honesty, the student has the right to due process as described in the Academic Honesty Appeal process below:

- If the matter is not resolved upon communicating with the instructor about the violation, the student shall, within five business days of the issuance of the written notice of violation, submit a completed Academic Honesty Appeal Form and supporting documentation to the appropriate department chairperson to initiate an Academic Honesty Appeal.
- Within two business days of receiving the student's completed Academic Honesty Appeal Form, the Department Chair and VPAA will review and the VPAA will render a decision.
- Within two business days, a response will be sent to the student's HutchCC email address. The VPAA's decision is final.

Academic Standing, Probation, Dismissal and Reinstatement

Good Academic Standing:

Students are considered to be in good academic standing when their cumulative grade point average is a 2.00 or above. A student's academic standing is computed using accepted transfer and Hutchinson Community College attempted course work. Attempted course work is defined as all courses for which the student enrolled and received a grade of A, B, C, D, or F. Courses for which the student received a grade of W are not counted in attempted course work. Academic standing will be computed at the conclusion of every fall and spring semester. Classes taken during the summer will be included in the fall computation.

Academic Probation:

Upon review of the transcript, degree seeking students will be placed on academic probation when his/her cumulative grade point average (using accepted transfer and HutchCC attempted course work) falls below the following minimum academic standards:

For students with 12 to 30 credit hours of accepted transfer and HutchCC attempted course work, the minimum academic standard is a 1.7 cumulative gpa.

For students with 31 or more credit hours of accepted transfer and HutchCC attempted course work, the minimum academic standard is a 2.0 cumulative gpa.

Academic probation is not meant to be viewed as punitive but is based on the philosophy that a student's continued enrollment at HutchCC is dependent on making progress toward good academic standing. A student on academic probation will be expected to meet the requirements of any academic improvement plan developed for him or her.

Students will be removed from academic probation if they raise their cumulative grade point average above the minimum academic standards (1.7 for 12 to 30 credit hours of accepted transfer and HutchCC attempted course work; 2.0 for 31 or more credit hours of accepted transfer and HutchCC attempted course work) at the conclusion of their next fall or spring term.

Students placed on academic probation who achieve a minimum 2.0 grade point average at the conclusion of their next fall or spring term but do not yet meet the minimum academic standards (1.7 for 12 to 30 credit hours of transfer and HutchCC attempted course work; 2.0 for 31 or more credit hours of transfer and HutchCC attempted course work) will remain on academic probation.

Dismissal:

Students on academic probation will be dismissed from Hutchinson Community College at the conclusion of their next fall or spring term unless 1.) They have raised their cumulative grade point average above the minimum academic standards (1.7 for 12 to 30 credit hours of transfer and HutchCC attempted course work; 2.0 for 31 or more credit hours of transfer and HutchCC attempted course work) at the conclusion of that term, or 2.) They have achieved a 2.0 grade point average at the conclusion of that term in which case, the student will remain on continuing academic probation.

Students dismissed from HutchCC will not be allowed to enroll in classes unless they have been reinstated per the reinstatement policy.

Attendance Policy

HutchCC expects all students to attend and interact substantively across all delivery methods in all classes in which they are enrolled; however, if students must be absent, they should make arrangements in advance of the absence with their instructors. When students are absent as official college representatives, their absence is excused; however, the student must make arrangements in advance with the instructor to complete all work missed.

Instructors are expected to keep a record of their students' class attendance. Instructors may withdraw students from classes before the last date to withdraw**,** which is equivalent to 80% of the class, if students have been officially warned in DragonZone that their attendance has been irregular not related to Covid-19 attendance issues. After a student has been officially warned that his/her attendance has been irregular, if irregular attendance continues, an instructor may withdraw the student from the class resulting in the grade of "W" and the last day the student attended the class will be recorded. If the instructor chooses not to withdraw the student, the earned grade will be issued.

Irregular attendance is defined as missing 15% of the class or a percentage less than 15% as determined by the instructor. The irregular attendance policy and the last date to withdraw will be published on each instructor sheet.

Attendance is defined by HutchCC as:

For Face-to-Face Classes

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Engaging in class discussion
- Participating in classroom activities and assignments

For Online Classes

- Regularly submitting academic assignments
- Taking exams, completing interactive tutorials, and/or participating in computer assisted instruction
- Participating in online discussions about academic matters

For Hybrid Classes

Face-to-face and online class attendance definitions will be applied

Academic activity does NOT include:

- Logging into an online class without active participation
- Academic counseling or advising

Auditing a Course

Students who do not want credit for classes at HutchCC may enroll as auditors. When enrolled as auditors, students may not convert to a credit status during the semester nor may a student change from a credit status to auditor during the semester. Auditors are not required to turn in class assignments or take examinations.

Auditing students pay the stipulated tuition and fees per credit hour. An auditor receives the final grade of AUDIT (AU) but does not receive credit hours. This is recorded on the student's official transcript.

An instructor may withdraw an auditor from class based upon guidelines outlined in the attendance policy (REF 1010) that are relevant to an audited course. If the auditor is withdrawn from the class, no record will appear on the transcript.

Behavioral Intervention Team Policy

The Behavioral Intervention Team (BIT) at Hutchinson Community College (HutchCC) exists to provide a structured, positive method for addressing student behaviors that impact the HutchCC community and may involve health and/or safety issues. The BIT strives to eliminate "fragmented care," to manage each case individually, and to initiate appropriate intervention without resorting to punitive measures.

BIT Members

BIT membership consists of the Coordinator of Advising, Career Development, and Counseling Services who will serve as the BIT Chair. In the Coordinator's absence, the Vice President of Student Services will serve as Chair. Other members of the BIT include the Vice President of Student Services, the Residence Halls Director, the Registrar, and the Designated Title IX Officer.

Emergency Protocol

In the event of an emergency, BIT members will be contacted by calling their office phone numbers and/or via text message through HutchCC's Emergency Alert System. This system can only be activated by the President of HutchCC or the President's designee.

If the emergency is more appropriate for the Crisis Team, the Chair of the BIT will notify the Chair of the Crisis Team. At this point, the BIT will default to the Crisis Team to handle the emergency.

If an emergency warrants immediate notification of the HutchCC Campus, the Chair of the BIT will, with the President of HutchCC's approval, contact ITS to activate the Emergency Alert System.

Discipline

After reviewing reports to the BIT, the team may take any of the following actions:

- Continue to observe student behavior
- Report concerns to appropriate parties (e.g. instructors)
- Mandate counseling referral
- Mandate agency referral
- Coordinate with other agencies
- Notify emergency contact (e.g. next of kin, parent, etc.)
- Alert appropriate authorities (911)
- Enact college emergency plan
- Suspension

If the BIT reasonably determines that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that an interim suspension is required to protect lives or property and to ensure the maintenance of order, the BIT may recommend to the President of HutchCC the student be temporarily suspended.

Concurrent Enrollment Policy

Hutchinson Community College's Concurrent Enrollment Partnership (CEP) policy is the approved policy of the Kansas Board of Regents.

Copyright Policy

PURPOSE

The Higher Education Opportunity Act (HEOA requires Hutchinson Community College (HutchCC) to have processes in place to effectively combat the unauthorized distribution of copyrighted material and, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

Copyright infringement constitutes a violation of Institutional policy and may create potential liability for both civil and criminal actions. Action on the part of the Institution as a matter of policy does not remedy a user against possible legal actions from the content owner or possible actions on the part of law enforcement.

I. POLICY STATEMENT

Copyright infringement of any kind is not permitted at HutchCC and may subject violators to criminal and civil penalties as well as termination of employment or dismissal from the College. This policy applies to all students, faculty, and staff of HutchCC as well as any other individual who may act on behalf of the College or in an official capacity.

II. DEFINITION

Copyright infringement is defined as the copying, distribution or sharing of copyrighted works (including music, videos, and digital copies of textbooks) without permission and may be referred to as "pirating," or, in the electronic context of peer-to-peer networks, "illegal file sharing." Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without the permission of the copyright holder constitutes infringement.

III. COPYRIGHT NOTICE - WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United State Code) governs the making of photocopies or other reproduction of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." Additionally, the work cannot be digital material such as "a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news." Materials may be used for limited educational purposes (in class). If a user makes a request for, or uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

IV. COPYRIGHT INFRINGEMENT PLAN OF ACTION

Pursuant to certain amendments to the Higher Education Opportunity Act (HEOA), HutchCC has adopted a plan to combat copyright infringement. This plan details the technology-based deterrent used by HutchCC to reduce illegal fire sharing, the mechanisms for informing the community about inappropriate use, the procedures for handling unauthorized distribution of copyrighted material and the procedures for periodically reviewing plan effectiveness.

As part of its efforts to combat illegal fire sharing, HutchCC endeavors to educate and inform its community about copyright infringement. To that end, users of the College network must agree to be bound by the IT Acceptable Use Policy. The College publishes the Student Handbook, which contains the Copyright Policy and penalties for violations. The Copyright Policy is maintained on the public website.

During Success Seminar & College Orientation coursework, Orientation instructors provide the Copyright Policy in addition to other educational materials to students. Topical articles and issues are sent periodically via email to the College community. John F. Kennedy Library staff are trained on copyright law and College policy so as to assist students with issues. Finally, a notice about copyright infringement and the associated penalties are also included in the College Annual Security and Fire Safety Report.

V. PENALTIES FOR COPYRIGHT INFRINGEMENT

The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and of the Student Code of Conduct. Students who infringe a copyright are subject to disciplinary action under the Student Code of Conduct, up to and including expulsion. Employees may be subject to disciplinary action ranging in severity from a warning to including termination of employment.

In addition, penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

HutchCC provides this information to all students in its annual Higher Education Act notice, as well as to all students and employees in its Annual Security and Fire Safety Report.

VI. RESOURCES

- Copyright Law of the United States
- Fair Use Index

Alternatives to illegal downloading and file sharing:

- Legal Sources of Online Content
- Public Domain Movies
- Creative Commons Licensed Music

Credit by Examination

The intent of credit by examination is to offer a method for students to demonstrate previously mastered competencies and to assist students in completion of educational goals at Hutchinson Community College. Credit awarded by examination at HutchCC may not transfer to other post secondary institutions. HutchCC does not accept credit awarded by departmental examination from other post secondary institutions.

Students may earn college credit by attaining qualifying scores on the College Level Examination Program (CLEP), the Advanced Placement (AP) exams administered by the College Entrance Examination Board, International Baccalaureate (IB), and HutchCC Departmental Exams.

Credit earned by examination will be placed on the student's HutchCC transcript after the start of the student's first semester of coursework at HutchCC. A grade of "CR" will be placed on the transcript but will not be included in calculating grade point average. The credit will count toward a degree at HutchCC.

College Level Examination Program (CLEP) (CLEP Courses) (National Standardized Exams)

CLEP is a series of examinations that allow students to show their knowledge in a wide range of subject areas. College credit is awarded for attaining certain scores on selected CLEP examinations. For more information about taking CLEP examinations, visit the CLEP website at http://www.collegeboard.com/student/testing/clep/about.html or contact the Hutchinson Community College Records Office by emailing records@hutchcc.edu.

Students must request their official transcript of CLEP scores be mailed to the HutchCC Registrar.

Advanced Placement Examinations (AP) (AP Courses)

AP refers specifically to courses offered in some high schools which are constructed and coordinated under the supervision of the College Entrance Examination Board. Before entering college, the student takes the examination, which is scored by Educational Testing Service. Students must request their official transcript of AP scores be mailed to the HutchCC Registrar.

International Baccalaureate Examinations (IB) (IB Courses)

Hutchinson Community College awards credit to students who have participated in an International Baccalaureate program and have attained examination scores consistent with the guidelines available. Students must request their official transcript of IB scores be mailed to the HutchCC Registrar.

Procedure: Credit by Exam CLEP, AP, IB

- The student requests official CLEP/AP/IB transcripts be sent directly to the HutchCC Records Office in accordance with official guidelines (http://www.hutchcc.edu/records/transcript-sent-to-HCC).
- A grade of “CR” is placed on the HutchCC transcript for all courses accepted by HutchCC.

Departmental Examination

Students may earn credit for HutchCC courses by passing an examination given by the appropriate HutchCC Department. To qualify to take a departmental exam, the student must be currently enrolled at HutchCC. Credit by departmental examination will not be awarded to students of high school standing. HutchCC does not accept credit awarded by departmental examination from other institutions.

The student must first verify with the appropriate HutchCC Department/Program that the course is subject to credit by departmental examination. The student will work with the department's representative to complete the *Procedure Checklist* and *Approval Form for Credit by Departmental Examination*. A student applying for credit by departmental examination must show acceptable background qualifications as determined by the HutchCC Department/Program. The student must pay the Credit by Departmental Examination non-refundable fee. The examination will not be administered until payment is verified. The HutchCC Registrar will transcript the credit, if awarded, as Credit (CR) no earlier than the beginning of the student's first semester of coursework at HutchCC.

Procedure: Credit by Departmental Examination

- Contact advisor or program coordinator to confirm a departmental exam is available. The course(s) that qualify for credit by departmental examination have been preselected within the department.
- Student and departmental exam instructor fill out the *Approval Form for Credit by Departmental Examination (see Appendix)* form and determine eligibility.
- Pay Business Office the $35.00 Credit by Exam fee.
- Student schedules time and date to take the common departmental course exam and instructor verifies payment.
- Upon completion of the exam the instructor indicates credit or no credit, signs the form, and forwards it to the Department Chairperson that the course resides with.
- Department Chairperson signs form and sends it to the Registrar.
- Course grade is transcripted after the start of the first semester at Hutchinson Community College.

Credit Hour Overload Policy

Students may attempt 19-21 hours in the fall or spring semester with prior permission from their advisor. Any hours beyond 21 credit hours per fall or spring semester or 9 credit hours in the summer term require written permission from the Vice President of Academic Affairs or Major Department Chair.

This policy includes courses taken at Hutchinson Community College alone or in combination with other institutions.

If prior permission is not obtained, an appeal should be submitted to the Vice President of Academic Affairs.

Credit Hour Policy

Hutchinson Community College Credit Hour Policy

The amount of credit assigned to each course is appropriate for the skills, knowledge, and course competencies. When allocating credit hours to courses and programs, Hutchinson Community College refers to the Federal Definition of Credit Hour (34 CFR 600.2), Kansas Board of Regents Policy, and the Kansas Administrative Regulations (88-26-4).

Hutchinson Community College's Time-Based Standard

A college semester is defined as 15 weeks of instruction and one week allocated for final exams.

- Lecture courses must meet for a minimum of 750 minutes per credit hour, plus time allocated for a final exam.
- Laboratory courses, including those in technical programs, must meet for a minimum of 1,125 minutes per credit hour. Laboratory courses involve students predominantly in experimentation or application learning activities.
- Practicum and internship courses must meet for a minimum of 2,700 minutes per credit hour.
- Courses meeting fewer weeks still must meet the minimum minute per credit hour requirement.
- Clinical courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not meet less than the minimum required for practicum and internship courses as defined above.
- The number of credit hours allowed for each distance education or blended hybrid course shall be assigned based on the amount of time needed to achieve the same course outcomes as the face-to-face format, student learning will be verified by student achievement data.
- Directed independent study courses must complete a contract that clearly specifies time necessary to complete, description of the project, meetings with the instructor, and methods for evaluation. A time log must be maintained that documents amount of time the student spends with each portion of the course detailing date, activity, and time spent on activity. The minimum required minutes per credit hour must be recorded in the log.
- Courses meeting at an arranged time between the instructor and the student follow the department syllabus. A time log must be maintained that documents amount of time the student spends with each portion of the course detailing date, activity, and time spent on activity. The minimum required minutes per credit hour must be recorded in the log.

Final Examinations

All classes must meet at the time and place designated by the final examination schedule unless an exception is approved in writing by the Vice President of Academic Affairs.

Full-time / Part-time Status

Fall and Spring Semesters

A student is considered full-time if they are enrolled in 12 or more credit hours. Less than 12 credit hours is considered part-time.

Summer Semester

A student is considered full-time if they are enrolled in 6 or more credit hours. Less than 6 credit hours during the summer semester will be considered part-time.

Credit hour requirements for Federal Financial Aid disbursement are defined by federal regulation and may vary from this policy.

Credit hour requirements for athletic eligibility are defined by National Junior College Athletic Association (NJCAA) regulations and may vary from this policy.

Grade Equivalencies - Letter Grades to Points (GPA)

The college uses the following grade point system for rating a student's academic achievement:

Grade Point Plan

For each credit hour of A	4 grade points
For each credit hour of B	3 grade points
For each credit hour of C	2 grade points
For each credit hour of D	1 grade point
For each credit hour of F	0 grade point

Grades which are not included in the computation of the GPA

	W -	Withdrawal
	I -	Incomplete
	P -	Pass
	R -	Re-enrollment
	CR -	Credit
	AU -	Audit
	S -	Satisfactory
	U -	Unsatisfactory

Grades and Grade Reports

Grades of A, B, C, D, F (Failure), I (Incomplete) and P (Pass) and designations of R (Re-enrollment), W (Withdrawal) and Credit/No Credit are used. Final course grades are made available online through HutchCC's virtual campus. At their discretion, college officials may send students other reports.

Incomplete Grades
Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the timeframe established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the following semester.

Grade of "R" - Re-enrollment
A student who earns a grade of "R" has demonstrated satisfactory progress towards completion of, but has not met, all of the competencies needed to pass the designated developmental course as determined by the instructor. (See course list below) A student may not receive a grade of "R" for the same course more than twice.

- EN 098 Basic English
- LC 098 Study Strategies
- MA 097 Essential Principles of Math
- Other developmental courses (0xx level) may be added as deemed appropriate by the department chair

Graduation Requirements

Students applying for the Associate of Arts, Associate of Science or Associate of General Studies degree must have earned a minimum of 25 percent of total credit hours from Hutchinson Community College ("HutchCC" and/or "the College").

Students applying for the Associate of Applied Science degree or stackable credential certificate programs are required to complete a minimum of 25 percent of total credit hours at Hutchinson Community College in the technical field for which the degree is granted. Technical coursework transferred from other institutions will be reviewed by the appropriate HutchCC program coordinator, department chair or their representative.

HutchCC posts degrees at three different periods during the school year: the date of the May commencement ceremony, July 31, and December 15. Student diplomas will bear the same dates as the completed transcripts although the College will hold only one commencement exercise per year. Students who have applied for graduation must complete the requirements within a calendar year or must reapply for graduation.

Although faculty advisers, department chairpersons and the Records Office staff assist in checking requirements, students are ultimately responsible for meeting graduation requirements.

Students shall follow the guidelines of the catalog under which they begin, provided they remain continuously enrolled at HutchCC from the semester of entry to the semester of graduation. Continuous enrollment is defined as the successful completion of at least one class during each semester (excluding summer sessions). Students who are not continuously enrolled from the date of entry to the date of graduation shall follow the guidelines of the catalog under which they reenter.

Students entering programs with selective admission requirements are required to meet current catalog admission standards and may have different graduation dates based upon state testing requirements.

Hutchinson Community College Graduate Profile

HutchCC graduates will be able to:

1. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
2. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
3. Demonstrate effective communication through reading, writing, listening, and speaking.
4. Demonstrate effective interpersonal and collaborative skills.
5. Demonstrate effective quantitative-reasoning and computational skills.

General Education Philosophy

The general education requirements at HutchCC are specific requirements that represent the philosophy of education to provide an adequate body of common knowledge necessary to assure a broadly based liberal education. These courses strive to provide proficiency in writing, reading, speaking and listening; they teach mathematical structures which acquaint students with critical thinking skills; they encourage an understanding of science and scientific inquiry; and they provide familiarity with various branches of human understanding.

Each degree program at HutchCC contains an integrated core of general education requirements. This emphasis helps students understand they are not only trained but also educated and that they are not only individuals but also members of the greater human community. It is a belief that these requirements can enrich the lives of students, broaden their perspectives, and make learning a lifelong enterprise.

Requirements for the Associate of Arts Degree, Associate of Science Degree, and Associate of General Studies Degree

A student may qualify for an Associate of Arts degree by completing a program of study consisting of 60 hours, with a minimum of 31 of those hours in general education courses from each of the areas listed below.

- English Composition I
- English Composition II
- Public Speaking
- College Algebra or Higher

and courses from each of the areas listed below.

- Humanities
- Social and Behavioral Sciences
- Natural and Physical Sciences

A student may qualify for an Associate of Science degree by completing a program of study consisting of 60 hours, with minimum of 33 of those hours in general education courses consisting of

- English Composition I
- English Composition II
- Public Speaking
- College Algebra or Higher

and courses from each of the areas listed below.

- Humanities
- Social and Behavioral Sciences

- Natural and Physical Sciences

A student may qualify for an Associate of General Studies degree by completing a program of study consisting of 60 hours, with minimum of 30 of those hours in general education courses consisting of

- English Composition I
- English Composition II
- Public Speaking
- Intermediate Algebra or Higher

and courses from each of the areas listed below.

- Humanities
- Social and Behavioral Sciences
- Natural and Physical Sciences
- Necessary Skills

Requirements for the Associate of Applied Science Degree

A student may qualify for an Associate of Applied Science degree by completing a planned program of study consisting of 60 hours as listed in the catalog as follows:

1. Specialization in the chosen technical field and related contextual courses (minimum of 45 college credits)
2. General education courses from at least three of the following areas (minimum of 15 college credits):
    - Arts and humanities
    - Communication
    - Mathematics and science
    - Social science
    - Necessary Skills

A student must maintain a GPA of 2.0. A student transferring to Hutchinson Community College must complete a minimum of 25 percent of total credit hours in a selected curriculum.

The electives requirement may be waived for students in those programs in which the number of credit hours in a selected curriculum mandated by an outside agency causes the graduation requirements to exceed 60 credit hours.

Students in Associate Degree Nursing, Health Information Management, Pharmacy Technology, Physical Therapy Assistant, Radiologic Technology, Respiratory Therapy, and Surgical Technology curricula must meet the accrediting agency requirements. The Vice President of Academic Affairs must give written approval for an exception to the selected curriculum.

A student may receive more than one associate of applied science degree.

Students applying for graduation from an A.A.S.-degree program with more than a five-year interruption in their educational program will have their transcripts reviewed by the appropriate program area for current program competencies.

Honor Rolls

Students who excel scholastically are given recognition and appropriate awards. Students completing a minimum of six credit hours and earning an average of 3.5 but less than 4.0 in a semester are designated as members of the Vice President's Honor Roll. Students completing a minimum of six credit hours and earning 4.0 grade point averages in a semester are given special citations as members of the President's Honor Roll. Honor Rolls will be compiled twice a year; Fall and Spring.

Orientation

Orientation at HutchCC provides academic and social experiences designed to help with a successful transition into college life. The program focuses on the reinforcement of successful student behaviors, effective learning strategies, an awareness of student services, and academic and administrative policies and procedures.

All first-time, full-time students are required to enroll in Success Seminar/College Orientation (ED 105) or College Orientation and Career Exploration (ED 115) during their first semester at Hutchinson Community College. Outreach and part-time students who plan to work toward a college degree are encouraged to enroll in the course on an elective basis. Success Seminar/College Orientation and College Orientation and Career Exploration are courses designed to provide students with the skills and knowledge important to succeed in college and beyond. Core topics of the courses include study skills, goal setting, learning styles, healthy life-styles and institutional policies. Other course topics include time management, critical thinking, relationships, career planning, library usage, teachers and students as partners, cultural diversity and the value of college. In addition, campus resources are explored. The HutchCC orientation program is coordinated through the Office of the Vice President of Student Services.

Placement Testing English and Math

Hutchinson Community College has established mandatory course placement standards for students seeking a degree or wishing to take a college level English or Math course. Course placement will be determined by one of the following assessments:

- ACT
- ACCUPLACER NG

The ACCUPLACER NG assessment is given by HutchCC during most scheduled enrollment times. Students should contact one of the following offices for information on available test dates and times and for scheduling an appointment:

Student Success Center - Hutchinson Campus: (620) 665-3359

McPherson Center: (620) 245-0202

Newton Center: (316) 283-7000

Fort Riley Center: (785) 239-2551

Family Educational Rights and Privacy Act

Definitions

For the purpose of this policy, Hutchinson Community College has used the following definitions of terms:

1. **College** - In all subsequent instances, Hutchinson Community College and Area Vocational School is referred to as Hutchinson Community College or HutchCC
2. **Student** - any person who attends or has attended HutchCC.
3. **Education Records** - any record (in handwriting, print, tapes, film or other medium) maintained by HutchCC or an agent of the college which is directly related to a student, except the following:

    a. A personal record kept by a staff member, if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

    b. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

    c. A record maintained by HutchCC, if the record is maintained solely for law enforcement purposes and is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by the college.

    d. Records maintained by the Student Health Clinic, if the records are used only for treatment of a student and made available only to those persons providing the treatment.

    e. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Annual Notification

Students will be notified of their rights under the Family Educational Rights and Privacy Act annually by publication in the college catalog.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should request of the record custodian or an appropriate college staff person to make arrangements for access as promptly as possible for inspection of the records. Access to the record may be granted immediately if the student can verify his or her identity using acceptable identification (student i.d., driver's license). If it is not possible to view the record immediately, the student should submit to the record custodian or appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect. Access must be given in 30 days or less from the receipt of the request.

Right of the College to Refuse Access

HutchCC reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Those records which are excluded from the Family Educational Rights and Privacy Act definition of education records.

Refusal to Provide Copies

HutchCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations:

1. The student has an unpaid financial obligation to the college.
2. The student has not submitted paperwork required by the institution to complete his or her educational file.

Fees for Copies of Records

The fee for copies of the student's educational records, excluding HutchCC transcripts, will be $.75 per page.

Disclosure of Educational Records

HutchCC will disclose information from a student's education records only with the written consent of the student, except the following:

1. To officials of another institution in which the student seeks or intends to enroll.
2. To school officials who have a legitimate educational interest in the records.

A school official is one of the following:

a. A person employed by the college in an administrative, supervisory, academic, research or support staff position.

b. A person elected to the Board of Trustees.

c. A person employed by or under contract to the college to perform a special task, such as an attorney or an auditor.

A school official has a legitimate educational interest if the official is doing one of the following:

a. Performing a task that is specified in his or her position description or by a contract agreement.

b. Performing a task related to a student's education.

c. Performing a task related to the discipline of a student.

3. To certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities in connection with certain state or federally supported educational programs.

4. In connection with a student's financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.

6. To organizations conducting certain studies for or on behalf of the college.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

12. Hutchinson Community College will disclose grade and attendance information of secondary school students concurrently enrolled in both the secondary school and HutchCC, who have been given permission from their secondary school to attend Hutchinson Community College.

Record of Requests for Disclosure

HutchCC will maintain a record of requests for information from a student's education records for a period of six months for the following:

1. Requests made by or disclosure was made to a party with written consent. Only the following requests and/or disclosures will become a permanent part of the student's education record:

2. Disclosure to the parent (either custodial or non-custodial) of an eligible student.

3. Disclosure in response to a lawfully issued court order or subpoena.

4. Disclosure for external research where individual students have been identified.

5. Disclosure in response to an emergency.

Directory Information

HutchCC has designated the following items as Directory Information:

1. Student name.

2. Date and place of birth.

3. Major (curriculum of study).

4. Participation in official school activities.

5. Dates of attendance.

6. Degrees and awards received.

7. Class schedule.

8. Previous educational institutions attended.

9. Legal and local address mailing

10. Photographs taken by the college.

11. Hometown and high school

12. Height and weight of athletes.

13. HutchCC E-mail Address

The college may disclose any of the above items without prior written consent, unless the student has submitted a written request to the college's Privacy Officer asking to have directory information withheld.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the registrar to amend a record. In doing so, the student should identify the part of the records he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his or her privacy rights.

2. HutchCC may comply with the request, or it may decide not to comply. If it decides not to comply, HutchCC will notify the student of the decision and advise him or her of his or her right to a hearing to challenge the information believed to inaccurate, misleading or in violation of the student's rights.

3. Upon request, HutchCC will arrange for a hearing and notify the student of the date, place and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student will be afforded a full and fair opportunity to present evidence relative to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. HutchCC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.

6. If HutchCC decides that the challenged information is accurate, is not misleading or is not in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student's education records as long as the contest portion is maintained. If HutchCC discloses the contested portion of the record, it must also disclose the statement.

8. If HutchCC decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing.

Filing a Complaint

A student may file a written complaint with the Department of Education regarding an alleged violation under the Family Educational Rights and Privacy Act at the following address:

1. *Family Policy Compliance Office*
2. *U.S. Department of Education*
3. *400 Maryland Avenue, SW*
4. *Washington D.C. 20202-4605*

Types, Custodians, and Locations of Educational Records

1. ***Admission Records***
    a. a. - Director of Admissions Office
    b. - Parker Student Union - First Floor

2. ***Cumulative Academic Records*** (Current students and students who withdrew or graduated after 1986)
    a. Registrar
        a. - Registrar's Office
        b. - Parker Student Union - First Floor and Lower Level

3. ***Cumulative Academic Records*** (Former students who withdrew or graduated prior to 1986)
    a. Registrar
        a. - College Archives
        b. - Parker Student Union - Lower Level

4. ***Financial Records***
    a. Vice President of Finance
        a. - Business Office
        b. - Parker Student Union - First Floor

5. ***Placement Records***
    a. Director of Personnel
        a. - Personnel Office
        b. - Parker Student Union - First Floor

6. ***Progress Records***
    a. Instructor
        a. - Faculty Offices

Repeating a Course

When a student repeats a course in which they were previously enrolled, this is considered a "repeat". The original grade and credit for the course is cancelled and it is not counted in determining the student's GPA, but it is not removed from the transcript. Repeats are indicated on the transcript with parentheses () around the original credit hours and an asterisk * between the new grade and hours.

Scholastic Standards

For certification or Diploma, students must average a "C" (2.00 GPA) in total semester hours attempted. A "C" (2.00 GPA) at Hutchinson Community College requires an average of two grade points for each academic hour attempted. The most recent grade in re-enrollments is used in computing the grade point average. Courses designated with a course number below 100 do not count toward fulfilling the graduation requirement.

Tech Prep Credit for Career Technical Education Programs

Tech Prep Credit for Career Technical Education Programs

Hutchinson Community College's involvement in the Tech Prep school reform initiative began in 1994 with the formation of a consortium comprised of unified school districts and private secondary institutions within a four county area surrounding Hutchinson.

A major component of Tech Prep is articulation agreements that allow students to earn college credit toward a **technical certificate and/or** Associate of Applied Science Degree at Hutchinson Community College by taking selected courses at the high school level. Advanced standing credit policies apply as follows:

Credit may only be applied toward certificate programs or two-year technical programs. Credit will NOT be applied toward any program designed to transfer to a post-community college institution.

Students must successfully complete the competencies in the high school articulated courses with a final grade of 'B' or better to qualify for college credit.

Upon successful completion of the high school articulated course or courses the student will be given the opportunity to apply as a Tech Prep student. Registered Tech Prep students, in good standing, will have the college credit(s) placed on their transcript during their first semester as a resident HutchCC student.

The high school articulated courses will be reported on the HutchCC transcript as a "CR" (credit earned) rather than a letter grade.

No tuition or transcription fees will be charged for articulated credit.

A student may apply up to six credit hours of articulated courses toward a certificate program.

A student may apply up to nine credit hours of articulated courses toward a two-year technical degree program.

Other Tech Prep initiatives include the promoting of career awareness activities, technical/academic integration, and partnerships with the business and industry communities. Students interested in learning more about the Tech Prep program should contact their high school counselor or the Hutchinson Community College Tech Prep Coordinator.

Technical Program - Retraining Guarantee

Hutchinson Community College guarantees that students successfully completing technical programs at HutchCC with an Associate in Applied Science degree or a certificate will have mastered the occupational competencies identified in the program. This guarantee assures that the student will be prepared for the technical career area that he/she has selected.

Hutchinson Community College guarantees that students successfully (C or better in all coursework) completing HutchCC technical programs will have the competencies and skills identified in the career program. If a HutchCC graduate is judged by his/her employer to be lacking in job-entry-level skills that the graduate successfully completed in a program, the institution will provide up to 6 credit hours of tuition-free needed retraining for the specific skill or skills according to the following conditions:

1. Within a 5-year time span, the student must have earned an Associate in Applied Science (AAS) degree or a certificate in an approved technical program identified in the HutchCC catalog. The retraining guarantee applies to training received within the last two semesters of completion of the degree/certificate.
2. The graduate must be employed full-time within 12 months of graduation in an area directly related to the technical program from which he or she graduated.
3. The employer will determine the need for retraining by identifying specific lacking of entry-level skills and aligned/identified within HutchCC program content of specific course objectives, within 90 days of initial employment of said employee.
4. A written education plan for retraining will be developed by the employer, the dept. chair, an appropriate content-expert faculty member, and the student.
5. This guarantee applies only to those competencies identified within the student's designated degree and certificate plan with the majority of credit earned at Hutchinson Community College.
6. The institution will provide the identified needed training at the earliest time the skill or skills are taught as part of an existing course.
7. The retraining must be completed within a calendar year and/or two consecutive semesters.
8. Coursework may be retaken only once, and must be completed with minimum C grade or better to change the transcript.
9. Prerequisites, co-requisites, and/or specific admission requirements are not included in this retraining guarantee.
10. In some instances, this guarantee may not be valid due to accreditation restrictions. When applicable, the student must pass licensure exams for health programs. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Hutchinson Community College is not responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.

Transcripts

The Records Office maintains the student's official academic records. Transcripts will be released only after receipt of the student's request. A fee will be charged for each transcript. The college does not release official transcripts for a student who has any type of academic or financial holds.

Transfer Credit For Prior Learning

Disclaimer: Students need to be aware that while Hutchinson Community College will accept transfer credit as listed below, other institutions have differing policies. Therefore, students should check with any other institution they plan to attend for its specific policy. The granting of credit by HutchCC does not guarantee transferability to any other institution.

Credit for Regionally Accredited Institutions

All transfer credit will be evaluated in the semester hour system. All credits earned with a grade of "F" or higher and deemed to be above remedial level will be transferred and calculated into the student's cumulative GPA at Hutchinson Community College.

Transfer credits will be accepted from colleges and universities that are accredited by a regional agency recognized by Hutchinson Community College. The following regional accrediting agencies are recognized by HutchCC: Middle States Association of Colleges and Schools (MSA); The Northwest Association of Schools and Colleges (NASC); The Higher Learning Commission (HLC); New England Association of Schools and Colleges, Inc. Commission on Institutions of Higher Education (NEASC-CIHE); New England Association of Schools and Colleges, Inc. Commission of Technical and Career Institutions (NEASC-CTIC); Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC); Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-Jr.); Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-Sr.); Northwest Commission on Colleges and Universities (NWCUU).

Approved Kansas Board of Regents (KBOR) aligned courses/programs are accepted in entirety.

The granting of transfer credit by Hutchinson Community College does not guarantee transferability to any other institution.

Hutchinson Community College reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedures for Credit for Regionally Accredited Institutions

- Student requests official transcripts from all previously attended post secondary institutions be sent directly to the HutchCC Records Office in accordance with official guidelines (http://www.hutchcc.edu/records/transcript-sent-to-HCC). Once all official documents have been received the Records Office reviews the transcripts for transferability and posts it to the official HutchCC transcript. Review the current course equivalencies at http://www1.hutchcc.edu/administration/records/transcript-equivalency and the Kansas Core Alignments at http://www.kansasregents.org/transfer_articulation and KBOR Program Alignments at https://www.kansasregents.org/workforce_development/program-alignment.
- Courses that have not yet been evaluated will be reviewed based on course content, course credit hours and date course was taken. HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Credit for Collegiate Non-Accredited Institutions

Credits from post secondary institutions not accredited by a regional accrediting association may be accepted for evaluation and possible transfer of credit at the student's request.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

Procedures for Credit for Collegiate Non-accredited Institutions

- Student requests official transcripts from all previously attended post-secondary institutions be sent directly to the HutchCC Records Office in accordance with official guidelines (http://www.hutchcc.edu/records/transcript-sent-to-HCC).
- Records Office receives and holds any transcripts from a body that we do not recognize as accredited.
- Upon student request the Records Office submits to the appropriate Department Chair the *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* and supporting documentation.
- The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicate HutchCC award. It is then sent to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards it to the Records Office. Awards are posted to the transcript. If not accepted the form is returned to the Department Chair for student notification.

Credit for International Institutions

Hutchinson Community College accepts international course work evaluated by World Education Services (https://www.wes.org/) or International Education Services (https://www.aacrao.org/resources/AACRAO-International/international-education-services). If you elect to use this process, choose the course-by-course evaluation and request that the evaluating company send a copy of its evaluation directly to Hutchinson Community College-Records Office. The appropriate Department Chair at Hutchinson Community College will then use the evaluation to determine which courses will be accepted to fulfill associate degree requirements.

The granting of transfer credit by HutchCC does not guarantee transferability to any other institution.

Hutchinson Community College reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedures for Credit for International Institutions

- Student requests official transcripts from all previously attended postsecondary institutions be sent directly to the HutchCC Records Office in accordance with official guidelines (http://www.hutchcc.edu/records/transcript-sent-to-HCC). Fees for international transcripts are the student's responsibility.
- Records Office receives and holds any transcripts from a body that we do not recognize as accredited.

- Upon student request the Records Office submits to the appropriate Department Chair the *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* and supporting documentation.
- The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicate HutchCC award. It is then sent to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards it to the Records Office. Awards are posted to the transcript. If not accepted the form is returned to the Department Chair for student notification.

Credit from Hutchinson Career and Technical Education Academy (USD 308) and Newton - Brooks Regional Center for Career and Technical Education (USD 373)

Students who have completed credits in approved merged career and technical programs as secondary students at Hutchinson Career and Technical Education Academy (USD 308) and Newton - Brooks Regional Center for Career and Technical Education (USD 373) may transfer the completed technical credits to Hutchinson Community College and pursue the completion of a certificate or degree.

The granting of transfer credit by Hutchinson Community College does not guarantee transferability to any other institution.

Hutchinson Community College reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedure for Credit from Hutchinson Career and Technical Education Academy and Newton - Brooks Regional Center for Career and Technical Education

- Secondary and post secondary students enroll in merged program classes within the given semester. Students receive letter grades which are posted to the transcript following HutchCC standard practice.

Credit for Military Training/Non-Collegiate Education

Students may earn college credit for education for non-collegiate educational experiences or armed services training. Credit is awarded based on the recommendations in the American Council on Education Guide and approval by the department chairperson where credit is requested.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedure Credit for Military Training/Non-Collegiate Education

- Student submits their educational experiences to ACE.
    - **American Council on Education (ACE) and ACE Guides** –Major coordinating body for higher education institutions in the U.S., providing leadership on 3rd party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- The college receives ACE documentation at the student's request. The Records Office then submits the ACE evaluation and *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* to the appropriate Program Coordinator and/or Department Chair.
- The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicates HutchCC award. It is then sent to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards to the Records Office and it posted to the transcript. If not accepted the form is returned to the Department Chair for student notification.

Credit for Recognized Credentials and/or Seminars

Credit from seminars and certificates of completion will be evaluated only upon student request and only if the student is a degree-seeking student and majoring in the field to which the request pertains. If the requirements listed above are met, and if credit is awarded, the credit will be applied to the student transcript after the start of the first semester of coursework at HutchCC.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedure Credit for Recognized Credentials and/or Seminars

- Student submits the certificate and/or documentation to the appropriate Program Coordinator/Director for review.
- The appropriate Program Coordinator/Director reviews supporting documentation for equivalency in content and length. Upon equivalency the Program Coordinator/Director completes the *Credit for Prior Learning from Recognized Credentials and/or Seminars* form and forwards the form and supporting documentation to the appropriate Department Chair.
- The Department Chair reviews and if approved, moves to the documentation onto the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards the documentation to the Records Office and it is posted to the transcript. If not accepted, the form is returned to the Department Chair for student notification.

Visitors Policy

Visitors (individuals who are not officially enrolled or employed by HutchCC) are welcome on Hutchinson Community College (HutchCC) campuses and properties.

HutchCC seeks to provide an environment that is conducive to study and work and, therefore, HutchCC will take reasonable steps to protect the student and work environment of HutchCC. HutchCC is also concerned with the health, safety, and liability issues associated with children on HutchCC properties.

Visitor Expectations

Visitors on campus are expected to conduct themselves in accordance with all federal and state laws and regulations, and conduct themselves in a manner consistent with all HutchCC Policies and Procedures. Any violations of these laws and/or policies and procedures could result in corrective action taken by HutchCC.

Child-Age Campus Visitors

Parents/guardians are responsible for the behavior of their children on HutchCC campuses and properties. Parents/guardians are required to provide reasonable supervision for their children in accordance with all federal and state laws and regulations, and all HutchCC Policies and Procedures. Children with an illness that prevents them from going to a childcare facility or from attending school should not be brought to HutchCC campuses. Parents/guardians whose children engage in any disruptive or destructive behavior may be referred for possible College conduct action.

Classroom Visitors

Only registered students are allowed in the HutchCC classrooms during official class periods. College employees on official business, along with their guests, are allowed to visit HutchCC classrooms upon approval from the instructor. Any other exceptions must be approved by the instructor and appropriate supervisor and/or their designee. If the instructor, in their discretion, and/or a registered student find(s) the non-registered person's presence in their classroom disruptive, the instructor may ask the non-registered person to leave for the remainder of the class period and the disruption shall be communicated to the appropriate supervisor and/or their designee.

Office or Workspace Visitors

Visitors in offices or workplaces should conform to expected office norms. If a visitor does not conform to office norms, such that the visitor's presence is deemed disruptive or potentially disruptive to the productivity of the employees, and appropriate College employee should ask the visitor to leave the area and the disruption should be documented.

Withdrawal from a Course

Complete Withdrawal from the Institution
Registered students, who are within the published withdrawal date, who wish to withdraw completely from the institution, should log in to DragonZone, navigate to their course schedule, and click the Withdrawal button for all courses listed. Students are officially withdrawn and receive the designation of "W" immediately. Refunds to students who complete this transaction will be awarded according to the refund policy as listed in the catalog.

Emergency Withdrawal

After the withdrawal period has ended, requests for emergency withdrawal must be submitted in writing by the student making the request to the Vice President of Academic Affairs. The request will be reviewed, and the decision will be returned to the student within 30 calendar days.

Course Withdrawal
The withdrawal process becomes effective immediately after the period allowed for schedule changes.

Registered students wishing to withdraw from a course must do so on or prior to the date that corresponds to 80 percent completion of the course. The withdraw date is published on the schedule. Students who complete this transaction will receive the designation of "W" for the course. To complete the withdrawal procedure, students will log in to Dragon Zone, navigate to their course schedule, locate the course they wish to withdraw from, and click the Withdraw button. Students are officially withdrawn immediately.

Workplace Credit

Disclaimer: The purpose of Workplace Credit (WC) is to recognize significant technical training and competency attainment (such as Apprenticeships, Professional Licensure or Right Skills Now) that adults have previously mastered through their employment in a technical field, and to award college credit for the competencies attained. Departments will decide which, if any, of their courses qualify for WC. WC at HutchCC may not transfer to other post secondary institutions. HutchCC does not accept credit awarded for work experience from other post secondary institutions.

Award of College Credits: Students may receive a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate in Applied Science (AAS) degree. WC must be compatible with courses meeting certificate or AAS degree requirements.

Application Process: To apply for WC, the student must submit the approved HutchCC Workplace Credit Application Form to employer(s). The form outlines the length of employment, job duties, and technical competencies attained that justify the HutchCC course(s) to be waived and credit to be transcripted. The form must be signed by an authorized representative from the student's previous/current employer(s). The respective HutchCC department chair will propose the credit to be awarded to the Vice President of Academic Affairs for approval.

Transcription of Credit: HutchCC will use a minimum of 250:1 ratio for the transcription of work experience hours completed to credit hours earned. HutchCC Departments reserve the right to exceed this minimum ratio. The recommended credit will be transcripted as a grade of CR following the student's completion of eight (8) credit hours at HutchCC with a minimum 2.0 GPA.

Required Approvals:

1. The student must sign the Workplace Credit Application Form and complete any other documentation as required by the department.
2. A qualified representative of the employer must sign the employment verification section of the Workplace Credit Form.
3. The Department Chair and the Vice President of Academic Affairs must sign the form verifying the credit hours to be awarded.

Procedure for Workplace Credit

- Student creates a portfolio which may include things like: certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, or resumes.
- Student completes their portion of the *Workplace Credit* form and takes it to their supervisor.
- The supervisor creates a letter of support and completes the second portion of the *Workplace Credit* form.
- The student then submits the contents of the portfolio, letter of support and the *Workplace Credit* form to their Academic Advisor.
- The Advisor submits the documents and form to the appropriate Department Chair.
- The Department Chair seeks input from three reviewers (including the appropriate Program Coordinator). The three reviewers' results are collected and the equivalent course(s) and credit hour(s) awarded are indicated on the form. The Program Coordinator and Department Chair sign the form as acceptance. The form and portfolio are then submitted to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards all documentation to the Records Office. If not accepted the form is returned to the Department Chair for student notification.

Student Success Center Services

Committed to success for everyone, the Student Success Center at Hutchinson Community College is ready to help you succeed in your educational career. We have a caring staff that is prepared and trained in providing excellent academic support and available to counsel students in the academic and life skills needed to succeed at the collegiate level.

We provide a 'one-stop shop' approach, bundling a variety of student services into a convenient location, from counseling and advising to testing services. Just walk in our door and we are ready and willing to help you. We are also able to communicate with other offices and areas on campus to help you navigate collegiate life with ease, clearing the way for you to achieve your educational goals.

Residence Life

The Residence Life Office at Hutchinson Community College welcomes you to your home away from home.

Come live in “The D’s,” as our students affectionately refer to our on-campus housing facilities. Our dormitories are spacious and inviting spaces, with many amenities and areas to encourage interaction with your fellow students and make new friends. Our staff is committed to providing safe, comfortable and affordable housing options for our students, where you can get the “real college experience” of campus living.

Our students are active in every aspect of campus life in “The D’s”, with students leading the way by serving as Resident Assistant (RAs) for the dormitories. Our activities board works closely with our staff to propose and plan student activities that are student-oriented and student-involved.

We are a popular place to call home with more than 500 students calling our facilities Home. Come inside and see what your new home away from home is like.

JFK Library

Located in the lower level of Rimmer Learning Resources Center, John F. Kennedy Library provides research assistance and instructional services to students, faculty, and staff including interlibrary loan services, course related instruction, course reserves, and research and reference services. JFK Library's primary role is to support the curricular needs of Hutchinson Community College programs. The library's secondary role is to support the diverse interests of students and to provide professional resources for faculty and administrators. Community users are also welcome to enjoy the library.

Rimmer Learning Resource Center

Rimmer Learning Resource Center (RLRC) is designed to promote student success, retention, and graduation. We encourage students to take advantage of the center's resources and services, which include free tutoring, use of technology, online resources, Supplemental Instruction, Assessment Services, test proctoring, and the use of the JFK Library.

HutchCC Student Health Services Procedure

Student Health Services are provided by PrairieStar Health Services at 2700 E. 30th, Hutchinson, KS.

STUDENT HEALTH SERVICES

- These services are available to current HutchCC Students
- To begin the process, the student should pick up a Student Health Services Voucher. Make sure to have your Student ID with you.
    - The three location on campus that dispense vouchers are:
        - Parker Student Union Information Counter
        - Student ID Center
        - Residence Life Office in Elland Hall
- Once the student has a voucher, they can go to PrairieStar Health Center at 2700 E. 30th Avenue and to the Walk-In Clinic.
- Student should present the voucher, as well as his/her medical insurance card (if applicable) to the receptionist at the Walk-In Clinic at PrairieStar when they check-in.
- The voucher will cover the cost of the office visit co-pay and several routine labs and tests, problem dental and eye exams; after the student's personal insurance is applied.
- HutchCC Students are allowed two (2) student health referral vouchers per semester

PRAIRIE STAR HEALTH CENTER IS LOCATED AT 2700 E. 30TH AVENUE

Their hours of operation are M-F 8AM – 6PM

Records Office

The records office:

- Seeks to create, maintain, and provide accurate student academic records in compliance with applicable policies, laws, and regulations.
- Ensure continuously satisfactory service through good management practices and responsible utilization of resources.
- Establish daily business practices which reflect the most advanced technological methods available to improve service.
- Interpret Hutchinson Community College, Board of Regents, and governmental policies to faculty, staff, students, parents, and the general public.

Academic Advising

Academic advising services are provided to current and prospective students who are undecided or interested in a General Studies curriculum, and to students who have declared a college major. Professional academic advisors are available to assist undeclared students in setting practical and realistic academic goals. Academic advisors help students interpret academic assessment results, enrollment restrictions, course selection, degree options, transfer information, and related academic guidance information. Students who have declared a college major are advised by advisors from their academic departments. Students with a declared major may contact the department chair of their academic department to speak to a departmental advisor.

Reinstatement Policy

First Dismissal:

Students dismissed for the first time from Hutchinson Community College (HutchCC) must wait at least one full fall or spring semester before returning to HutchCC. The summer semester does not count as a full semester. To be readmitted, students must submit a completed petition to the Office of the Vice President of Student Services. (See Reinstatement Procedure for form and other needed information.)

Multiple Dismissals:

Students dismissed two or more times from HutchCC at any time in their academic career must wait at least one full academic year (fall, spring, and summer) before returning to HutchCC. To be readmitted, students must submit a completed petition to the Office of the Vice President of Student Services. (See Reinstatement Procedure for form and other needed information.)

Employer-mandated Reinstatement:

The Office of the Vice President of Student Services will consider readmission without a semester of nonattendance for employer-mandated enrollment. Students will remain on dismissal until they are in good academic standing or follow the normal reinstatement procedure.

Reinstated Students:

All reinstated students are readmitted to HutchCC on academic probation. Satisfactory academic progress and adherence to reinstatement mandates are required for continued enrollment.

During the first semester of attendance after a period of dismissal, reinstated students are required to adhere to the following mandates:

- Satisfactory academic progress according to the Academic Standing, Probation, Dismissal, and Reinstatement Policy;
- Maximum enrollment of 12 credit hours in the fall or spring semester;
- Maximum enrollment of 6 credit hours in the summer semester;
- Enroll in and complete a student success course at HutchCC;
- Self-enrollment is not permitted.

Reinstatement Procedure

Reinstatement Procedure

The Vice President of Student Services oversees the Reinstatement Process. Students who wish to be considered for reinstatement to HutchCC must complete the following process at least five business days (a business day is defined as a day that the college is open for business) prior to the start of the first requested course.

STEP 1: Apply for Reinstatement:

The reinstatement application form is available online at https://goo.gl/forms/2aPVP47Id5FgIJy92

The completed form will be reviewed by the Administrative Assistant to the Vice President of Student Services.

*Employer-mandated reinstatements are managed administratively – contact the College Registrar (Records@hutchcc.edu or 620-665-3521) for more information.

STEP 2: Reinstatement Advisor Assigned:

Once the completed reinstatement application is received, the Administrative Assistant to the Vice President of Student Services will assign the student a Reinstatement Advisor and email the student the Reinstatement Advisor's contact information.

STEP 3: Contact Reinstatement Advisor:

The student will contact the Reinstatement Advisor to discuss reinstatement mandates and enroll in classes.

Note: Reinstated students are required to enroll in a student success course at HutchCC. This may include one of the following courses:

- BU 107 – Personal Finance
- BU 118 – Introduction to Leadership
- BU 122 – Customer Service/Professional Image
- ED 105 – Success Seminar/College Orientation
- ED 110 – Career Decision Making
- ED 115 – College Orientation and Career Exploration
- LC 105 – College Learning Methods
- PS 101 – Human Relations
- SH 102 – Interpersonal Communication
- SO 103 – Stress Management
- SO 104 – Assertiveness Training
- TR 120 – Work Ethics

Accessibility Services

The Accessibility Services Office, located in the Parker Student Union, provides and coordinates services to students with disabilities, promotes equal educational opportunities, and provides equal access to all institutional programs and services. Accommodations are provided on an individualized, as-needed basis as regulated by The Americans with Disabilities Act (ADA) and Section 504 of The Rehabilitation Act. Students requesting accommodations must provide appropriate documentation regarding the nature of their disability and the need for accommodation. Examples of accommodations include exam accommodations, note-taking assistance, sign language interpreting, and the use of special equipment.

Hutchinson Community College encourages student self-advocacy and independence on campus by utilizing those services which help maximize learning. In order to have approved accommodations in place on the first day of classes, early contact with the Accessibility Services Office is encouraged.

Non-Discrimination of Individuals with Disabilities Policy

I. POLICY STATEMENT

The Administration, Faculty, and Staff of Hutchinson Community College (HutchCC) are committed to providing equal education, employment opportunity, and full participation for all individuals with disabilities.

HutchCC recognizes its responsibility to provide equal access to opportunity, full inclusion, and integration for persons with disabilities under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990, as amended in 2008. It is HutchCC's policy that "no otherwise qualified" person with a disability be excluded from participating in any HutchCC program or activity, be denied the benefits of any HutchCC program or activity, or otherwise be subjected to discrimination with regard to any HutchCC program or activity.

Prospective and current students with disabilities requesting accommodations must do so by contacting the Coordinator of Accessibility Services at 620-665-3554, or by emailing AccessibilityServices@hutchcc.edu.

Prospective and current employees with disabilities requesting accommodations must do so by contacting the Director of Human Resources at 620-665-3497, or by emailing hrinfo@hutchcc.edu.

Patrons with disabilities attending HutchCC sponsored functions requesting accommodations must contact the President's Office at 620-665-3505 at least 10 days prior to the event.

II. DEFINITIONS

1. ***Disability*** means, with respect to an individual:
    a. a physical or mental impairment that substantially limits one or more of the person's major life activities; or
    b. a history of such an impairment; or
    c. being regarded as having such an impairment

2. ***Qualified Individual with a Disability*** is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the college.

3. ***Accommodations*** means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: alternative testing, extended time, scribe services, sign language interpreting, reduced distraction environment, brailled material, recorded lectures, and computer-assisted instruction.

4. ***Essential Eligibility Requirement*** means the academic or other technical standards required for admission to or participation in the college's programs, services, or activities which an individual must be able to meet with or without accommodation.

5. ***Individual*** means any person applying for admission to or participation in a program, service, or activity of the College.

III. RESPONSIBILITIES

1. **Hutchinson Community College Administration:**
    a. shall designate a person or office (The Office of Accessibility Services located in the Parker Student Union) to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADAAA and Section 504 and to investigate any complaints alleging the institution's non-compliance with Title II of the ADA and Section 504.
    b. shall maintain and require academic and technical standards in their individual programs.
    c. shall designate a person or persons (The Office of Accessibility Services located in the Parker Student Union) to coordinate student requests for accommodations, assess provided documentation, determine appropriate accommodations, and assist students with notification of accommodations to their instructors.
    d. shall provide students, faculty, and staff with information regarding disabilities, accommodations, and assistive technology.
    e. shall provide a student an opportunity to appeal decisions made by the Office of Accessibility Services if the individual feels that he/she has been denied equal access to a HutchCC program or activity because of a disability.
    f. shall make available information regarding policies and procedures to students with disabilities.

2. **The Office of Accessibility Services**
    a. shall serve as a clearinghouse for all Accessibility Services requests and documentation and maintain appropriate confidentiality of documentation and communication concerning students with disabilities.
    b. shall develop appropriate accommodations that will provide a student with disabilities ***equal access*** to the campus, courses, programs, and all college related activities.
    c. shall assist students with transition from high school to college.
    d. shall assist faculty who are providing accommodations.
    e. shall use the student interview, Application for Accessibility Services, disability documentation, and course requirements to make appropriate accommodation determinations.

3. **The Student**
    a. shall be responsible for self-identifying to the Office of Accessibility Services.
    b. shall complete and turn in an Application for Accessibility Services.
    c. shall provide appropriate documentation to support the need for accommodations.
    d. shall meet with the Office of Accessibility Services either in person, on-line, or on the phone ***each semester*** to set up accommodations.

e. shall communicate with his/her instructor(s) regarding the accommodations needed to provide equal access to the course.

f. shall return a signed copy of the Letter of Accommodation to the Office of Accessibility Services each semester.

4. **The Faculty**

a. shall use accessibility guidelines when developing classroom material.

b. shall provide approved accommodations for students with disabilities with support from the Office of Accessibility Services.

c. shall supply required tests, handouts, and notes to the Office of Accessibility Services as warranted so they can be formatted for student use.

5. **The Employee**

a. shall self-identify to the Human Resources Office.

b. shall provide documentation as requested by the Human Resources Office.

6. **The Human Resources Office**

a. shall provide reasonable accommodations as warranted.

b. shall evaluate all requests individually.

Immunization Policy

IMMUNIZATION POLICY

The Immunization Policy at Hutchinson Community College is intended to protect the campus and community from illness and disease. Hutchinson Community College requires the listed students to provide proof of the following immunizations:

HUTCHCC Residence Hall Students

- Two doses of Measles, Mumps and Rubella Vaccine (MMR)
- Meningitis vaccination or signed waiver

HUTCHCC Paramedic Students

- Two doses of Measles, Mumps and Rubella Vaccine (MMR)—require titers for positive immunity or physician's documentation of disease.
- One dose of Tdap within last 10 years
- Two doses of Varicella (Chickenpox)— or positive titer for immunity or physician's documentation of disease.
- Three doses of Hepatitis B or signed waiver or successful titer completed within last year
- Tuberculin skin test (PPD) within 1 year of enrollment - chest x-ray is required if skin test is positive
- Drug Screen (at a minimum, show negative results for amphetamines, barbiturates, benzodiazepines, opiates, fentanyl analogues, marijuana, methadone, meperidine and cocaine)
- Flu shot for Fall and Spring semester (October 1 thru March 31) if will be in clinicals.

HUTCHCC EMT (Emergency Medical Technician) Students

- Tuberculin skin test (PPD) within 1 year of enrollment – chest x-ray is required if skin test is positive

HUTCHCC Allied Health Students (Including RRT)

- **Negative TB**
    a. Chest x-ray or Mantoux tuberculin skin test – 2 step method unless evidence of yearly test (annual requirement) Negative TB skin test within the last 12 months; or
    b. Negative Quantiferon / T-spot within the last 12 months; or
    c. Negative chest x-ray within the last 12 months.
- Immunization for tetanus and diphtheria within last ten (10) years
- MMR immunization or positive measles, mumps, rubella titer (if born in 1957 or after, documentation of two (2) MMRs)
- Evidence of immunity to Pertussis by receipt of a single dose of Tdap (ADACEL™). Those aged less than 64 who do not have documentation of Tdap immunization should receive a single dose of Tdap if it has been at least 2 years since receipt of a tetanus toxoid-containing vaccine.
- Hepatitis B vaccine
- Influenza (recommended yearly- when available in fall)
- Physician documentation of chickenpox or titer or two doses of Varicella

Early Childhood Education (Child Care Internship)

- Tuberculin skin test (PPD) - chest x-ray is required if skin test is positive

Alcohol & Drug Policy and Prevention Program

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Hutchinson Community College ("HutchCC" or "the College") prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student or employee on college property or at any college event or activity.

Student or employee violations of federal, state, and/or local drug and alcohol laws, including underage drinking laws, or HutchCC policies will be handled in accordance with applicable law enforcement and/or HutchCC disciplinary procedures. In Kansas, the legal drinking age is 21; however, no alcohol is allowed on HutchCC property or property controlled by HutchCC without prior written approval of the HutchCC Board of Trustees.

Residence halls, student clubs and organizations, and athletic teams, may impose additional restrictions.

Student Sanctions

Students who violate this policy are subject to theHutchCC Disciplinary Policy (Policy 1047) and the sanctions included in that policy. Violations of this policy by students will be reported to the Vice President of Student Services and, when appropriate, to law enforcement officials.

Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction can disqualify a student for FSA funds. The student self certifies in applying for aid that they are eligible; the College is not required to confirm this unless the College has conflicting information.

Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar, next page). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when they were a juvenile, unless they were tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Period of Ineligibility

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of their loss of eligibility and the methods whereby they can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make them ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to Financial Aid that they have successfully completed the rehabilitation program; as with the conviction question on the FAFSA, the College is not required to confirm the reported information unless the College has conflicting information.

When a student regains eligibility during the award year, the College may award Pell grant, TEACH, and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

• Be qualified to receive funds directly or indirectly from a federal, state, or local government program.

• Be qualified to receive payment directly or indirectly from a federally-or state-licensed insurance company.

• Be administered or recognized by a federal, state, or local government agency or court.

• Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.

If the College is counseling a student who will need to enter such a program, the student should be advised of these requirements. If a student certifies that they have successfully completed a drug rehabilitation program, but the College has reason to believe that the program does not meet the requirements, the College must then find out if requirements are met before paying the student any FSA funds.

Employee Sanctions

As a condition of employment, employees of HutchCC who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials. Employees of HutchCC who violate this policy will be subject to one or more of the following disciplinary actions:

- Placement on probationary status.
- Short-term suspension with pay.
- Short-term suspension without pay.
- Long-term suspension without pay.
- Required participation in a drug and alcohol education treatment, counseling, or rehabilitation program.
- Termination of employment.
- Or other actions determined appropriate by the Director of Human Resources.

Employees who violate this policy will be afforded a hearing in accordance with current policies relating to employee discipline. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action permitted or authorized by HutchCC policies or the negotiated agreement.

If it is determined that an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee's responsibility. Employees convicted of a violation of a criminal drug statute occurring in the workplace are required to notify HutchCC of the conviction no later than five calendar days of the conviction. After receiving the notification from the employee, HutchCC must provide notice of the conviction, including position title and affected grants, to the U.S. Department of Education's Director of Grants and Contracts Service.

Distribution

This policy will be distributed annually to all employees and all students.

The policy and related procedures will be reviewed and updated biennially by the Regulatory Compliance and Due Process Committee. The Director of Financial Aid may make minor modifications to policy if Federal Regulations warrant such revisions.

Consequences of the Use, Misuse, and Abuse of Drugs and Alcohol

Health Consequences

Students and employees of HutchCC should be aware that the following health risks have been associated with the use, misuse and abuse of drugs and alcohol:

- Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage.
- Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.
- Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.
- Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.
- Marijuana: Irritation of the lungs, emphysema, increased heart rate, reduced short term memory, and cancer.
- Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.
- Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Prescription and Over-the-Counter Medications: Risks associated with the nonmedical use, abuse or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above.

Students and employees should note that the above listing is not intended as all inclusive.

Workplace Consequences

The negative impact of substance abuse by employees in the workplace can be; increased risk of accidents, lower productivity, increased insurance costs, increased institutional costs, increased absenteeism. Loss of jobs and loss of life may result from substance abuse on the job.

Legal Consequences

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse and abuse of controlled substances, pharmaceutical products, prescriptions, over-the counter medications, and alcohol.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to $15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of $2,500.

Under Kansas law, persons under 21 years of age may be subject to minimum fines of $200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

The most recent & complete Federal Trafficking Penalties are available online.

Counseling, Treatment, and Rehabilitation

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator.

Alcohol assessments and personal counseling are available to currently enrolled students and employees through the HutchCC Student Success Center (620) 665-3377. Additional counseling information and resources are available online. The Student Success Center maintains a list of local treatment facilities and this is available for students and employees to pick upon request.

Drug and Alcohol Abuse and Prevention Information

The following web sites provide additional drug and alcohol abuse and prevention information:

- Above the Influence

Above the Influence was originally created as part of the National Youth Anti-Drug Media Campaign, a program of the Office of National Drug Control Policy (ONDCP). Above the Influence has since transitioned away from federal oversight and is now a program of the non-profit Partnership for Drug-Free Kids.

- National Council on Alcoholism and Drug Dependence (NCADD)

The National Council on Alcoholism and Drug Dependence, Inc. (NCADD) has been a valuable resource for millions of people struggling with alcoholism and addiction.

- It Matters

The **It Matters** website and related educational campaigns are sponsored by the Behavioral Health Services Commission at the Kansas Department for Aging and Disability Services (KDADS).

- National Institute on Drug Abuse (NIDA)

The mission of the National Institute on Drug Abuse is to advance science on the causes and consequences of drug use and addiction and to apply that knowledge to improve individual and public health.

- National Institute on Alcohol Abuse and Alcoholism (NIAAA)

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) is one of the 27 institutes and centers that comprise the National Institutes of Health (NIH). NIAAA supports and conducts research on the impact of alcohol use on human health and well-being.

Anti-Tobacco/Smoking Policy

HutchCC strongly discourages smoking and the use of tobacco products.

No smoking (including vaping) nor use of tobacco (including smokeless) is permitted in/on HutchCC owned or leased buildings and property, except in designated areas. This mandate includes all employees, students, vendors and guests.

Please refer to the anti-tobacco/smoking procedure for designated tobacco areas on HutchCC sites.

Disciplinary action may ensue for anyone who violates this policy.

Anti-Tobacco Procedure

Designated tobacco usage areas on campus:

1. Lockman, Rimmer, and Science Hall - Crimson Courtyard area (cement slab south of LH, farthest west bench)
2. Parker Student Union – Cement area near cafeteria loading dock.
3. Shears Technology Center and Office Technologies - the former Radio Kansas Tower area east of STC/north of OT
4. Stringer Fine Arts Center - Open area south of the building
5. Sports Arena – SW Corner which is the current location
6. Media Production – South side of the building
7. Davis Hall/Quest Center – A location away from the direct route from DH to QC, so around the corner or under the tree
8. South Campus –

Pioneer Hall – Patio area at back of building
Wagner Hall – North side of building but far enough west so as not to interfere with the EMS areas on the east side of the north side of the building
Cameron Hall – West side
Fire Science East and NE – West side of Fire Science East Building
Ag Diesel – Outside the west classroom door

9. McPherson – The bench to the east of the front door
10. Newton – Slab of concrete on the South side of the building
11. ITC and Ade-Wifco – Northwest corner of ITC Building

Campus Safety Information and Crime Reporting Procedures

I. Introduction

At Hutchinson Community College, campus safety and security is a shared responsibility. All campus community members and visitors should be situationally aware of their surroundings. Being alert to one's surroundings and using reason and caution daily activities, while on campus property, provides a degree of personal protection from crime.

HutchCC Campus Security personnel work with students and employees to make the campus as safe a place as possible for the entire campus community.

Campus Security Personnel are available 24 hours a day during the school year by calling (620) 665-3379 or 3379 from a HutchCC telephone.

Questions about campus safety and security should be addressed to the Campus Security Office, located in the Office Technologies Building on Main Campus, at (620) 665-3379 or by email at **safety@hutchcc.edu**. Office hours are 8:00am to 4:30pm, Monday through Friday. The Campus Security Office is closed during recognized Holidays.

II. Enforcement Activity of Campus Security Personnel

The security philosophy of HutchCC is to provide assistance, observation, and support. Campus Security personnel do not carry firearms and are not sworn law enforcement officials, and, as such, do not possess the authority to make arrests.

The Campus Security Office, which provides security-related patrols and services at all Main Campus buildings and properties, maintains a highly professional working relationship with state and local law enforcement agencies with jurisdictional authority at all HutchCC locations. Campus Security personnel work closely with members of local, state, and federal law enforcement agencies without the use of a formal Memorandum of Understanding (MOU). These working relationships are maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases.

Campus Security does not provide regular patrols or services at HutchCC-Fort Riley, HutchCC-McPherson, HuchCC-Newton, HutchCC-South, or any other HutchCC owned, operated, or controlled property not affiliated with Main Campus.

III. Reporting Crimes and Other Emergencies

Main Campus – Any emergency, criminal action, or suspected criminal activity observed on or near Main Campus should be immediately reported to local law enforcement by dialing 911 and then to Campus Security (620) 665-3379.

HutchCC-Fort Riley – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-Fort Riley location should be immediately reported to local law enforcement by dialing 911 or by contacting the 97th Military Police Battalion (785) 239-2117.

HutchCC-McPherson – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-McPherson location should be immediately reported to local law enforcement by dialing 911.

HutchCC-Newton – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-Newton location should be immediately reported to local law enforcement by dialing 911.

HutchCC-South – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-South location should be immediately reported to local law enforcement by dialing 911.

Any off-campus emergency, criminal action, or suspected criminal activity that is observed should be immediately reported to local law enforcement by dialing 911.

The College does not regularly monitor or record, through local law enforcement agencies, criminal activity of students engaged at off-campus locations, nor does the College officially recognize any student organizations with off-campus housing facilities.

IV. Voluntary Confidential Crime Reporting

Persons desiring to voluntarily and confidentially report a crime to the College—including Campus Security—may do so through the HutchCC online reporting portal, called TIPS. The TIPS reporting portal is intended for non-emergency reporting situations. It may be accessed via the TIPS button or icon, located in the footer of the **College public homepage**, on the **"Campus Safety & Compliance" webpage**, or through a related URL disseminated to students and employees each semester via the Announcements tab of DragonZone. Additionally, the TIPS platform may be accessed directly at **http://tinyurl.com/www-tipsforhutchcc-com**.

Individuals may also choose to file a confidential tip or report of a crime directly to law enforcement through both the Kansas Bureau of Investigation's tip line, 1-800-KS-Crime (57-27463), and the related **KBI reporting website**.

V. Prompt and Accurate Reporting of All Crimes

HutchCC supports a violence-free campus. Prevention, deterrence, and response to violence are of the utmost importance. Campus Security personnel encourage the prompt reporting of all crimes and suspicious activities. Such reporting of crimes is promoted through various printed and online safety-related materials provided to students and employees and through targeted trainings.

If a crime *victim* does not wish to report to law enforcement authorities, however, a report may be made to Campus Security (620) 665-

3379 or a Campus Security Authority (CSA). A CSA is any official with a significant responsibility for student and campus activity, a campus security officer, or individuals who are responsible for campus security or have been designated to receive crime reports.

Crime victims also maintain the right to decline to report an incident to law enforcement if or when such an offer to do so is made by Campus Security personnel or a CSA. Each person identified by the College as a CSA should submit reportable offenses to Campus Security as they occur throughout the year.

CSAs play an integral role in the reporting process aimed at supporting victims and protecting the overall campus community. CSAs are not responsible for determining if a crime took place, convincing the victim to contact law enforcement, investigating the alleged crime, or finding and/or arresting the perpetrator.

In addition to Campus Security personnel, CSAs include the following College officials:

- College President
- All Vice Presidents
- Chief Information Officer
- Coordinator of Equity & Compliance (aka Title IX Coordinator)
- All Directors
- All Coordinators
- All Department Chairpersons
- All Academic Advisors
- All Residence Life Staff, including Resident Assistants (RAs)
- All Coaches
- All Employee Advisors to Student Clubs or Organizations
- Members of the Board of Trustees

The list of CSAs is subject to modification and is not intended to be all inclusive, due to changes in responsibilities within the College and varying job titles across campuses.

Although exempt from the reporting requirements, HutchCC professional licensed mental health counselors—whose primary responsibility is to provide care to students—are encouraged, but are not required, to discuss options with their clients for reporting crimes on a voluntary, confidential basis for inclusion in the College's annual disclosure of crime statistics.

An individual who desires to confidentially report a crime without such information being shared to local law enforcement, Campus Security, or a CSA may speak voluntarily with one of the HutchCC menthal health counselors. Counselors, who have legally protected confidentiality, are available for counseling and assistance during regular business hours in the Student Success Center (620) 665-3377 on Main Campus, as well as during regular business hours at the HutchCC-McPherson location (620) 245-0202 and the HutchCC-Newton location (316) 283-7000. Such services are also available on an "as arranged" basis at HutchCC-Fort Riley, through coordination with the Student Success Center's Coordinator of Guidance & Counseling. Although counseling services are not available at HutchCC-South, students may access such services through Main Campus.

Information shared with HutchCC mental health counselors will remain confidential and will not be shared without expressed, written permission of the individual seeking services.

VI. Disclosure of Disposition to a Crime Victim

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking in the College's programs and activities, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options for resolving the allegations via the HutchCC "**Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources**." The document, which is separate and distinct from the College's Annual Security and Fire Safety Report, details reporting and response information and both links to and summarizes the institution's related disciplinary procedures. In addition to regular, campus-wide distribution, this document is also provided on an individual basis to any person who reports an incident of sexual misconduct to HutchCC. It is also made publicly available through the HutchCC **Campus Safety and Compliance webpage**. Similar content is further provided to both students and employees in the resources tabs contained within their respective online prevention education training programs.

Under the HutchCC *Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures* **(Policy 1089)**, the Coordinator of Equity & Compliance will notify the reporting party and the Responding party simultaneously in writing of the investigation and formal resolution outcome regarding incidents of discrimination, sexual harassment, sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence.

Additionally, the College will, as per the ***Disciplinary Proceedings Student Code of Conduct*** **(Policy 1047)**, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. In circumstances in which the victim is deceased, the College will notify the individual's emergency contact and/or next of kin of the outcome.

VII. Current Policies for Securing and Restricting Access

General Access

Most non-residential campus facilities located on Main Campus are open to the public during regular, publicly posted hours of operation. Typically, such hours are from 7:00am to 10:00pm. If the hours of a facility differ from normal operating hours, a sign posted at the main entrance of the facility indicates the hours of access. Facilities staff members regularly lock exterior building doors after evening classes and activities have concluded. On weekdays, facilities staff unlock Main Campus exterior building doors and typically assist specific academic departments by unlocking designated classrooms. Similarly, for scheduled weekend events and activities on Main Campus, facilities staff unlock the specific exterior building doors and relevant classrooms and then lock them once such events and activities have concluded.

HutchCC-Fort Riley offices and classrooms are not generally open to the public, as the facility is located within the Fort Riley military installation and is thus secured and patrolled by military police personnel separate and independent from the College.

The HutchCC-McPherson and HutchCC-Newton locations are open to the public during regular, publicly posted hours of operation. Typically, such hours are 8:00am to 9:00pm Monday through Thursday, 8:00am to 5:00pm on Friday, and from 8:30am to 1:00pm on selected Saturdays. Designated staff members at these locations are responsible for both locking and unlocking exterior building doors in preparation for and upon conclusion of normal hours.

The HutchCC-South facilities are not generally open to the public and are instead intended for use only by the students and employees of the specific programs operating from that location or upon special arrangement. Designated staff members from those specific programs are responsible for both locking and unlocking exterior doors of their respective building(s).

The HutchCC *Community Services and Use of College Facilities Policy* (Policy 1186) outlines the College's commitment to life-long learning and the HutchCC Board of Trustees' belief that the resources and facilities of the College should be made available to all citizens of the community. The Board recognizes, however, that its first priority must be the educational program for college students and, as such, that the institution has first priority in use. Under this policy, and the related *Use of College Facilities and Property* (Policy 1137), the College President develops the administrative procedures that enhance, encourage, and coordinate community use of facilities with regular use.

The HutchCC *Facilities Use Procedure* details the processes by which the College facilities and classrooms may be reserved and utilized by outside entities. The same document also describes the general administrative regulations, standards, emergency procedures, fee structure, and reservation request forms for such use. Those persons or groups utilizing College facilities may be required to contact Campus Security for security needs.

Further guidance regarding the specific rental and use of the Hutchinson Sports Arena is provided by the HutchCC *Hutchinson Sports Arena Rental Procedure*.

The HutchCC *Requesting Keys Policy* (Policy 1631) explains how College keys are issued and the necessary procedures to be followed if a key is lost or stolen. Official records regarding key creation, assignment, and management is maintained by the Facilities Office through a designated, internal website.

Residence Hall Access

As further detailed in the *Residence Life Handbook,* access to HutchCC residence halls is restricted. Residence halls are equipped with an electronic door system that automatically locks and unlocks the doors at specific times. To gain authorized access into the residence halls, individuals must swipe their security card (HutchCC Student Identification Card) in the designated card reader. Student identification cards only provide access into the residence hall in which a student resides.

The College residence halls are open to authorized visitors of the opposite gender during the designated times listed below:

- Monday through Thursday: daily from 11:00am until 11:59pm
- Friday through Sunday: 11:00am (Friday) until 11:59pm (Sunday)

Guests of the same gender may visit the residence halls at any time; however, guests are asked to limit their stay to no more than two (2) consecutive nights. Guests who are not immediate family members must be at least 18 years of age in order to be admitted to the residence halls. High school students who are not immediate family members are not permitted to enter the residence halls unless accompanied by a HutchCC staff member.

Parking and Athletic Facilities Access

College controlled parking facilities on or adjacent to Main Campus are restricted to vehicles with valid parking permits and are patrolled on a regular basis by Campus Security personnel.

College controlled athletic facilities and events are restricted to paying customers, students with current student identification cards, and employees with an All Sports Ticket. Access during athletic events is controlled and security is provided as needed and required.

Any unauthorized person(s) found using HutchCC property and/or equipment or behaving in a manner that is not conducive to the maintenance of a proper educational environment will be asked to leave the campus at once. If there is a repeat offense or if such a person(s) refuses the request, local law enforcement officers may be called to campus to issue a trespassing citation.

VIII. Current Policies for Publicizing Security Efforts

The Coordinator of Campus Safety offers information on campus safety and campus crime prevention. A standing subcommittee — the HutchCC Safety and Security Subcommittee — makes recommendations for improving campus safety and preventing campus crime. This committee (consisting of both students and employees) seeks college-wide involvement in its activities. The Coordinator of Campus

Safety is responsible for overseeing and coordinating the HutchCC security efforts. This person reports to and receives directions from the Director of Facilities, who in turn receives recommendations from the HutchCC Safety and Security Subcommittee.

Programs to Inform Employees and Students About Campus Security

The HutchCC Facilities Office, Campus Security Office, Office of Equity & Compliance, Office of Human Resources, and other offices conduct training and orientation sessions for students and employees on an *ad hoc* basis, along with periodic awareness events, and public service announcements. Students are provided safety information on an annual basis as part of the HutchCC *Student Handbook*. Residence Life staff members provide personal safety and residence hall safety information to residents, when necessary, as part of regular floor meetings.

The HutchCC Student Success Center, the Student Services Office, and the Office of Equity & Compliance provide numerous harm-reduction presentations and educational materials throughout the year for the college community. Presentation topics include alcohol and drug abuse, hazing, sexual misconduct, relationship violence, and stalking.

A common theme found in HutchCC safety awareness content is that all college community members are responsible for their own security and the security of others.

In addition to periodic safety and awareness trainings, safety information is shared regularly to the HutchCC community through brochures, the public website, intranet, and emails, and public service announcements. The HutchCC "Campus Safety and Compliance" webpage provides access to the College's *Annual Security and Fire Safety Report*, policies, procedures, contact information, and general safety tips.

IX. Protecting Yourself From Campus Crime

The following information presents ideas and instructions that can aid in preventing possible criminal activity and assault:

Important Contact Information

- Remember, you may always call 911
- Know the emergency phone number for Campus Safety, (620) 665-3379, and program it into your personal phone
- Ensure that you have subscribed to the HutchCC Emergency Alert System (EAS) through your DragonZone account profile

General Campus Safety Tips

- Familiarize yourself with the layout of the campus
- Stay alert to your surroundings and the people around you; avoid walking while using electronic devices, as they may distract from nearby activity
- Keep your phone charged
- Plan the safest route to your destination; choose well-lighted pathways and sidewalks
- Share your course schedule with family and/or trusted friends and provide them your phone number
- At night, stick to well-lighted areas whenever possible and avoid alleyways or short-cuts through isolated areas
- Travel in groups and, when possible, avoid going out alone at night
- Tell a friend or roommate where you are going and what time you expect to return
- Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket
- Use a backpack for books or carry them in a bag that can be dropped or thrown if necessary
- Keep your keys separate from your purse or backpack
- Never loan keys to others
- When suspicious of being followed, walk or run to an occupied building or area where people are present; be prepared to call Campus Safety or local law enforcement or to yell or scream if necessary
- See something … Say Something! If you observe something that look suspicious, contact Campus Safety and explain the situation; if unsure whether it is suspicious, but it doesn't "feel right," then it is probably is suspicious. Trust your instincts!

Residence Hall Safety Tips

- Always lock your door, even when you're sleeping or just going down the hall
- Do not allow strangers to enter your room or building
- Do not open your door unless you can identify the person seeking entry
- Do not prop any exterior door open to allow unescorted visitors into the residence hall
- Report lost or stolen room keys immediately to the residence life staff
- Report any malfunctioning locks, doors, or windows to residence life staff
- Tell a roommate or friend if you are planning to be away overnight or for a few days
- Utilize your individual room safe to secure valuables
- Do not leave your identification, keys, wallets, checkbook, debit/credit card(s), or other valuables in open view

- Get to know your Residence Assistant (RA), residence life staff, and neighbors

Office Safety Tips

- Regularly review important locations (e.g. emergency exits, fire extinguishers, AED devices, severe weather shelters)
- Be prepared to contact Campus Safety in the event a customer, student, or visitor becomes angry or violent. Ensure your desk phone or cell phone is programmed with the Campus Safety number. Contact local law enforcement if the incident escalates or presents danger to your life or that of another person.

Motor Vehicle Safety Tips

- Keep your vehicle locked at all times
- Keep all items out of sight, especially valuables
- Park in well-lighted areas

X. Campus Crime Statistics and Annual Security Report

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the College publishes its *Annual Security and Fire Safety Report* (ASR) on or before October 1 for the preceding calendar year. The Office of Equity & Compliance, the Campus Security Office, and the Facilities Office jointly prepare the report. Crime statistics documented within the ASR are reported to and may be examined at the U.S. Department of Education's Campus Safety and Security website.

The Coordinator of Equity & Compliance and the Coordinator of Campus Safety, working in collaboration with relevant campus officials and law enforcement agencies, author the ASR based upon:

- information collected by and solicited from local law enforcement
- information provided and maintained by the Campus Security Office
- information gathered from Campus Security Authorities (CSAs) and
- institutional policies and procedures approved by relevant committees, Representative Assembly, and, when appropriate, the College Board of Trustees.

Crime statistics for the ASR are collected from Campus Security Authorities (CSAs) and the HutchCC Daily Crime log, and are solicited jointly by the Coordinators of Equity & Compliance and Campus Safety from all law enforcement agencies in Harvey County, McPherson County, and Reno County, as well as Fort Riley Military Police, that have or share law enforcement jurisdiction for College locations and other College property.

The Vice President of Student Services and the Director of Residence Life provide the authors with disciplinary statistics for the report concerning alcohol, drug, and weapon violations of the *Disciplinary Proceedings Policy* (Policy 1047) and the Coordinator of Equity & Compliance provides statistics regarding reported incidents of dating violence, domestic violence, sexual assault, and stalking incidents alleged to have occurred within the Clery Act Geography of the College.

Each year, an email notification is sent to all students and employees providing the weblink to the ASR; the report is also made available in both printable and downloadable form via the HutchCC public website. Additionally, members of the public, including the media, may obtain paper copies, by request, through the Office of Equity & Compliance or the Campus Security Office.

Prospective students are provided access to this ASR or its related weblink by the Office of Admissions through its official homepage and online student application. Prospective employees are provided access to this ASR or its related weblink by the Office of Human Resources through its official homepage and online employee application.

For purposes of compiling the ASR and reporting campus crime statistics, as required under the Clery Act, HutchCC reports all reported incidents for the following:

Criminal Offenses

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crime Offenses

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias

against the victim. Any of the aforementioned criminal offenses reported to local law enforcement, Campus Security, or a CSA is counted as a hate crime.

Although there are many possible categories of bias, only the following eight categories are reported under the Clery Act: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

In addition to the Hate Crime offenses, four additional categories of offenses are reported as Clery Act offenses if (and only if) they are Hate Crimes:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Violence Against Women Act (VAWA) Offenses

- Dating Violence
- Domestic Violence
- Stalking

Arrests and Disciplinary Referrals

In accordance with the Clery Act, the College must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and weapons law violations. However, referrals based solely on College policy, where there is no alleged violation of the law, are not counted. A referral for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

The following College policies specifically address prohibitions regarding liquor, drugs, and weapons:

- *Alcohol & Drug Policy and Prevention Program* (Policy 1036)
- *Concealed Carry Policy* (Policy 1152)
- *Disciplinary Proceedings Policy* (Policy 1047)
- *Possession of Weapons Policy* (Policy 1134)

Crime Statistics Geography

The HutchCC Office of Equity & Compliance, in conjunction with the Campus Security Office, compiles annual crime statistics for any of the above-referenced Clery Act incidents which occur or were reported to have occurred at:

- Any building or property owned or controlled by HutchCC within the same reasonable contiguous geographic area and used by the College in direct support of, or in a manner related to, its educational purposes, including residence halls;
- Any building or property that is within or reasonably contiguous to campus, that is owned by HutchCC but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor);
- Any building or property owned or controlled by a student organization that is officially recognized by the institution;
- Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution;
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

XI. Campus Housing Fire Statistics and Annual Fire Safety Report

Overview

The *Campus Fire Safety Right-to-Know Act* requires academic institutions to produce an annual fire safety report. This law specifically requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents, and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time, and cause of each fire as well the number of injuries requiring treatment, the number of deaths, and the value of property damage associated with each fire.

The HutchCC Offices of Equity & Compliance, Facilities, Residence Life, and Campus Security jointly prepare this report to comply with that law. As such, all currently enrolled students, employees, and all prospective students and prospective employees of the College are entitled to request and receive a copy of its Annual Campus Fire Safety Report, which is disseminated in conjunction with its Annual Security Report. The HutchCC *Annual Security and Fire Safety Report* (ASR) is published each year on or before October 1 by the Coordinator of Equity & Compliance.

The Coordinator of Equity & Compliance and the Coordinator of Campus Safety, working in collaboration with relevant campus officials, author the ASR based upon:

- information provided and maintained by Campus Security
- information provided and maintained by the Campus Facilities Office
- information provided and maintained by the Director of Residence Life
- institutional policies and procedures approved by relevant committees, Representative Assembly, and, when appropriate, the College Board of Trustees.

Notification

The ASR is published each year on or before October 1. Each year, an email notification is sent to all students and employees providing the weblink to the ASR; the report is also made available in both printable and downloadable form via the HutchCC public website. Additionally, members of the public, including the media, may obtain paper copies, by request, through the Office of Equity & Compliance or the Campus Security Office.

Prospective students are provided access to this ASR or its related weblink by the Office of Admissions through its official homepage and online student application. Prospective employees are provided access to this ASR or its related weblink by the Office of Human Resources through its official homepage and online employee application.

Fire Log

The HutchCC Campus Security Office, in cooperation with the Facilities Office, the Residence Life Office, and the Office of Equity & Compliance, maintains a fire log for Main Campus. Main Campus is the only HutchCC location which maintains on-campus student housing and includes information about fires at the College. The log includes the following information:

- Date the fire was reported
- Nature of the fire
- Date and time the fire occurred
- General location of the fire
- Cause of the fire
- Number of injuries caused by the fire requiring treatment
- Number of deaths caused by the fire
- Value of property damage associated with the fire

Fire log entries include all fires reported to Campus Security for the required geographic locations.

An entry, an addition to an entry, or a change in the disposition of a reported fire, must be recorded within two business days of the reporting of the information to the HutchCC Campus Security Office. Also, log entries older than 60 days can be obtained by request within two (2) business days of request.

The fire log for the most recent 60-day period is open to public inspection, free of charge and upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with the College, including media. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection.

Anyone with information warranting inclusion in the fire log or annual fire safety report should report such information to any of the following College officials:

- Coordinator of Campus Safety – (620) 665-3379
- Director of Facilities – (620) 665-3590
- Director of Residence Life – (620) 665-3436
- Coordinator of Equity & Compliance – (620) 728-8163

College Owned & Controlled Student Housing

The College owns and operates two residence Halls, Elland Hall & Suites and Kent Hall, at its Main Campus location. Each residence hall maintains a comprehensive fire alarm system which is monitored 24 hours per day, seven days per week. Additionally, the College also owns and operates two single-story apartment-style residences, Dragons' Landing #1 and Dragons' Landing #2, at its Main Campus location. Each apartment-style residence maintains a fire alarm system which is monitored 24 hours per day, seven days per week.

HutchCC-Fort Riley, HutchCC-McPherson, HutchCC-Newton, and HutchCC-South do not have on-campus housing.

XII. Referenced & Related HutchCC Policies and Procedures

- *Alcohol & Drug Policy and Prevention Program* (Policy 1036)
- *Community Services and Use of College Facilities Policy* (Policy 1186)
- *Concealed Carry Policy* (Policy 1152)
- *Disciplinary Proceedings Policy* (Policy 1047)
- *Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures* (Policy 1089)
- *Facilities Use Procedure*
- *Hutchinson Sports Arena Rental Procedure*

- *Possession of Weapons Policy* (Policy 1134)
- *Requesting Keys Policy* (Policy 1631)
- *Use of College Facilities and Property*(Policy 1137)
-

Cancellations and Closings

In the event the college is closed and all classes or other activities are cancelled due to weather or campus emergency, students will be notified via the following sources:

A message will be sent via the college's emergency alert system to those students who have enabled their alert in their profile section of DragonZone. These messages will specify which college locations are involved and the dates and times of cancellations.

An e-mail will be sent to all campus e-mail addresses notifying students of the cancellation.

The college will announce the cancellation to media including but not limited to radio stations KWBW 1450AM, KHUT 102.9FM and Radio Kansas 90.1FM (the official Hutchinson Community College radio station), and television stations KWCH, KAKE, and KSN.

An announcement will be posted on the college's telephone answering system to alert callers to closings.

Complaint Policy

Hutchinson Community College strives to provide the highest quality service to all stakeholders; concerns may periodically occur that lead to a complaint about a college policy, procedure, or employee's action.

If an individual believes he/she has been treated unfairly with regard to a college policy, procedure, or by an employee's action, the college recommends that the individual first attempt to informally resolve the concern by direct communication with the college personnel involved. If resolution is not reached, the individual may choose to file a formal complaint with the college. The process for filing a complaint with the college follows.

Complaint Definition:

Hutchinson Community College defines a complaint as a written notice of dissatisfaction with the application of a college policy or procedure, or with the actions of a college employee.

Complaint Process

Process for Filing a Formal Complaint

Complaints will be considered if filed within thirty days of the conclusion of the semester in which the event occurred.

An individual who wishes to complain about a college policy, procedure, or employee's action may complete a complaint form or may submit a letter or e-mail containing the pertinent information:

1. Name of the complainant

2. Contact information including the complainant's address, phone number, and e-mail address

3. The date of the event leading to the complaint

4. The location of the event leading to the complaint

5. The title of the policy or process, or employee named in the complaint.

6. A description of the complaint

7. A description of what steps the complainant has taken to resolve the complaint.

8. The proposed resolution for the complaint

Completed forms may be returned to complaint@hutchcc.edu, or to the office of the president or any vice president. Once received, the complaint will be directed to the appropriate administrator for review and response. In the event that an appeal procedure exists for an area of complaint, the complaint received will be forwarded as an appeal to the appropriate area, and the complainant will be informed of this action. For example, if a complaint is received about a course grade, the complaint will be forwarded as an appeal under the Appeal Course Grades Policy.

If resolution is not reached, individuals may address their concerns with the Board of Trustees within 1 year of last date of attendance at Hutchinson Community College:

To file a complaint, send a written complaint to:

Hutchinson Community College Board of Trustees
C/O Julie Blanton-Secretary of the Board
1300 N Plum
Hutchinson, KS 67501
blantonj@hutchcc.edu

The written complaint should include the following information:

1. Name, current physical mailing address, phone number of complainant
2. Email address
3. Dates of individual's enrollment
4. Details of individual's complaint
5. Expected outcome

A representative of the Board will reply to the individual within 10 business days to acknowledge the complaint was received, and whether it requires any additional information. The Board representative will identify a tentative plan for investigating and resolving the complaint, and will update the individual if it takes longer than originally planned. The Board representative will send a written response to the individual, usually within 45 days of receipt of the complaint, explaining the investigation and the resolution.

Other Complaint Processes:

If individuals have consumer protection and/or fraud complaints, they may be filed with the Kanas Attorney General's Office:

Consumer Protection Hotline: 1-800-432-2310 (785) 296-3751
Fax: (785) 291-3699

http://ag.ks.gov/about-the-office/contact-us/file-a-complaint

Discrimination complaints may be filed with the Kansas Human Rights Commission:

http://www.khrc.net/complaint.html

Complaints regarding State Authorization Reciprocity Agreement (SARA) course delivered by SARA member community colleges may be filed by students enrolled in these courses with the Kansas Board of Regents office.

https://www.kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAinstitutions.pdf

Kansas community colleges are regionally accredited by the Higher Learning Commission (HLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at https://www.hlccommission.org/HLC-Institutions/complaints.html.

Concealed Carry

POLICY PURPOSE: The purpose of this policy is to describe how concealed handguns may be carried on the campus of Hutchinson Community College (the "College") in accordance with Kansas law, specifically the personal and family protection act, K.S.A 75-7c01 et seq., as amended (the "Act")

APPLIES TO: **Everyone on Campus**

DEFINITIONS: **Concealed Carry Defined.** Individuals who carry a handgun on or in any building located on the grounds of the College and any building leased by the College must carry it concealed at all times. Individuals who choose to carry a concealed handgun are responsible for doing so in strict compliance with the Act, other applicable Kansas laws and regulations and with the College policies.

With respect to this policy, a concealed handgun shall remain at all times within the person's exclusive control except when used for personal or family protection in accordance with applicable law.

Geographic Applicability. This policy is applicable only within the geographic limits of the campus of the College and within locations owned or leased by the College that are not part of the College campus, provided that such locations are located within the State of Kansas. The owners of facilities leased or used on a temporary basis by the College and who may lawfully exclude or permit firearms at their premises (concealed or otherwise) may choose at their sole discretion to exclude or permit concealed firearms from their property, notwithstanding use by the College.

Campus Gun Free Locations with Adequate Security Measures. Each location within the geographic applicability of this policy designated as gun free with "adequate security measures," as defined by Kansas law, will be identified with appropriate signs in accordance with Kansas law. There are no College locations that currently are designated as gun free with permanent adequate security measures. The College may from time to time designate a specific location as gun free and use adequate security measures as defined and required by law. Appropriate notice will be given of any such designation.

Prohibitions. Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited. The carrying of any firearm, concealed or otherwise, is prohibited in any location or under any circumstances prohibited by the applicable federal or state law.

Restrictions to the Carrying of a Concealed Firearm Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun. Nothing in this policy is intended to replace municipal, state or federal law regarding weapons, firearms, explosives and other hazardous objects or substances or be inconsistent with the rights afforded a lawfully commissioned peace officer. Restrictions applicable to concealed carrying of a handgun under Kansas law include but are not limited to the following:

- An individual in possession of a concealed handgun must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm [K.S.A. 21-6332];
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

Violations of any of such restrictions may constitute a criminal offense under applicable Kansas law. Persons who violate any provision of this policy or applicable Kansas law shall be subject to the disciplinary actions in accordance with the policies and procedures of the College. Violations also may be reported to appropriate law enforcement agencies.

Electronic Communication Policy

Official communications from Hutchinson Community College include both electronic and paper communications. HutchCC encourages employees to communicate electronically whenever possible. Electronic communications may replace paper communication unless prohibited by federal or state law, including regulatory guidance as appropriate.

HutchCC provides a variety of electronic communication tools including, but not limited to, email, messaging systems, and social media for use by students and employees. HutchCC encourages the appropriate use of these forms of communication, as defined in this and other HutchCC policies, to further its mission and vision.

Examples of official communications that HutchCC may communicate electronically include, but are not limited to, enrollment information, academic progress notifications, financial statements and other financial information, library overdue notices, policy announcements, and notification of official disciplinary hearings. Official communications must originate from a HutchCC managed system or account. Any communication originating from source other than HutchCC will not be considered official communication. HutchCC employees and students are expected to check their electronic communications on a frequent and consistent basis in order to stay current with HutchCC and/or faculty-student related communications. HutchCC employees and students will not be held responsible for an interruption in their ability to access electronic messages due to a HutchCC system-related problem that prevents the timely delivery or access to the electronic message (power outages, system viruses, etc.).

Faculty may determine how electronic communication will be used in their classes, but must specify their requirements in the Instructor Sheet.

Student and campus organizations recognized by Student Services may use electronic communication to notify students and employees of meetings, events, and fund-raising activities.

HutchCC electronic communication may not be used for commercial purposes, for personal financial gain, to distribute chain mail, for personal advertisements, to support partisan political candidates, political party fundraising, or political causes, or to support outside organizations. Individuals who wish to use HutchCC electronic communication in support of external organizations (e.g., charities) must secure written or email approval of the President.

The Federal Health Insurance Portability and Accountability Act (HIPAA) prohibits the dissemination of personal health information without the written consent of the person.

HutchCC student email addresses are not to be shared with other students without the student's permission.

HutchCC restricts the use of broadcast electronic communications, which are defined as electronic communications broadcast to large segments of the HutchCC community, such as but not limited to all employees, a particular group of employees (e.g., all faulty, all staff), all students, or all HutchCC email account holders. Subjects that are not appropriate for broadcast electronic communications include but are not limited to:

- Personal notices, e.g., items for sale, lost or found;
- Messages of a commercial, political, or lobbying nature; or
- Messages that solicit support (financial or otherwise) for charity, personal gain, or special causes not connected with an official HutchCC effort.

Broadcast electronic communications containing attachments are discouraged because of the burden on HutchCC's system resources.

Students are not authorized to send broadcast electronic communications.

HutchCC employees may send broadcast electronic communications only with (1) advance approval from the President's Office, the Vice Presidents' Offices, the Chief Information Officer, the Director of Human Resources, the Coordinator of Equity and Compliance, or the Director of Marketing and Public Relations, and (2) for mission-related matters pertinent to the functioning of HutchCC or emergency messages. If the broadcast electronic communication is directed to students, the employee must obtain the prior written or email approval of the President or one of the Vice Presidents. HutchCC employees should use the e-bulletin board available on HCCWeb Services site to post items not related to the mission of HutchCC.

HutchCC recognizes that its employees occasionally may need to make personal use of HutchCC electronic resources and does not wish to prohibit such use altogether. The overriding principle that should govern personal use of these resources is that reasonable and incidental unofficial use of HutchCC electronic resources is authorized only so long as:

- Such use is not malicious, threatening, or intimidating toward other persons;
- Such use does not interfere with HutchCC operations, official business, or organizational performance;
- Such use does not adversely affect the job performance of the user or any employee;
- Such use does not adversely affect the learning experience for a student;
- Such use must be of limited duration and frequency;
- Such use does not support external organizations, partisan political candidates, party fundraising or causes;
- Such use does not generate incremental identifiable costs to HutchCC. If HutchCC incurs additional costs, HutchCC reserves the right to seek appropriate reimbursement; and
- Such use does not violate this or other HutchCC policies.

HutchCC electronic communication resources may not be used for activities that are clearly prohibited.

HutchCC supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic communications. However, complete confidentiality or privacy of electronic communications cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain electronic systems, and HutchCC's accountability as a public institution. The President or his designee may authorize HutchCC's ITS system administrators to access employee or student electronic communications in a number of circumstances including, but not limited to, situations involving the health or safety of people or property; possible violations of HutchCC's codes of conduct, regulations, or policies; possible violations of state or federal laws; subpoenas and court orders; other legal responsibilities or obligations of HutchCC; or the need to locate information required for HutchCC's business.

HutchCC electronic communications remain the property of Hutchinson Community College. Electronic communication use that violates the law, rights of others, or HutchCC codes of conduct, regulations, or policies is a serious abuse. Such actions may subject an individual to termination of account privileges and/or appropriate disciplinary and/or legal action.

Crisis Response, Emergency Notification, and Crime Reporting Policy

Hutchinson Community College provides members of the campus community access to official campus crisis response and crime reporting procedures through the HutchCC *Campus Emergency Plan Handbook*. The Handbook, which is available both on the HutchCC public website and within the centralized repository known as DragonDocs, details response procedures for potential incidents of fire, tornado, tornado damage, illness or injury on campus, death on campus, bomb threat, armed intruder, armed intruder near campus, hazardous materials released in a building, and hazardous materials released outside, as well as the specific protocol the College utilizes regarding the creation and dissemination of emergency notifications and timely warnings as required by federal law. It also outlines the proper procedures regarding when and how to report emergencies, criminal action, and suspected criminal activity, and how such incidents are counted for statistical purposes.

Questions regarding this policy or the HutchCC *Campus Emergency Plan Handbook* should be directed to the Campus Security Office at 665-3590 or by email to safety@hutchcc.edu.

Emotional Support Animal Policy

An "Emotional Support Animal" (ESA) is an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person's disability.

Hutchinson Community College (HutchCC) has designated the Office of Accessibility Services to determine whether a request for an accommodation due to a disability is reasonable and necessary. An individual may request to keep a support animal as an accommodation in Student Housing if the criterion set forth in this policy and accompanying agreement is met. ESA's are to be kept in a student's personal space and not in common areas.

The student must register with the Office of Accessibility Services and provide supporting documentation of the disability to support the need for this accommodation. Documentation must include a signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:

1. The nature of the disabling condition or impairment that substantially limits one or more major life activities; and
2. The animal is necessary to afford the individual an equal opportunity to use student housing; and
3. The identifiable support that the animal provides that alleviates at least one of the identified symptoms or effects of the disability.

An ESA will not be permitted in the residence hall that:

1. Poses a direct threat to the health and safety of others;
2. Causes substantial physical damage to the property of others;
3. Poses an undue financial or administrative burden for HutchCC; or
4. Fundamentally alters the nature of housing operations.

Students will not be required to pay a deposit for their support animal, but they will be required to reimburse HutchCC for any damage their animals cause beyond normal wear and tear.

Students will adhere to the Emotional Support Animal Guidelines and Agreement. This agreement will be reviewed and signed by the student after the accommodation has been approved and prior to the support animal entering student housing.

References:

Dermott, J. Esq. (March 16, 2012). Update on accommodating service and assistance animals on campus: making heads or tails of federal disability laws. *National Association of College and University Attorneys (NACUA) Notes, 10(6).*

Federal Register-Part IV Department of Housing and Urban Development. (10/27/2008). *Ownership for the Elderly and Persons with Disabilities; Final Rule.* (24CFR Part 5: Pet, Vol. 73, No. 208 pp. 66834-63838). Washington, DC: Government Printing Office.

HUD notice on emotional support assistance animals has important implication for institutions. (July 2013). *Disability Compliance for Higher Education*, 18(12), 3. DOI 10.1002/dhe.

Legal Roundup: Disability compliance for higher education quick study - service and assistance animals. (January 2014). *Disability Compliance for Higher Education*. p. 16. DOI 10.1002/dhe.

U.S. Department of Housing and Urban Development (4/25/2013). *Service Animals and Assistance Animals for People with Disabilities in Housing HUD-Funded Programs.* (FHEO-2013-01, pp. 1-7).

Emotional Support Animal Guidelines and Agreement

Emotional Support Animal

Guidelines and Agreement– Student Housing:

Student Responsibilities:

1. Requirements of Emotional Support Animals (ESA) and their owners include:

    1. Animals must be licensed and/or registered in accordance with city regulations, and if appropriate, must wear a valid vaccination tag.
    2. Animals must be in good health. A clean bill of health from a licensed veterinarian must be provided to the college before entering student housing and annually thereafter. Student must keep all required vaccinations current.
    3. The animal must have identification at all times. Microchip identification is sufficient if it is a small animal that may not tolerate a collar and tag. An exception can be made for animals that are primarily caged and confined to the residence.

2. Emotional Support Animals are to be kept in the student's personal space and not in common areas of student housing.

3. Student is responsible for the behavior of the animal at all times. A student may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, running around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) if the student is unable or unwilling to take action to control the animal.

4. All emotional support animals must be housebroken. Student must clean up after the animal. The student is financially responsible for the actions of the animal including bodily injury or property damage.

5. Student must ensure that the animal is kept clean and well-groomed. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from HutchCC facilities.

6. Animals must be leashed using a leash that is 6’ in length or less, harness or tether, or securely confined in a crate, cage or carrier, unless (1) the student is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal’s safe and effective performance of its work or task.

7. Student is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The student is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The student is expected to cover repair and property damage costs.

8. The student is responsible for any cleaning expenses HutchCC incurs which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to the college premises.

9. As a necessary and agreed upon service, HutchCC Student Housing may enter the student’s residence to determine the need and extent of management of fleas, ticks, or other pests introduced by emotional support animals as needed. A HutchCC approved pest control service will perform any necessary fumigation services, and the student will be billed for the expense of any pest treatment above and beyond normal required pest management.

10. Student must notify Office of Accessibility Services if they want to change support animals or add additional support animals.

11. In the absence of the student, the animal may not remain in student housing for more than a total of Twelve (12) hours for any continuous duration. If the student is not able to respond to the animal within this time frame due to unforeseen circumstances (e.g. hospitalization, accident) family members will be contacted to come pick up the animal.

12. Student will provide contact information for an alternate responsible party off campus, in the event that the student is gone for more than 12 hours (i.e. hospitalization). This person will be contacted to pick up the animal if the student cannot be reached after the allowed time frame. If this person cannot be reached or is unable to pick up the animal, the animal will be taken to a local shelter or boarding facility until the student or designated party is able to pick it up. Student will be responsible for any charges incurred with the boarding.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here.

_____ ____/____/_____

Student Signature Date

_____ ____/____/_____

Director, Residence Life and Student Activities Date

Office Use Only

Student Name: _____

ID #: _____

Cell Phone number: _____

HutchCC Student Housing Location: _____

Support animal (type of animal): _____

Breed: _____

Sex: _____

Name of Animal: _____

Vaccinations Dated: _____

License: _____

County of licensure: _____

Spay/Neuter Date: _____ / _____ / _____

Alternate Responsible Party: _____

Alternate Responsible Party Contact Information: _____

Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures

Hutchinson Community College

***Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures*[1]**

Overview:

Hutchinson Community College ("the College") affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies are subject to resolution using the College's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Coordinator of Equity & Compliance serves as the Title IX/Equity/Affirmative Action Coordinator and ADA/504 Coordinator and oversees implementation of the College's Affirmative Action and Equal Opportunity Plan, disability compliance, and the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation should be made to the Coordinator of Equity & Compliance (or deputy/deputies) promptly, but there is no time limitation on the filing of grievances as long as the accused individual remains subject to the College's jurisdiction. All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Anonymous reports may also be filed online, if such mechanisms are available, by using the designated reporting form. Reporting is addressed more specifically in Section VIII below. Reports of discrimination by the Coordinator of Equity & Compliance should be reported to the College President.

This policy applies to behaviors that take place on the campus, at college-sponsored events, and may also apply off-campus and to actions online when the Coordinator of Equity & Compliance determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

Off-campus discriminatory or harassing speech by employees may be regulated by the College only when such speech is made in an employee's official or work-related capacity.

Inquiries about this policy and procedure may be made internally to

Equity & Compliance
Phone: (620) 665-3512
Email: equity@hutchcc.edu

Inquiries may be made externally to[2]

Office for Civil Rights (OCR)U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone (Customer Service Hotline): (800) 421-3481
Fax: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights (OCR) for Region VII
U.S. Department of Health and Human Services
601 East 12th Street - Room 353
Kansas City, MO 64106
Phone: (800) 368-1019
Fax: (816) 426-3686
TDD: (800) 537-7697 Equal Employment Opportunity Commission (EEOC)
Contact: http://www.eeoc.gov/contact/

The Kansas Human Rights Commission (KHRC)
Contact: www.khrc.net

I. College Policy on Nondiscrimination

Hutchinson Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures below.

II. College Policy on Accommodation of Disabilities

Hutchinson Community College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, reading, concentrating, or thinking.

The Coordinator of Equity & Compliance, in cooperation with the Coordinator of Accessibility Services and the Director of Human Resources, has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any grievance alleging noncompliance.

A. Students with Disabilities

The College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Coordinator of Accessibility Services who coordinates services for students with disabilities. The coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

B. Employees with Disabilities

Pursuant to the ADA, the College will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and provide appropriate documentation. The Director of Human Resources, in cooperation with the Coordinator of Equity & Compliance, will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

III. College Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.ted by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

A. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. The College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the harasser.[3] The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. [4]

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under this College policy but will be addressed through civil confrontation, remedial actions, education, effective conflict resolution mechanisms, and/or interventions/sanctions outlined in the College's Standards of Conduct for Students. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources, and students should contact the Vice President of Student Services.

The College condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by college policy or law.

B. Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and,

therefore, as an unlawful discriminatory practice. The College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employee but also of students as well. [5] Sexual harassment is unwelcome, sexual or gender-based verbal, written, online, and/or physical conduct. [6]

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the College's Coordinator of Equity & Compliance.

Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent/pervasive, and objectively offensive that it

- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and is
- based on power differentials (*quid pro quo**[7]***), the creation of a hostile environment or retaliation.[8]

C. Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. The College uses the term "sexual misconduct" to address behaviors like rape and sexual assault. The use of this term is not intended to diminish or minimize a victim's experience but is instead a recognition that the College has no authority to determine that a crime occurred. The College does not view sexual misconduct as a lesser form of misconduct than rape or sexual assault. Generally speaking, the College considers Non-Consensual Sexual Intercourse violations to be the most serious and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. Violations include:

1. Sexual Harassment (as defined in section B above)

2. Non-Consensual Sexual Intercourse**[9]**

Defined as

- any sexual penetration or intercourse (anal, oral, or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.[10]

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

3. Non-Consensual Sexual Contact

Defined as

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

4. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include but are not limited to

- Invasion of sexual privacy;
- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed);
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
- Prostitution;
- Prostituting another student or employee;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection;
- Administering alcohol or drugs (such as "date rape" drugs[11]) to another person without his or her knowledge or consent;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

5. Consent[12]

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Consent is active, not passive. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because s/he lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of her/his sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Likewise, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a "No."

In the State of Kansas, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 17 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

D. Sexual Misconduct Scenarios:

1. Situation:

Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps after her and begins to question her religious convictions, and accuses her of being "a prude." Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand to genital contact). Amanda would never have done it but for Bill's incessant advances. He feels he successfully seduced her and that she wanted to do it all along but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left.

·*Bill is responsible for violating the College's non-consensual or forced sexual contact policy. It is likely that a College hearing board would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct*.

2. Situation:

Mark is a sophomore at the college. Beth is a freshman. Mark comes to Beth's dorm room with some mutual friends to watch a movie. Mark and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Mark and Beth are alone. They "hit it off" and are soon becoming more intimate. They start to make out. Mark verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five and has not had any sexual relations since, is shocked at how quickly things are progressing. As Mark takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Mark to stop but cannot. Beth is stiff and unresponsive during the intercourse.

·*Mark would be held responsible in this scenario for non-consensual sexual intercourse. It is the duty of the sexual initiator, Mark, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Mark had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a positive position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given*.

3. Situation:

Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy "comes on" to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says, "Yes." Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing and decides to make a complaint.

·*This is a violation of the non-consensual sexual intercourse policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill and knew that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students*.

E. Sexual Misconduct—Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame and with recognition that only those who commit sexual misconduct are responsible for those actions, these suggestions may nevertheless help one reduce their risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. Real friends will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DO NOT MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can "go" or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. S/he may not have figured out how far s/he wants to go with you yet. You must respect the timeline for sexual behaviors with which s/he is comfortable.
- Do not take advantage of someone's drunkenness or drugged state, even if s/he did it to her/himself.
- Realize that your potential partner could be intimidated by or fearful of you. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

IV. College Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee, coach and player). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-subordinate) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships, including supervision in an athletic, academic, or classroom setting, must bring those relationships to the timely attention of their supervisor or department chairperson, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

V. Other Civil Rights Offenses, When the Act Is Based Upon the Status of a Protected Class

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of her/his actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class; hazing is also illegal under Kansas State law[13] and prohibited by College policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (which includes romantic relationships, dating[14], domestic[15], and/or relationship violence)[16]
- Stalking[17], defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear[18]
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.

VI. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, for supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Coordinator of Equity & Compliance and will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

VII. Remedial Action

The College will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

The College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

VIII. Confidentiality and Reporting of Offenses Under This Policy

College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources are required to take action when you report victimization to them. Some resources on campus fall in the middle of these two extremes; neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances but yet must share general, non-identifiable information with designated officials. The following describes the three reporting options at the College:

A. Privileged & Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with one of the College’s professional, licensed counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor), off-campus local rape and/or domestic violence counselors (***https://www.brighthouseks.org/***) and/or local or state assistance agencies. [19] Such individuals will maintain confidentiality and are not required to report any information about an incident to the College’s Coordinator of Equity & Compliance, or other College officials, without the reporting party’s permission except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These College employees will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client. A person bringing a grievance who initially requests confidentiality may later decide to wave such a request in order to file a formal complaint with the College or may choose to report the incident to local law enforcement and thus have the incident fully investigated.

Persons wishing to speak with one of the College’s licensed counselors, should contact the Student Success Center (http://www.hutchcc.edu/student-success-center/personal-counseling) or call 620-665-3377 during regular business hours.

B. Private & Limited Reporting

Those desiring to report misconduct may seek advice from certain resources who are not required to initially tell anyone else your private, personally identifiable information unless there is a pattern of abuse, cause for fear for your safety or the safety of others. These are resources who the College has *not* specifically designated as “*responsible employees*” [20] for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. For instance, individuals who work or volunteer in the College’s Student Health Services (HASHS), including the front desk staff and students, can generally talk to a victim without revealing any personally identifiable information about an incident to the College. While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Coordinator of Equity & Compliance. This limited reporting helps keep the College informed of the general extent and nature of sexual misconduct on and off campus and allows the institution to track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Coordinator of Equity & Compliance, these individuals will consult with the victim to ensure that no personally identifying details are shared.

The employees (or categories of employees) listed below are designated as “responsible employees” under College policy and *are* required to report alleged incidents brought to their attention to the College’s Coordinator of Equity & Compliance. A responsible employee must report all relevant details about the alleged incident shared by the reporting party—including the names of the reporting party, the alleged perpetrator(s) (responding party), any witnesses, and any other relevant information, including the date, time, and specific location of the alleged incident.

If the reporting party wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the reporting party that the College will consider the request but that s/he cannot guarantee the College will be able to honor it. Responsible employees will not pressure a reporting party to request confidentiality but will honor and support the reporting party’s wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a reporting party to make a full report if the reporting party is not ready to do so.

The College recognizes the following faculty, staff, and employee positions as responsible employees for which mandatory reporting, as outlined in the above policy, is mandatory:

- Members of the College Board of Trustees
- President of the College

- Vice Presidents
- Directors (including Executive, Associate, and Assistant)
- Coordinators
- Academic Advisors
- Coaches (including Head, Associate, Assistant, and Volunteer)
- Athletic Trainers
- Department Chairpersons
- Faculty/Instructors (including both full-time, adjunct, and part-time)
- Staff members with a formal supervisory role of either students or staff
- Residence Administrators

If a reporting party is unsure of a College official's duties and ability to maintain privacy and/or confidentiality, ask her/him before discussing the incident of concern with her/him. S/he will be able to explain and help a reporting party to make decisions about who is in the best position to help. All resources, except those specifically exempted from doing so, are instructed to share limited incident reports with their supervisors and/or the College's Coordinator of Equity & Compliance. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

C. Formal Reporting Options

A party bringing a grievance(s) is encouraged to speak to the College's Coordinator of Equity & Compliance or a member of the College's Equity Grievance Panel (see membership list below) to make formal reports of incidents of sexual misconduct. A party bringing a grievance(s) has the right, and can expect, to have grievances taken seriously by the College when formally reported and to have those incidents affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a party bringing a grievance's rights and privacy. Additionally safe and anonymous reports, which do not trigger investigations, can be made by victims and/or third parties using an online reporting form, if such mechanism is available, by using the designated reporting form.

D. Weighing Requests for Confidentiality in Reports Disclosed to Responsible Employees

If a reporting party discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the reporting party.

If the College honors the request for confidentiality, a reporting party must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a reporting party's request in order to provide a safe, non-discriminatory environment for all individuals.

The College has designated the Coordinator of Equity & Compliance to evaluate requests for confidentiality once a responsible employee is on notice of alleged misconduct. When weighing a reporting party's request for confidentiality or that no investigation or disciplinary action be pursued, the Coordinator of Equity & Compliance will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of misconduct or other violence, such as
    - whether there have been other misconduct complaints about the same alleged perpetrator;
    - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
    - whether the alleged perpetrator threatened sexual violence or other violence against the reporting party or others;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the reporting party is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the reporting party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the reporting party's request for confidentiality.

If the College determines that it cannot maintain a reporting party's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the reporting party's well-being and will take ongoing measures to protect the reporting party from retaliation or harm and work with the reporting party to create a safety plan. Retaliation against the reporting party, whether by students or College employees, will not be tolerated. The College will also

- assist the reporting party in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the reporting party of the right to report a crime local law enforcement—and provide the reporting party with assistance if the victim wishes to do so.

The College may not require a reporting party to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of sexual misconduct (including non-identifying reports) will also prompt the College to consider broader remedial action—such as increased monitoring, supervision or security at location where the reported sexual misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments; and/or revisiting its policies and practices.

If the College determines that it can respect a reporting party's request for confidentiality, the College will also take immediate action as necessary to protect and assist the reporting party.

IX. Federal Statistical Reporting and Timely Warning Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be shared with campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College's Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include student/conduct affairs, campus security, local police, coaches, athletic directors, residence life staff, student activities staff, human resource staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the potential danger.

X. Frequently Asked Questions Regarding Reporting

The following are some of the most commonly asked questions regarding the College's sexual misconduct policy and procedures.

- *Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Vice President of Student Services, Campus Security Officer). If there is a report of an act of alleged sexual misconduct to a conduct officer of the College and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- *Will my parents be told?*

No, not unless you tell them or unless you are a minor. Whether you are the complainant or the accused individual, the College's primary relationship is to the student and not the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if an accused individual has signed the permission form at registration which allows such communication.

- *Will the accused individual know my identity?*

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- *Do I have to name the perpetrator?*

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the reporting policy above to better understand the college's legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

- *What do I do if I am accused of sexual misconduct?*

DO NOT contact the alleged victim. You may immediately want to contact someone who can act as your advocate (advisor); anyone may serve as your advocate. You may also contact the Student Services Office or the Coordinator of Equity & Compliance, which can explain the college's procedures for addressing sexual misconduct complaints. You may also want to talk to one of the college's confidential counselors or seek other community assistance.

- *Will I (as a victim) have to pay for counseling/or medical care?*

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution.

- *What about legal advice?*

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's (Prosecutor's) office. You may want to retain an attorney if you are the accused individual or are considering filing a civil action. The accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution.

- *What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal college complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include

- Assistance from college support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

- *What should I do about preserving evidence of a sexual assault?*

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specifically trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to the hospital and law enforcement or campus security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breath, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam if you want. Do not disturb the crime scene —leave all sheets, towels, etc. that may bear evidence for the police to collect.

- *Will a victim be sanctioned when reporting a sexual misconduct policy violation if s/he has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- *Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence, and/or witnesses to prove her/his complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

- *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- *What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the College's Coordinator of Equity & Compliance or the College's counseling office. The College provides non-legal advocates (advisors) who can help you to define and clarify the event(s) and advise you of your options.

Equity Grievance Process for Resolving Grievances of Harassment, SEXUAL MISCONDUCT and OTHER FORMS OF Discrimination

The College will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Coordinator of Equity & Compliance, his or her deputies (if/when applicable), a member of the Equity Grievance Panel, a member of the administration, or a responsible employee (as designated by College policy).

The procedures described below will apply to all grievances involving students, staff or faculty members. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.

I. Equity Grievance Panel (EGP)

A. Membership Roles

Members of the EGP are announced in an annual distribution of this policy to campus, prospective students, their parents and prospective employees. The list of members and a description of the panel can be found at www.hutchcc.edu. Members of the EGP are trained in all aspects of the grievance process and can serve in any of the following roles at the direction of the Coordinator of Equity & Compliance

- To provide sensitive intake and initial counseling of grievances
- To serve in a mediation role in conflict resolution
- To investigate grievances
- To act as advocates (advisors) to those involved in grievances
- To serve on hearing panels for grievances
- To serve on appeal panels for grievances

EGP members also recommend proactive policies and serve in an educative role for the community. The President, in consultation with the Coordinator of Equity & Compliance, appoints the panel which reports to the Coordinator of Equity & Compliance. EGP members receive annual training organized by the Coordinator of Equity & Compliance, including a review of College policies and procedures, so that they are able to provide accurate information to members of the community. All EGP members are required to attend this annual training.

B.Membership

The Equity Grievance Panel includes

- At least 2 Co-chairs: one representative from Human Resources and one from Student Services, etc.
- One Administrative Hearing Officer who is an *ex officio* member and serves as Chair of grievance panel hearings for grievances involving student responding parties such as the Vice President of Student Services or her/his designee
- At least 2 members of academic affairs administrators and/or faculty
- At least 2 members of the administration
- At least 2 members of the staff
- At least 1 representative from Campus Security and/or Campus Facilities
- At least 1 representative from Human Resource
- At least 1 representative from Athletics

Panel members are usually appointed to three-year terms. Appointments to the EGP should be made with attention to representation of groups protected by the harassment and non-discrimination policy. Individuals who are interested in serving on the EGP are encouraged to contact the Coordinator of Equity & Compliance.

II. Filing a grievance

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Coordinator of Equity & Compliance or a member of the EGP. It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member, or any member of the community may contact Campus Security. These individuals will in turn notify the Coordinator of Equity & Compliance. The College website may also include a reporting form, if available, which may serve to initiate a grievance.

All employees receiving reports of a potential violation of College policy are expected to promptly contact the Coordinator of Equity & Compliance, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy; specific information on any grievances received by any party will be reported to the Coordinator of Equity & Compliance, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a grievance. In all cases, the College will give consideration to the party bringing a grievance with respect to how the grievance is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal grievance.

III. Grievance Intake

Following receipt of notice of a grievance, the Coordinator of Equity & Compliance [21] will, promptly assign an EGP panel member to work as an advocate (advisor) to the person who reported the grievance or, if so desired by the party bringing a grievance, the party bringing a grievance may choose from the EGP pool (or choose a non-trained advocate from outside the pool, if preferred, or proceed without an advocate). Normally, within two business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the grievance does not appear to allege a policy violation or if conflict resolution is desired by the party bringing a grievance and appears appropriate given the nature of the alleged behavior, then the grievance does not proceed to investigation.

A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Coordinator of Equity & Compliance with notice to the parties.

In campus investigations and hearings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the College never assumes a student is in violation of College policy. Campus investigations and hearings are conducted to take into account the totality of all evidence available from all relevant sources.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local law enforcement. Not all forms of harassment of misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the party bringing a grievance and the respondent (person accused of misconduct).

IV. Investigation

If a party bringing a grievance wishes to pursue a formal grievance or if the College, based on the alleged policy violation, wishes to pursue a formal grievance, then the Coordinator of Equity & Compliance appoints EGP members to conduct the investigation, usually within two business days of determining that a grievance should proceed. Investigation of grievances brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the Coordinator of Equity & Compliance. The investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information if necessary.

V. Interim Remedies

If, in the judgment of the Coordinator of Equity & Compliance, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the accused individual or the ongoing activity of a student organization whose behavior is in question, the Coordinator of Equity & Compliance (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. These remedies may include referral to counseling and health services or to the Employee Assistance Program (if available), education to the community, altering the housing situation of an accused student or resident employee (or the alleged victim, if desired), altering work arrangements for employees, providing campus escorts, implementing contact limitations between the parties, offering adjustments to academic deadlines, course schedules, etc.

The College may interim suspend a student, employee, or organization pending the completion of EGP investigation and procedures. In all cases in which an interim suspension is imposed, the student, employee, or student organization will be given the opportunity to meet with the Coordinator of Equity & Compliance prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Coordinator of Equity & Compliance has sole discretion to implement or stay an interim suspension under the policy on Equal Opportunity, Harassment and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to College housing and/or the College campus/facilities/events. As determined by the Coordinator of Equity & Compliance (or designee), this restriction includes classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of Coordinator of Equity & Compliance (or designee), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

VI. Grievance Resolution

During or upon the completion of investigation, the investigators will meet with the Coordinator of Equity & Compliance. Based on that meeting, the Coordinator of Equity & Compliance will make a decision on whether there is reasonable cause to proceed with the grievance. If the Coordinator of Equity & Compliance decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the party bringing a grievance requests that the Coordinator of Equity & Compliance makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Coordinator of Equity & Compliance. If there is reasonable cause, the Coordinator of Equity & Compliance will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Coordinator of Equity & Compliance may recommend conflict resolution, a resolution without a hearing, or a formal hearing, based on the below criteria.

A. Conflict Resolution

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Coordinator of Equity & Compliance will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an EGP member will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Coordinator of Equity & Compliance will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution will not be the primary resolution mechanism used to address grievances of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available *after* the formal process is completed should the parties and the Coordinator of Equity & Compliance believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal EGP grievance, and anyone participating in conflict resolution can stop that process at any time and request a formal hearing.

B. Resolution Without a Hearing

Resolution without a hearing can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process. The Coordinator of Equity & Compliance will provide written notification of a grievance to any member of the College community who is accused of an offense of harassment, discrimination, or retaliation. The Coordinator of Equity & Compliance [together with the investigator(s)] will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Coordinator of Equity& Compliance will render a finding that the individual is in violation of College policy for the admitted conduct, and will normally proceed to convene a formal hearing on any remaining disputed violations. For admitted violations, the appropriate Co-chair of the EGP will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the party bringing a grievance and responding party, the Coordinator of Equity & Compliance will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, an EGP hearing will be held on the sanction/responsive action only, according to the EGP procedures below, except in the case of at-will employees for whom findings and responsive actions will be determined by the Director of Human Resources, in cooperation with the Coordinator of Equity & Compliance, based on the results of the investigation.

C. Formal Hearing

For any grievances that are not appropriate for conflict resolution and which are not resolved without a hearing, the Coordinator of Equity & Compliance will initiate a formal hearing or for employees for whom no hearing process is available and will refer her/his findings to the Director of Human Resources for joint

implementation.

VII. Formal EGP Procedure

A. Hearing Panels

The Coordinator of Equity & Compliance will appoint a non-voting panel Chair (one of the EGP co-chairs [or their designee]; the Administrative Hearing Officer [or her/his designee]), depending on whether the responding party is a faculty member, other employee, or student, and three members of the EGP to the hearing panel, none of whom have been previously involved with the grievance. EGP members who served as investigators will be witnesses in the hearing of the grievance and therefore may not serve as hearing panel members. Hearing panels may include both faculty and non-faculty employees with a least one faculty or academic affairs employee selected in a grievance involving a faculty member. No member of the panel may be a practicing attorney. The panel will meet at times determined by the Chair.

B. Notification of Charges

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the EGP Co-chair will send a letter to the parties with the following information. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The letter will contain

- A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-chair may reschedule the hearing.
- The parties may have the assistance of an EGP panel member, or other advocate (advisor), at the hearing. Typically, advocates are members of the campus community, but the Coordinator of Equity & Compliance may grant permission for an outside advocate upon request. The advocate may not make a presentation or represent the party bringing a grievance or responding party during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advocate. The advocate may consult with the party quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.
- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-day goal for resolution.

C. Hearing Procedures

EGP Hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The EGP has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within EGP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the grievance, the party bringing a grievance and responding party(ies) (or three organizational representatives in a case where an organization is charged), advocates (advisors) to the parties, and any called witnesses. The Chair will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the EGP panel members at least two business days in advance of the hearing. Should either (any) party object to any panelist, s/he must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the grievance. Additionally, any panelist or Chair who feels s/he cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions directed through the Chair, etc.), the parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first and be subject to questioning by the parties and the EGP. The investigator(s) will be present during the entire hearing process but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) is/are questioned, the EGP will permit questioning of and by the parties and of any present witness. Questions may be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on her/his own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two parties bringing a grievances have accused the same individual of substantially similar conduct, the standard procedure will be to hear the grievances jointly; however, the Coordinator of Equity & Compliance may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advocates.

Hearings are recorded for purposes of review in the event of an appeal. EGP members, the parties and/or the persons who initiated the action, and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Coordinator of Equity & Compliance or designee. No person will be given or be allowed to make a copy of the recording without permission of the Coordinator of Equity & Compliance. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

D. Decisions

The EGP will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual responding party or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Coordinator of Equity & Compliance.

The Chair will prepare a written deliberation report and deliver it to the Coordinator of Equity & Compliance, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Coordinator of Equity & Compliance within two (2) days of the end of deliberations.

The Coordinator of Equity & Compliance will inform the responding party and the party bringing a grievance of the final determination within 2-3 business days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College-issued email account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

E. Sanctions

Sanctions or responsive actions will be determined by the EGP. Factors considered when determining a sanction/responsive action may include

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous grievances or allegations involving similar conduct
- Any other information deemed relevant by the EGP
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

1. Examples of Possible Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning:* A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions. *Probation:* A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the College. This sanction may be noted as a Conduct Suspension on the student's official transcript.
- *Expulsion:* Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction may be noted as a Conduct Expulsion on the student's official transcript.
- *Withholding Diploma.* The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree.* The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions.* Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

2. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include warning, required counseling, demotion, suspension with pay, suspension without pay, and/or termination.

F. Withdrawal or Resignation While Charges Pending

Students: The College does not permit a student to withdraw if that student has a grievance pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, or for charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to College unless all sanctions have been satisfied.

Employees: Should an employee resign while charges are pending, the records of the Coordinator of Equity & Compliance will reflect that status, as will College responses to any future inquiries regarding employment references for that individual. The Coordinator of Equity & Compliance will act to promptly

and effectively remedy the effects of the conduct upon the victim and the community.

G. Appeals

All requests for appeal considerations must be submitted in writing to the Coordinator of Equity & Compliance within three business days of the delivery of the written finding of the EGP.

A three-member panel of the EGP designated by the Coordinator of Equity & Compliance who was not involved in the grievance previously will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions fall outside the range of sanctions the College has designated for this offense.

The appeals panel of the EGP will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the EGP appeals panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Appeals decisions by the EGP panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full rehearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Coordinator of Equity & Compliance or heard by the three-member panel of the EGP.
- Sanctions imposed are implemented immediately unless the Coordinator of Equity & Compliance or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Coordinator of Equity & Compliance will normally, after conferring with the EGP appeals panel, render a written decision on the appeal to all parties within 2-3 business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final; further appeals are not permitted.

H. Failure to Complete Sanctions/Comply with Responsive Actions

All responding parties are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified by the Coordinator of Equity & Compliance. Failure to follow through on conduct sanctions/responsive/corrective actions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Coordinator of Equity & Compliance.

I. Records

In implementing this policy, records of all grievances, resolutions, and hearings will be kept by the Coordinator of Equity & Compliance indefinitely in the Coordinator's designated database and/or filing system.

J. Statement of the Rights of a Party Bringing a Grievance

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as counseling services, the Hutchinson Area Student Health Services for students, or EAP services for employees [if such program is available]).
- To experience a safe living, educational, and work environment.
- To have an advocate (advisor), if desired, during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in substantial accordance with these procedures.
- To full participation of the injured party in any EGP process whether the injured party is serving as the party bringing a grievance or the College is serving as party bringing a grievance.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible, and the rationale for the outcome where permissible.
- Refer to law enforcement and have assistance.
- Housing and living accommodations.
- No contacts.

K. Statement of the Rights of the Responding Party

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as counseling services, the Hutchinson Area Student Health Services for students, or EAP services for employees [if such program is available]).
- To have an advocate (advisor), if desired, during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have grievances heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution of the grievance and the rationale for the outcome in writing.

VIII. Revision

These policies and procedures will be reviewed and updated annually by the Coordinator of Equity & Compliance. The Coordinator of Equity & Compliance may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. However, the Coordinator of Equity & Compliance may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

This policy and procedure was originally approved by the Board of Trustees on January 15, 2015.

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[2]*Specific requirements and time frames may exist for filing complaints with these agencies*.

[3]*The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include*

- *The frequency of conduct;*
- *The nature and severity of the conduct;*
- *Whether the conduct was physically threatening;*
- *Whether the conduct was humiliating;*
- *The effect of the conduct on the complainant's mental or emotional state;*
- *Whether the conduct was directed at more than one person;*
- *Whether the conduct arose in the context of other discriminatory conduct;*
- *Whether the conduct unreasonably interfered with the complainant's educational work performance;*
- *Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;*
- *Whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.*

[4]*This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: Department Of Education Office For Civil Rights, Racial Incidents And Harassment Against Students At Educational Institutions Investigative Guidance. The document is available at http://www.ed.gov/about/offices/list/ocr/docs/race394.html.*

[5]*Also of relevance is the Office of Civil Rights 2001 statement on sexual harassment, "Revised Sexual Harassment Guidance: Harassment Of Students By School Employees, Other Students, Or Third Parties, Title IX," which can be found at http://www2.ed.gov/about/offices/list/ocr/docs/shguide.pdf.*

[6]*Some examples of possible Sexual Harassment include*

- *A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.*
- *A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.*
- *Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.*
- *Two supervisors frequently "rate" several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.*
- *A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.*
- *An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.*
- *Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations," and Weight Watchers.*
- *A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.*

[7]*Quid pro quo sexual harassment exists when there are*

1. *unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and*
2. *submission or rejections of such conduct results in adverse educational or employment action.*

[8]*Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.*

[9]*The state definition of rape (sexual assault), as outlined by K.S.A. 44-1131 or any crime defined in chapter 21 article 55 of the Kansas Statutes Annotated, is provided below and is applicable to criminal prosecutions for rape (sexual assault) in Kansas, but may differ from the definition used on campus to address policy violations.*

Rape is

1. *knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances:*
    a. *when the victim is overcome by force or fear; or*
    b. *when the victim is unconscious or physically powerless;*
2. *knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender;*
3. *sexual intercourse with a child who is under 14 years of age;*
4. *sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or*
5. *sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure within the scope of the offender's authority.*

[10]*Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.*

- *Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressures someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.*
- *Note: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual but non-consensual sexual activity is not by definition forced.*

[11]*Possession, use and/or distribution of any of these substances, including, but not limited to, Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information about these drugs can be found at http:www.911rape.org/*

[12]*The state meaning of 'consent' (or the inability to provide it) is implied through the related state definition of rape (and/or sexual assault), as outlined by K.S.A. 44-1131, K.S.A. 21-5501, and/or in chapter 21 article 55 of the Kansas Statutes Annotated. Such a definition may differ from the definition used on campus to address policy violations. [See earlier footnote for the definition of rape (and/or sexual assault)].*

[13]*The state meaning of 'hazing," as outlined by K.S.A. 21-5418 or any crime defined in chapter 21 article 54 of the Kansas Statutes Annotated, is provided below. Such a definition may differ from the definition used on campus to address policy violations.*

Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

[14]*The federal definition of dating violence, as outlined by 42 U.S.C. § 40002(a) of the Violence Against Women Act of 1994 and subsequent amendments thereof, and for which the College is required to both track and disclose incidents of in its Annual Security Report (ASR), is applicable to criminal prosecutions for, but may differ from the definition used on campus to address policy violations.*

Dating Violence means violence committed by a person

- *who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
- *where the existence of such a relationship shall be determined based on a consideration of the following factors*
    - *the length of the relationship;*
    - *the type of relationship; and*
    - *the frequency of interaction between the persons involved in the relationship.*

[15]*The state definition of domestic violence (domestic battery), as outlined by K.S.A. 21-5414 or any crime defined in chapter 21 article 54 of the Kansas Statutes Annotated, is provided below and is applicable to criminal prosecutions for domestic violence in Kansas, but may differ from the definition used on campus to address policy violations.*

Domestic Violence is

1. *knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or*
2. *knowingly causing physical contact with a family or household member by a family or household member when done in a rude, insulting or angry manner.*

- *"Family or household member" means persons 18 years of age or older who are spouses, former spouses, parents or stepparents, and children or*

stepchildren, and persons who are presently residing together or who have resided together in the past, and persons who have a child in common regardless of whether they have been married or who have lived together at any time. "Family or household member" also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

Furthermore, the federal definition of domestic violence, as outlined by 42 U.S.C. § 40002(a) of the Violence Against Women Act of 1994 and subsequent amendments thereof, and for which the College is required to both track and disclose incidents of in its Annual Security Report (ASR), is also applicable.

Domestic Violence means a felony or misdemeanor crime of violence committed by

- *a current or former spouse or intimate partner of the victim,*
- *a person with whom the victim shares a child in common,*
- *a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,*
- *a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or*
- *any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*

[16]*Relevant Examples:*

- *Employee A has been in an intimate relationship with Employee B for over a year; Employee A punches Employee B in the face during an argument (Dating Violence).*
- *Student A has been in an intimate relationship with Student B for over a year; Students A & B live together. During an argument, Student A shoves Student B to the ground (Domestic Violence).*

[17]*The state definition of stalking is, as outlined by K.S.A. 21-5427 or any crime defined in chapter 21 article 54 of the Kansas Statutes Annotated, is provided below and is applicable to criminal prosecutions for stalking in Kansas, but may differ from the definition used on campus to address policy violations.*

Stalking is

1. *recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear;*
2. *engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family.*

Furthermore, the federal definition of stalking, as outlined by 42 U.S.C. § 40002(a) of the Violence Against Women Act of 1994 and subsequent amendments thereof, and for which the College is required to both track and disclose incidents of in its Annual Security Report (ASR), is also applicable.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- *fear for his or her safety or the safety of others; or*
- *suffer substantial emotional distress.*

[18]*Relevant Examples:*

- *Employee A recently ended an intimate relationship with Employee B. For the past three weeks, B has been sending A 100 text messages per day and waits by A's car at the end of each day to beg and plead with her to take him back. When she refuses, he loses control, makes threatening gestures, and tells her she will regret this. Employee A indicates she is fearful of what B might do to her (Stalking).*
- *Joe is a student on campus who has always been fascinated by women who dye their hair. One day, he notices Mary Lou, whose hair is dyed a very bright purple. He follows her home to see where she lives and begins to track her history, actions, and movements online. His fascination increases to the point where he follows her frequently on campus, takes pictures of her without her permission, and spies through her window at night with a long-range camera lens. He wants to have her beautiful purple hair for his own so that he can stroke it whenever he wants.*

[19]*While these off-campus counselors and agencies may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.*

[20]*A "responsible employee" is a College employee who has the authority to redress sexual harassment or sexual misconduct, who has the duty to report incidents of sexual harassment or sexual misconduct, or who a student could reasonable believe to have this authority or duty. A responsible employee should work to ensure that the reporting party understands the employee's obligations.*

[21]*If circumstances require, the President of the College or Coordinator of Equity & Compliance may designate another person to oversee the process below, should a grievance be made against the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill her/his duties.*

Rights of Pregnant and Parenting Students

Applicable Scope:
Hutchinson Community College (the College) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All students are protected by Title IX of the Education Amendments of 1972 (Title IX)—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of College educational programs and activities. The College is committed to creating and maintaining a community in which all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited in admissions, educational programs and activities, extracurricular activities, hiring, absences, employment policies, and health insurance coverage.

Compliance:
Any member of the Hutchinson Community College community may report a violation of this policy to the Coordinator of Equity & Compliance [1] (Title IX Coordinator) or the Coordinator of Accessibility Services. Any report should be promptly forwarded to the Office of Equity & Compliance. The Coordinator of Equity & Compliance is responsible for overseeing complaints of discrimination involving pregnant and parenting students, as detailed by this policy, the College Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures (1089), and the College Non-Discrimination of Individuals with Disabilities Policy (1060).

Inquiries about and reports regarding this policy may be made internally to:

Office of Equity & Compliance
(620) 665-3512
equity@hutchcc.edu

Inquiries may be made externally with the U.S. Department of Education's Office for Civil Rights at:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100 Phone (Customer Service Hotline): (800) 421-3481
Fax: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr
Complaints may be filed online using the Office of Civil Right Complaint Form.

I. Overview of College Policy on Pregnant and Parenting Students

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

The College will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery from pregnancy, and related medical conditions in the same manner and under the same policies as any other temporary disability. As with all temporary disabilities, the Coordinator of Accessibility Services may request a physician's note or other documentation. The Coordinator of Accessibility Services, in consultation with the Coordinator of Equity & Compliance, has the authority to determine that an accommodation is reasonable, necessary and appropriate.

For the purpose of this policy, reasonable accommodations are changes in the academic environment or typical operations which enable pregnant students or students with pregnancy-related medical conditions to continue to pursue their education and to enjoy the equal benefits of the College. The College need not provide an accommodation if the accommodation would cause the College undue hardship.

An accommodation will be deemed to cause undue hardship if it would:

- fundamentally alter the nature of the course and/or program;
- pose a safety risk to the individual seeking the accommodation or to others; or
- create an undue administrative or financial burden.

Determination of fundamental requirements and essential elements of a program and/or course are reviewed, as necessary, by the department chairperson(s) and the Coordinator of Accessibility Services.

Reasonable accommodations may include, but are not limited to:

- Extending deadlines and/or allowing the student to make up tests, quizzes, papers, presentations, or assignments missed for pregnancy-related absences;
- Offering remote learning options;
- Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member or department);
- Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
- Making modifications to the physical environment (such as accessible seating);
- Providing mobility or other ergonomic and assistive supports typically provided by the College Accessibility Services Office;
- Granting leave per the College medical leave policy (when applicable) or implementing incomplete grades for classes that will be resumed at a future

date; or

- Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement. See the College Lactation Policy (1095) regarding the specific locations and availability of designated lactation rooms for on-campus facilities.

A pregnant student may be eligible for a medical leave if prescribed by the student's physician. In that situation, the pregnant student must provide a physician's note or documentation regarding the need for medical leave to the Coordinator of Accessibility Services, who will approve, coordinate, and implement an appropriate accommodation plan for the student. To the extent possible and pursuant to normal operating procedures of the College, the College will take reasonable steps to return pregnant students to the same position of academic progress as they were in when they took medical leave. In situations such as clinical rotations, performances, labs, and group work, the College will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will consider all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Coordinator of Accessibility Services, who, in cooperation with the Coordinator of Equity & Compliance, will maintain all appropriate documentation related to accommodations. No artificial deadlines or time limitations will be imposed on requests for accommodations, but the College is limited in its ability to impact or implement accommodations retroactively.

Communication and cooperation among the student, the student's academic advisor, the appropriate academic department(s), the Coordinator of Equity & Compliance, and the Coordinator of Accessibility Services are crucial. This policy should not replace that communication. Rather it should reinforce the importance of that cooperation, offer a formal mechanism to enable reasonable and appropriate accommodations, and encourage flexibility from all involved parties. Students, faculty, administration, and staff are expected to work with sensitivity and creativity, making good-faith efforts to articulate and meet the needs of the pregnant and parenting student. Students are expected to be proactive in articulating specific accommodations that will enable them to retain satisfactory progress toward a degree.

The Coordinator of Accessibility Services, in consultation with the Coordinator of Equity & Compliance, will coordinate the development and implementation of reasonable and appropriate accommodations. Students are encouraged to work with their faculty members and College support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration with the Accessibility Services Office, the Office of Equity & Compliance, and the relevant academic department(s).

Students are advised to consult with the appropriate departments concerning how a medical leave for parenting students may affect financial aid, employment, non-immigrant status, or other concerns.

II. Harassment and Retaliation

Harassment of any member of the College community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited by federal law and the College Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures (1089). College employees are prohibited from interfering with students exercising their rights under this policy, including but not limited to seeking reasonable accommodation and taking medical leave.

College employees are prohibited from retaliating against students for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because students request leave or accommodation, file a complaint, or otherwise exercise their rights under this policy.

III. Frequently Asked Questions

Below are some frequently asked questions from students in postsecondary schools regarding their Title IX rights.

How does Title IX ensure that my pregnancy or family responsibilities do not interfere with my education?
Title IX requires faculty and administrators to treat pregnancy, childbirth, and related medical conditions in the same manner and under the same policies as any other temporary disability. The College can require a pregnant student to provide a doctor's certification of fitness to continue in an education program or activity only if the same requirement is imposed on all other students with physical or emotional conditions requiring a doctor's care. Pregnant students must be provided the same accommodations and support services available to other students with similar medical needs. Neither faculty nor staff should tell you that you have to drop out of your classes or academic program or change your educational plans due to your pregnancy. If you have a concern regarding your status as a pregnant or parenting student at the College, please contact the Coordinator of Equity & Compliance or the Coordinator of Accessibility Services.

What constitutes pregnancy discrimination under Title IX?
Pregnancy discrimination includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected. It may also occur through a failure to provide legally mandated leave or accommodations.

Will my absences be excused due to documented pregnancy, childbirth, or abortion?
Absences due to documented pregnancy, childbirth, or related medical conditions must be excused and cannot be treated or penalized like unexcused absences. A pregnant student may be eligible for a medical leave if prescribed by the student's physician. In that situation, the pregnant student must provide a physician's note or documentation regarding the need for medical leave to the Coordinator of Accessibility Services, who will approve, coordinate, and implement an appropriate accommodation plan for the student.

To the extent possible and pursuant to normal operating procedures of the College, the College will take reasonable steps to return pregnant students to the same position of academic progress as they were in when they took medical leave.

After returning from an excused absence or medical leave, faculty must allow a reasonable amount of time to make up missed assignments and tests. The makeup assignments and tests must be reasonably equivalent to those missed, but need not be identical. If a faculty member provides specific "points" or other advantages to students based on class attendance, you must be given the opportunity to earn back the credit from classes missed due to pregnancy.

What if faculty members say their absence/makeup policy applies regardless of any medical condition?

While faculty may have a strict attendance policy, the College is bound by federal civil rights law. Title IX requires that the College ensure all faculty and staff comply with the law and do not discriminate against pregnant and parenting students. An individual faculty member's policy is not okay if it breaks the law. Please contact the Coordinator of Equity & Compliance if you have questions about your faculty member's attendance policy as it relates to your pregnancy or parental responsibilities.

Does the College need to provide me with special academic services?
Title IX requires the College to provide pregnant students with any special services provided to students with any other type of temporary disabilities. Please contact the Coordinator of Accessibility Services for more information.

If my program requires internships, career rotations, or other off-campus elements, can I be excluded from participation?
No. Your program must allow you to continue participating in off-campus programs. If your program provides opportunities to "work in the field," you cannot be excluded based on your pregnancy. Faculty cannot require a doctor's note for continued participation unless faculty requires one for all students who have a medical condition that requires treatment by a doctor. If a faculty member asks for a note, the faculty member cannot second-guess your doctor's decision.

What if classmates or faculty have made offensive comments to me about my pregnancy?
Title IX requires the College to prevent and address sex-based harassment, including harassment based on pregnancy. If you experience this sort of treatment, you should immediately contact the Coordinator of Equity & Compliance. The law prohibits anyone from retaliating against you for filing a complaint or raising a concern.

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[1] *Note that throughout this policy, the term "Coordinator of Equity & Compliance" refers to the Coordinator of Equity & Compliance or designee.*

Food and Beverages in Classrooms

Food and beverages will be allowed in classrooms at the discretion of the instructors unless otherwise posted. Posted areas are as follows: Library and Learning Resources Center; all computer laboratories; red carpet areas in the Stringer Fine Arts Center; Science Hall laboratories; and the broadcasting laboratories in Building 12.

Health Insurance Portability and Accountability Act (HIPAA)

Hutchinson Community College is committed to protecting the privacy and confidentiality of health information for the campus community including students, faculty, and staff. Federal law gives individuals rights over their health information and sets rules and limits regarding who can look at and receive health information. This applies to all forms of individuals' protected health information, whether electronic, written, or oral. Health information should not be disclosed or confirmed to anyone without prior written consent from the student or employee. Failure to adhere to state and federal law or Hutchinson Community College policies and procedures will result in disciplinary and or legal action.

Hutchinson Community College may use and disclose medical information without prior written consent for treatment and to support the college's health care operations. Examples of this may include sending medical information to specialists or using patient data to improve treatment methods. The college may also release information to the sports information staff and members of the media regarding athletic participation.

Students or employees may inspect and review their health records upon request. Request to inspect health records should be directed to the record custodian or an appropriate college staff person to make arrangements for access as promptly as possible. Access to the record may be granted immediately if the student can verify his or her identity using acceptable identification (student i.d., driver's license). If it is not possible to view the record immediately, the student should submit a written request to the record custodian or appropriate college staff person. Access must be given within 30 days from the receipt of the request

Students or employees may inspect and review their health records upon request. Request to inspect health records should be directed to the record custodian or an appropriate college staff person to make arrangements for access as promptly as possible. Access to the record may be granted immediately if the student can verify his or her identity using acceptable identification (student i.d., driver's license). If it is not possible to view the record immediately, the student should submit a written request to the record custodian or appropriate college staff person. Access must be given within 30 days from the receipt of the request.

If students or employees believe their HIPAA-rights have been violated, they may file a complaint with the Office for Civil Rights (OCR). Health Information Privacy complaints can be filed electronically by visiting: Health Information Privacy Complaint Form Package - PDF.

Medical Record Custodians:

Accessibility Services

Athletics

Child Care Center

Director of Financial Aid

Director of Residence Life

Food Service

Hutchinson Area Student Health Services (HASHS)

Human Resources

Registrar

Selective Admissions Program

Student Success Center

IT Acceptable Use Policy

Purpose:

All users of the Hutchinson Community College (HutchCC) computer system - defined as a computer, hand held/cell phones, computer system, computer network, computer software, computer program, data base, or any part thereof owned and controlled by HutchCC - hereby agree to abide by the procedures and policies of HutchCC and the State and Federal laws. Outlined in this policy are expected standards of conduct on the use of the HutchCC computer system and the disciplinary actions taken for not adhering to those standards.

Mission and Rights:

HutchCC owns a variety of computing systems that are provided for the use of HutchCC students, faculty, and staff in support of the educational programs of the college. All computer use shall be consistent with the mission and goals of HutchCC.

Unauthorized commercial uses of the HutchCC computer system are prohibited.

All users are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner.

HutchCC reserves all rights, including termination of service without notice, to the computing resources that it owns and operates.

This policy shall not be construed as a waiver of any rights of HutchCC, nor shall it conflict with applicable laws.

Computer User Names and Passwords:

It is the responsibility of all HutchCC users to maintain and protect their user names and passwords. HutchCC users are solely responsible for all computing operations executed under their user names.

Sharing a user name and/or password with others is prohibited.

Disguising an identity to acquire a user name falsely is prohibited.

Users may not, under any circumstances (except for system administrators), transfer or confer computer information privileges to other individuals.

Electronic accounts that remain inactive for six months will be disabled.

System Resources:

Users are responsible for maintaining an environment in which resources are shared equitably between users.

Any attempt to deprive other authorized users of resources or access to any HutchCC computer is prohibited.

Any attempt to gain access to unauthorized computer resources is prohibited.

Any unauthorized modification or destruction of computer resources is prohibited.

The willful introduction of malicious software, such as computer "viruses" is prohibited.

Harassment:

HutchCC's Harassment Policy applies with full force and effect to any use of the HutchCC computer system. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual or group's race, color, ancestry, religion, national origin, physical or mental attribute, age, gender, and/or sexual preference will be transmitted. A user who violates this policy shall bear full responsibility for his or her actions. Further, by their use of HutchCC's computer system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.

All users have the right to be free from any conduct connected with the use of HutchCC's computing systems that discriminates against any person on the basis of race, color, ancestry, religion, national origin, disability, age, gender, and/or sexual preference. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies the following conditions:

1. Harasses, denigrates, or shows hostility or aversion toward an individual or group based on that person's race, color, ancestry, religion, national origin, age, gender, and/or sexual preference; and
2. Has the purpose or effect of creating a hostile, intimidating, or offensive environment.
3. Users agree that HutchCC's role in managing this system is only as an information carrier and that they will never consider transmission through this system as an endorsement of said transmission by HutchCC.

Internet Access, including Internet II and other private networks:

The purpose of allowing or providing internet access through HutchCC's computer system is to facilitate communications and research in support of the public purpose, mission, vision, and value statements at HutchCC. Users have the responsibility to act consistent with and to enhance the public purpose of HutchCC including the mission, vision, and value statements of HutchCC. Within these purposes, users must comply with the following guidelines for using the internet through the HutchCC computer system:

1. Users accessing the internet are representing HutchCC. All communications should be for or related to the purposes, mission, vision, and value statements of HutchCC;
2. Users are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner;
3. Users are responsible for the content of all text, audio, or images placed or sent over the internet. Messages that are inconsistent with the HutchCC Acceptable Use are prohibited, including but not limited to, fraudulent, harassing, or obscene messages;

4. All messages communicated on the HutchCC computer system should have the user's name attached. No messages will be transmitted under an assumed name;

5. Information published on the internet through the HutchCC computer system should not violate or infringe upon the rights of others;

6. Any network traffic that originates at HutchCC and moves to other networks must conform with any applicable policies of those subsequent networks.

7. HutchCC reserves the right to restrict access to internet or any other outside network.

Unacceptable uses:

1. Uses that violate any local, state, or federal statute;

2. Uses that interfere with the user's duties and responsibilities to HutchCC;

3. Downloading software that does not follow the procedures outlined in HutchCC's Software Acquisition Process;

4. Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature;

5. Accessing, uploading, downloading, or distributing any test, text, graphic, video, or audio clip that is for personal financial gain;

6. Uses that interfere with or disrupt any network services - disruptions include, but are not limited to, introducing malicious software, such as computer viruses, and unauthorized entry into any other machine or system (hacking);

7. Uses that violate any other provisions of the HutchCC Acceptable Use Policy and/or the HutchCC Conflict of Interest policy.

Software Licensing, Copyright and Unauthorized Distribution:

Computer software protected by copyright shall not be copied from, into, or by means of HutchCC computing facilities, except as permitted by law or by the contract with the owner of the copyright.

HutchCC may not duplicate any software or related documentation for use either on HutchCC premises or elsewhere unless HutchCC is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject the user to both civil and criminal penalties under the United States Copyright Act.

HutchCC computers are organization-owned assets and must be kept both software legal and virus free. Only software approved through the software acquisition/standardization procedures may be used on HutchCC machines. Software purchased outside of this procedure is not permitted to be loaded on HutchCC computers.

Generally, institution-owned software is not licensed for home use; however, some software companies permit home use under certain circumstances. If software is needed for home use, and is not covered in its license agreement, a separate license should be purchased and recorded as an institution-owned asset in the software register. Before taking any software home, please check with the software manager.

Assume that all software is bound by copyright.

Any unauthorized release of printed or computer-based information is prohibited.

Disclaimers:

While reasonable attempts have been made to ensure the privacy of users' electronic information, this in no way guarantees that electronic information is private. The HutchCC computing system is not necessarily secure.

System administrators will respect users' privacy to the extent possible and will not examine electronic information except when investigating an apparent violation, investigating systems resource over-utilization or abuse, performing preventive maintenance, forwarding misdelivered messages, or closing an account.

Students who reside within the Kansas Department of Corrections (KDOC) system are subject to additional account restrictions, relinquishing account access, and account activity monitoring by authorized HutchCC personnel.

Violations:

Any violation of this policy or applicable laws will result in disciplinary actions by the proper authorities.

Any user's privileges may be suspended immediately upon the discovery of a possible violation of this policy.

Such suspected violations will be confidentially reported to the appropriate college official(s).

Violations of these policies will be dealt with in the same manner as violations of other HutchCC policies and may result in disciplinary review or termination of employment.

Appendixes:

A. Electronic Communication Policy

B. Software Acquisition/Standardization Procedure

C. Social Networking Policy

Lactation Policy

Hutchinson Community College acknowledges the worksite accommodation law in the U.S. Patient Protection and Affordable Care Act enacted in March 2010, which amends the Fair Labor Standards Act (FLSA) and therefore provides breastfeeding employees the following lactation accommodations. Students will be provided these accommodations as well.

Lactation Accommodation Provisions

Reasonable Time to Express Milk at Work

Employees and students shall be provided reasonable time to express milk while at work for up to three years following the child's birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

A Private Area for Milk Expression

Employees and students will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The rooms are listed at the end of this policy.

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate supervisor.

Employer Responsibilities

Hutchinson Community College will:

- Maintain the cleanliness of the room or location set aside for the use of employees and students expressing breast milk while on campus.
- Notify employees returning to work following the birth of a child of their rights under the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act. This notice may either be provided individually to affected employees or to all employees through college communications.

Employee/Student Responsibilities

Breastfeeding persons utilizing lactation support services will:

- Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work or school following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping the pump (if provided) and surfaces with microbial wipes so the area is clean for the next user.

Students may inquire at the Information Counter, main floor of the Parker Student Union, about locations and contact persons.

PROPOSED LACTATION LOCATIONS (Additional locations will be included when identified)

STRINGER FINE ARTS – Dressing Room # 148 or #147 – Contact Secretary – 620.665.3503

SHEARS TECHNOLOGY CENTER – Conference Room # 107 – Contact Secretary – 620.728.8104

LOCKMAN HALL/PARKER STUDENT UNION – Human Resource Conference Room – Contact Placement Specialist – 620.665.3495

RIMMER LEARNING CENTER – Room 115 – Contact Administrative Assistant - 620.728.8125 (available M-TH evenings and Sundays during academic year)

NEWTON AXTELL CENTER – Conference Room - Contact Secretary – 316.283.7000

McPHERSON CENTER – Workforce Development Room # 117 – Contact Secretary – 620.245.0202

PIONEER BUILDING/SOUTH CAMPUS – Dispatch Room – Contact Secretary - 620.728.4406

FIRE SCIENCE – Contact Administrative Assistant – 620.728.4460

BUILDING 12 – Audio Lab – Contact Secretary – 620.665.3349

DAVIS HALL/PEEL CENTER – Rm 223 – Contact Secretary – 620.665.4930

SCIENCE HALL - Conference Rm A – Contact Secretary – 620.665.3533

Privacy Policy

I. Commitment to Privacy

Hutchinson Community College (“HutchCC” and/or the “College”) is committed to safeguarding all Private Information entrusted to the College by the public and members of the HutchCC community. This notice describes the College’s general privacy policy as it relates to the collection, protection, and disclosure of such information. (Note: see the “Definitions” section below for the definition of “Private Information.”)

II. Purpose

To set forth requirements regarding information entrusted to the College by the public and members of the HutchCC community.

III. Scope & Application

This Privacy Policy describes College practices in connection with information HutchCC may collect through the use of the College website (“Site”). By accessing this site, visitors consent to the collection and use of the information described in this Privacy Policy. If you are a HutchCC consumer, please read about our policy and practices relating to information the College collects in providing services to you.

IV. Definitions

Private Information: includes all information protected by state and/or federal law or that the College is contractually obligated to protect. Private Information also includes information designated by the College as private (confidential or sensitive) through the creation of standards, procedures, and guidelines. Access to these data must be tightly monitored.

Examples of Private Information include, but are not limited to the following:

- Nondirectory student records as defined by the *Family Educational Rights and Privacy Act* (FERPA) and the College Family Educational Rights and Privacy Act Policy (Policy 1043)
- Financial aid and scholarship records
- Any identifying information of an individual
- Personal information utilized to verify identify, including but not limited to Social Security numbers (SSN) and HutchCC identification numbers (HutchCC ID)
- Passwords and PINS
- Digital signatures
- Individually identifiable health information protected by state or federal law (including but not limited to “protected health information” as defined by the *Health Insurance Portability and Accountability Act* (HIPAA))
- Individually identifying information created and collected by research projects
- Credit card numbers and financial transactions covered by the Payment Card Industry (PCI) Standard
- Information resources with access to confidential or sensitive data
- Information covered by nondisclosure agreements
- Any information relating to an identified or identifiable person, or personal data, as defined by the European Union’s *General Data Protection Regulation* (GDPR).

V. Collection of Private Information

HutchCC will only collect Private Information, such as your name, address, or telephone number, if you provide it to the College voluntarily. Private Information collected on our Site is stored and processed in the United States.

In addition, the College automatically collects certain information regarding visitors to our Site, including information about your equipment, browsing actions, and usage patterns. HutchCC uses this information solely for internal purposes, such as to improve our Site.

The technologies the College uses for this automatic data collection include cookies. A cookie is a small file, placed on the hard drive of your computer, containing an identifier (a string of letters and numbers) that is sent by a web server to your web browser. The information the College automatically collects is statistical data and does not include Private Information. However, Private Information that the College stores about you may be linked to the information stored in and obtained from cookies.

You have the ability to delete cookie files from your hard drive at any time or avoid cookies by configuring your browser to reject them or to notify you when a cookie is being placed on your hard drive.

Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

The College may use cookies for the following purposes:

- **Authentication**: to identify you when you visit our Site and as you navigate our Site
- **Security**: to protect user accounts, including preventing fraudulent use of login credentials, and to protect our Site and services generally
- **Advertising**: to help HutchCC display advertisements that will be relevant to you, including remarketing
- **Analysis**: to analyze the use and performance of our Site and services

The College, through third party vendors, occasionally uses third-party cookies together to inform, optimize, and serve advertisements based on your past visits to our Site. The techniques HutchCC’s third-party vendors employ do not collect any Private Information.

You can visit the Digital Advertising Alliance to identify and opt out of cookie-based targeted advertising. Alternatively, you can opt out of third-party cookies by visiting the Network Advertising Initiative opt-out website.

In addition, your browser or device may offer settings that allow you to choose whether browser cookies are set and to delete them. For more information about these controls, visit your browser or device's help resources.

The College uses Google Analytics. The information gathered by Google Analytics cookies relating to our Site is used to create reports about the use of our Site. Google's privacy policy is available online.

The College uses Google AdWords. The information gathered by Google AdWords cookies is used to serve you with relevant advertising based on your interests, as determined by your use of our Site and other websites across the web. You can opt out of Google's use of cookies by visiting Google's Ads Settings.

The College uses social media based Advertising (e.g. Facebook, Twitter, Instagram, etc.). The information gathered by social media cookies is used to serve you with relevant advertising based on your interests and use of our Site. You can opt out of seeing online internet-based ads from social media and other participating companies through the Digital Advertising Alliance in the United States, the Digital Advertising Alliance of Canada in Canada, or the European Interactive Digital Advertising Alliance in Europe.

The College occasionally hires other companies to provide services on its behalf; for example, to process event registrations. HutchCC will provide these companies only with the information they need to deliver services, and they are contractually prohibited from using that information for any other purpose.

At any time, while accessing our Site, any visitor may decline participation in any activity that would require providing information (e.g. such as survey email or e-commerce). Your decision not to participate will not affect your ability to use any other feature on our Site.

The College offers you opportunities to engage in blogs, forums, and social media accounts, as well as similar functions within its restricted DragonZone platform, that are designed to be visible to other users, including comments and postings. You should be aware that any private information you choose to submit via those methods can be read, collected, and used by other participants and could be used to send you unsolicited messages. HutchCC is not responsible for the private information you choose to submit when you engage in such activities.

The College does not knowingly collect any information from children under age 13 ("children") nor does it provide any Private Information collected from children, regardless of its source, to any third-party for any purpose whatsoever. No information collected from children is used for any marketing or promotional purposes, either inside or outside HutchCC. If the College learns that it has collected or received private information from a child without verification of parental consent, it will delete that information.

VI. Appropriate Use of Private Information

Private Information may be collected in a variety of ways, paper or electronic, including but not limited to, websites, surveys, email, information requests, databases, etc., as required to support official College activities.

Private Information collected, regardless of the method of collection or format, may be used only to carry out the authorized business of the College. The College shall make reasonable efforts to limit the Private Information it collects to only that information strictly relevant to accomplish a clearly defined institutional purpose.

Every division of the College is responsible for maintaining the necessary confidentiality, integrity, and availability of the Private Information it handles and for disclosing such information only with recipients officially authorized by the College. Every division is responsible for granting to assigned individuals within the division the reasonable, minimum access to Private Information needed to accomplish the necessary institutional purposes. All College employees are required to abide by state and federal laws and College policies, procedures and guidelines regarding the protection and handling of Private Information.

VII. Disclosure of Private Information

Private Information may be disclosed to external recipients only to the extent that is permitted or required by law and as authorized by the College. Disclosure must comply with applicable requirements regarding consent or authorization for disclosure. Additional College policies, procedures, and guidelines may also apply to specific types of information.

VIII. Security & Protection of Private Information

The College has implemented a number of security features to help prevent the unauthorized release of or access to personal information. Although HutchCC has endeavored to create a secure and reliable environment, the confidentiality of any communication or material transmitted to or from HutchCC cannot be guaranteed.

IX. External Websites

Some hyperlinks and banner advertisement may link to third-party websites. You should be aware that these third-party websites are not controlled by HutchCC and are not subject to this Privacy Policy. You should check the privacy policies of the third-party websites to learn how your Private Information will be collected and used.

X. User Rights

You have a number of rights under the GDPR. These include the rights of access, to be informed, to rectification, to erasure of private data ("to be forgotten"), to restrict processing, to data portability, to object, and rights in relation to automated decision making and profiling. You also have the right to withdraw consent to the use of your private data.

You may exercise these rights by contacting the HutchCC Privacy Officer.

XI. Changes to Policy

The College reserves the right to change this policy at any time by notifying visitors of the existence and location of the new or revised policy. Your continued use of this Site, following the posting of changes to these terms, will acknowledge your acceptance of such changes.

Posting Policy

Activities sponsored by HutchCC or any of its departments:

Posting of all HutchCC activity flyers will be allowed per the following guidelines on main campus (In Davis Hall, South Campus and the outreach sites, the building representative should be consulted on the placement of flyers):

1. Flyers must be approved in the Vice President of Student Services office. Approved flyers will be stamped with an expiration date written in. Non-stamped and expired flyers will be taken down.
2. Flyers may only be posted on bulletin boards and sign boards.
3. Flyers may NOT be posted on windows, doors or walls.
4. Use only staples and thumbtacks.
5. Flyers and posters can be posted for a maximum of 60 days.
6. Improperly posted and/or unapproved signs will be removed.

Non HutchCC Sponsored Activities:

This includes: Flyers searching for roommates or selling items (even if by a HutchCC Student), outside organizations such as other colleges, employers, Churches, military recruiters; these entities may post flyers on HutchCC property per the following guidelines on main campus (In Davis Hall, South Campus and the outreach sites, the building representative should be consulted on the placement of flyers):

1. Flyers must be approved in the Vice President of Student Services office. Approved flyers will be stamped with an expiration date written in. Non-stamped and expired flyers will be taken down.
2. Flyers may only be posted on bulletin boards and sign boards. In the Parker Student Union, non HutchCC entities may post on the community Bulletin Board only.
3. Flyers may NOT be posted on windows, doors or walls.
4. Use only staples and thumbtacks.
5. Flyers and posters can be posted for a maximum of 60 days.
6. Improperly posted and/or unapproved signs will be removed.

Social Networking Policy

Purpose

This addendum to the Information Technology Acceptable Use Policy (ITAUP) is to promote responsible engagement and dialogue between HutchCC employees and students, prospective students and/or constituents. Whether or not HutchCC faculty and staff choose to create or participate in a blog, wiki, online social network or discussion is his or her decision. However, emerging online collaboration platforms are fundamentally changing the way faculty and staff work and how they engage with each other, students and the public. To promote learning and collaboration, HutchCC believes in the importance of open exchange between HutchCC and our students or prospective students. The rapidly-growing phenomenon of user-generated web content such as blogging, social web-applications and social networking are emerging important arenas for learning and collaboration.

Policy Detail

1. Hutchinson Community College does not monitor staff or student social networking content published independently of their work at HutchCC. The views and information on such postings do not constitute official college information.
2. Personnel will identify themselves by name and, when relevant, their role at HutchCC when discussing HutchCC-related matters.
3. When possible (without limiting effectiveness) and as information technology at HutchCC progresses, HutchCC related content will be published on HutchCC owned systems (blogs, wiki's, etc…), and outside sites referred to those URLs.
4. Content published to blogs (and other narrative based discussions) outside of HutchCC that has something to do with the College require a disclaimer such as, "The postings on this site are my own and don't necessarily represent Hutchinson Community College's positions, strategies or opinions."
5. When participating in any social networking online community, content should be treated in such a manner that once posted online it is available to anyone in the world. Any text or photo placed online typically becomes the property of the social networking site(s) and can not be controlled the moment it is placed online.
6. All laws and regulations relating to copyright and fair use shall be followed without exception.
7. Web content is by definition public information and as such no HutchCC proprietary information, student information, confidential information or personally-identifying information will be published at any time.
8. Clients, partners, or suppliers will not be cited without their approval. When possible, references will be linked back to the source.
9. It is recommended that HutchCC students, faculty, and staff adhere to the terms and conditions of social networking sites.
10. For those social networking sites that require identification of HutchCC official representatives, those representatives shall be determined by the HutchCC President's Council. HutchCC faculty, staff, or students shall not electronically agree to manage social networking sites on behalf of HutchCC without President's Council approval.
11. Any HutchCC faculty, staff or student should follow all state and federal laws regarding comments that discriminate against any person on the basis of race, color, gender, national origin, disability, religion, sexual orientation, veteran status, or age.
12. Be aware of your association with HutchCC in online social networks. If you identify yourself as an HutchCC faculty, staff, or student, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, students and the public.
13. Social networking activities should not interfere with work commitments.
14. Company logos and trademarks may not be used on social networking sites without written consent of the HutchCC Marketing Department.
15. Use of social networking sites are subject to all aspects of the Information Technology Acceptable Use Policy, the disciplinary policy, and other HutchCC policies.

Student Classification

Semester hours

Freshman - 0 - 23 Sophomore 24 or more

Students Attending Off Campus Locations

Hutchinson Community College offers affiliated programs through courses, academic and vocational programs, internships, clinical placements, and other educational experiences at off campus locations. Students who participate in any activity sponsored by the college at an off campus location are required to follow all rules and regulations of the host site, as well as abiding by college policies while engaged in the activity.

Students who violate regulations of the host site are subject to academic and/or behavioral discipline by the college. Students who are dismissed from a site that houses a required portion of an academic or technical program are subject to dismissal from the program. If an affiliated program dismisses a student, the college must have written approval from the site administrator before permitting the student's return to the site.

Transfer and Articulation Agreement - KS Public Community Colleges / State Universities

Kansas Public Community Colleges and State Universities

Hutchinson Community College, along with public institutions of higher education in the State of Kansas, has accepted a transfer agreement.

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

Points of Clarification

The following information applies to freshmen entering after the fall of 1989:

1. This agreement applies only to associate degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.

2. Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding of the following:

   a. Each receiving institution has the right to determine admission standards to various majors in their institutions.

   b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

3. General education is defined as follows:

General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It ensures that each graduate will have experienced some content, method and system of values of various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond secondary school studies.

Although the following distribution of courses does not correspond to the General Education requirements at any Kansas Regents' institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities:

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

12 hours of Basic Skills courses, including:

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

* Studio and Performance courses are excluded.

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

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

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

- 6 hours of English Composition
- 3 hours of Speech Communication
- 3 hours of college level mathematics (Statistics will be required of transfer students where university curriculum requires it)
- Art*
- Theatre*
- Philosophy
- Music
- History
- Literature
- Modern Language
- Sociology
- Psychology
- Political Science
- Economics
- Geography
- Anthropology

4. Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents' universities are to be considered outside of the terms of this agreement.

Students attempting to transfer into the technology, engineering and architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examination.

5. Each institution will define its own graduation requirements.
6. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
7. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents' universities.
8. The spirit of the agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

Resident Tuition Classification

Hutchinson Community College residency status is determined upon admission to Hutchinson Community College. Students are classified as Reno County, Kansas Residents; Out of District, Kansas Residents; Non-Kansas Residents or International Student status.

To change residency status, a person must petition the HutchCC Registrar and supply documentation as detailed on the “Affidavit of Residency.”

Registered Sex Offender Policy

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders to indicate when they are enrolled or employed at an institution of higher learning. Hutchinson Community College requires offenders who are required to register with law enforcement authorities to also register with the college's Coordinator of Equity & Compliance prior to the start of that student's first class at HutchCC following conviction. Employees are required to register with the Human Resources Office upon conviction. Applicants for employment are required to disclose convictions on their application for employment.

Hutchinson Community College reserves the right to limit enrollment or the activities of students who are registered sex offenders. Students who fail to comply with this policy are subject to immediate cancellation of current classes. Employees who fail to comply with the policy may be subject to dismissal.

The Campus Sex Crime Prevention Act revised previous laws to require colleges to inform the campus community as to where information may be obtained about registered sex offenders attending or working at the college. The list is available at the Hutchinson Community College Security Office and with the Coordinator of Equity & Compliance.

Transfer to Baccalaureate-Granting Institutions

The college offers a comprehensive parallel program of freshman-sophomore requirements to prepare students for baccalaureate degree completion.

Students who will be transferring to a baccalaureate-granting institution should study that institution's catalog, consult with their advisers, and enroll in community college courses that satisfy transfer requirements.

Tuberculosis Assessment Policy

Individuals seeking international student admission are required to have tuberculosis screening upon arrival at Hutchinson Community College. International students must present the results of a tuberculosis skin test completed in the United States within the last twelve months, or be tested at a college approved clinic. If the results of a TB skin test are positive, the applicant must complete a TB blood test at a clinic designated by the college.

Documentation must be presented for prior treatment for latent or active tuberculosis. Chest X-Rays are required for any student with a positive TB blood test or who has been treated for latent or active tuberculosis.

To avoid suspension of enrollment, testing must be completed within ten days of the start of the semester. In the event that testing is completed at college approved facilities, fees will be added to the student's account to cover all testing charges.

Weather Emergencies

In the event of a weather-related emergency, college personnel will implement an approved plan for moving college students and staff to shelter locations. Shelter locations for a tornado alert include the following:

Child Care Center, Basement
Davis Hall, Basement
Fine Arts Building, Basement or interior hallways
JFK Library, Basement of Rimmer Learning Resource Center

Lockman Hall, Basement hallways
Office Technologies, Basement of Lockman via east, basement stairs
Science Hall, Rimmer Learning Resource Center Basement
South Campus Seek depression in terrain or interior of building

Pioneer Building, Basement
Residence Halls, Basement
Shears Technology Center, Basement of Lockman Hall
Sports Arena, Use ramps beyond corner restrooms
Parker Student Union, Nunemaker Room

Workplace Violence

The safety and security of Hutchinson Community College employees, students and patrons are very important. Threats, threatening behavior, acts of violence or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on owned or leased property or at a college sponsored event of Hutchinson Community College may be removed from the premises, program or activity pending the outcome of an investigation. Threats, threatening behavior or other acts of violence executed off college-owned or leased property but directed at Hutchinson Community College employees while conducting official college business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from college-owned or leased premises, termination of the business relationships with that individual and/or prosecution of the person(s) involved.

Employees are responsible for notifying their supervisor of any threats that they have witnessed, received or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on college-owned or leased property or in connection with Hutchinson Community College employment.

Each employee who has received a protective or restraining order which lists college-owned or leased premises as a protected area is required to provide their supervisor with a copy of such order.

Academic Appeal

PURPOSE

The academic appeal procedure is designed to offer a means to resolve disagreements related to the interpretation of academic and/or selective admissions program policies. A student may request in writing (through the Office of the Vice President of Academic Affairs) a hearing before the Academic Appeal Committee.

NOTE: Academic dismissal from the institution, based on grade point average (GPA) per the Academic Standing, Probation, Dismissal and Reinstatement Policy (#1003), may not be appealed.

If a department or program has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and or clinical-based practice. For clinical sites, this sanction is immediate.

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order. (Section C. Emergency Suspension, Standards of Conduct for Students Policy)

LEVEL 1 –ACADEMIC APPEAL COMMITTEE

DOCUMENTATION OF ISSUE

Documented evidence of said policy violation must be provided by the student in regard to the academic issue (this includes correspondence, course notes, grading/testing, procedural variances, etc.).

The appeal (containing documented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days after the event. The student will be notified by email at least three business days prior to the hearing with the Academic Appeal Committee. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the committee will dismiss the appeal. There will be no further opportunity for appeal. The Academic Appeal Committee is appointed by the Vice President of Academic Affairs and consists of administrators, faculty and students. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student appeal. An audio recording of the proceedings will be made.

TIMELINE

The hearing will occur within 10 business days of the appeal being received by the college. A business day is defined as a day the college is open for business. The student will be requested to appear at the hearing, each party/group shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college.

OUTCOME

The outcome or decision will be communicated to the student, college faculty/administrators and the Vice President of Academic Affairs within 5 business days of the hearing.

LEVEL 2—INSTITUTIONAL REVIEW

ADDITIONAL DOCUMENTATION

The Level 2 Institutional Appeal Review is not intended to be a full re-hearing of the original appeal. A summary of NEW EVIDENCE that was unknown or unavailable during the original hearing which could substantially impact the original finding or sanction must be included in order to request an additional hearing. This evidence must be provided before the appeal date will be scheduled ONLY NEW documented evidence of said policy violation will be accepted from the student in regard to the academic issue (this includes additional correspondence, course notes, grading/testing, procedural variances, etc.) to provide causal evidence in the case.

If the decision of the Academic Appeal Committee requires further clarification by the student, the follow-up appeal (including new/unpresented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days. The student will be notified by email at least three business days prior to the hearing with the Vice President of Academic Affairs. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the appeal will be dismissed. A business day is defined as a day the college is open for business. Each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college. An audio recording of the proceedings will be made. The Vice President of Academic Affairs will consult with the President about the recommended outcome before the final decision is rendered. This decision will be final.

OUTCOME

The outcome or decision will be communicated to the student and college faculty/administrators within 5- business days of the hearing.

Appeal Course Grades

If a student believes the grade issued by an instructor is incorrect, the student may use the following appeal procedures:

1. The student shall, no later than two weeks after the grade is officially posted, contact the instructor and outline the reason(s) the student believes the grade is incorrect.* In the absence of the instructor, the student may contact the department chairperson to initiate the process of contacting the instructor. Students should also contact the department chairperson in the event the instructor has retired or resigned (move to step 3).

2. The instructor shall, within five business days following the initial contact, advise the student in writing of the outcome and the grade change, if applicable.

3. If the student is not satisfied with the outcome, the student may request in writing a meeting with the department chairperson within five business days of the instructor's decision. The student shall provide documentation at the time a meeting with the department chair is requested.

4. If the student is not satisfied with the outcome from the department chairperson, the student may request in writing within five business days of the department chairperson's decision that the Vice President of Academic Affairs initiate a review with the student.

5. The Vice President of Academic Affairs shall issue a final decision and notify the student in writing of the final decision within three business days following the review.

*The time frame may be shortened if the course grade in question affects transfer, eligibility or sequential courses for the next semester.

Appeal Past Academic Record - Grade Expungement

To provide a reasonable means for students to appeal a past HutchCC academic record, the following procedures have been established.

A student may appeal a grade change that affects either changing one grade in a semester or any combination of grades in a single semester to a grade of W (Withdrawal). Academic grade changes can be granted only once at HutchCC.

Students who have shown academic progress by completing 12 hours with at least a 2.00 GPA at HutchCC or any other accredited institution may petition through the Grade Expungement Policy only for those courses taken three or more years ago.

Students can begin the grade expungement process by filing a written request with the Vice President of Academic Affairs. The Vice President of Academic Affairs will review if the request aligns within the appropriate conditions.

Altered grades carry an appropriate notation and the date the expungement was granted. Courses excluded from grade point computation cannot be used to fulfill graduation requirements or to determine extracurricular activity eligibility.

Student Code of Conduct

I. Student Code of Conduct

When students enroll at Hutchinson Community College (HutchCC), they assume the obligation to conduct themselves in a manner compatible with the College's mission and function as an educational institution. The Student Code of Conduct has been approved by the governing board of HutchCC and will apply on College property, any College sponsored or sanctioned activities, and any off-campus behavior which reflects on the mission of the College. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. Students are also expected to comply with all federal, state, and local laws.

For a student who is found to have committed an offense and who previously has been found in violation of the Hutchinson Community College Code of Conduct, the previous offense will be considered during the disciplinary process.

The standard of evidence used to determine responsibility is a "preponderance" of evidence (i.e. is it more likely than not a violation has occurred). This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages

a. Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages.

b. Storage of alcohol in any amount or possession of alcohol containers.

2. Narcotics or Drugs

a, Use, possession, sale, delivery, manufacture, and/or cultivation or distribution whether usable or not of any narcotic, drug, illicit drug, medicine prescribed to someone else, chemical compound, synthetic drug, or other controlled substances.

b. Possession of drug-related paraphernalia.

c. Possession of any item that may not in itself be an illegal drug but presented to be a drug and passed off as a drug.

d. Improper use of products for purposes of altering mood or state of being. This includes the misuse of legal products as inhalants.

3. Flammable Materials/Arson

a. Use or possession of flammable materials, including incendiary devices, and/or other dangerous materials or substances used to ignite, spread, or intensify flames for fire. Attempting to ignite and/or the action of igniting College facilities, and/or personal property either by intent or through reckless behavior which results in damage to College and/or student property.

4. Firearms, Weapons and Explosives

a. Violation of the Possession of Weapons policy (Policy Number 1134) and/or Concealed Carry policy (Policy Number 1552).

5. Theft, Damage, or Unauthorized Use

a. Attempted or actual theft of property or services of the College, other College students, other members of the College community, or campus visitors.

b. Possession of property known to be stolen or belonging to another person without the owner's permission.

c. Unauthorized use of facility, equipment, lab or resource, including unauthorized use of communication systems.

d. Attempted or actual damage to property owned or leased by the College, by College students, members of the College community, or campus visitors.

e. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, account information, and/or personal check.

f. Misuse of, or attempted misuse of, or actual damage to, or defacing of property owned or leased by the College, by College students, members of the College community, or campus visitors.

g. Tampering with security camera systems.

h. Tampering with automated door systems

6. Violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedure (Policy Number 1089)

Statement Regarding Sexual Discrimination, Harassment, and Sexual Misconduct

HutchCC neither tolerates nor condones any form of sexual discrimination - including, but not limited to rape, "date or acquaintance" rape, sexual assault, sexual misconduct, or sexual harassment. In accordance with federal and state regulations regarding sexual discrimination, the College has established an official policy and procedure which is both independent from the Student Code of Conduct and application to students, faculty, and staff, to investigate, and adjudicate such prohibited behavior. The Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures (Policy Number 1089) is available in the College Catalog and in the Student Handbook.

7. Actions against Members of the College Community Not Included in the Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures

(Policy Number 1089)

a. Intentional or reckless conduct which endangers the health or safety of self or others.

b. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, and/or coercion.

c. Behavior that disrupts the normal operation of the College, including its students, faculty and or staff.

d. Deliberate constraint or incapacitation of another, without that person's knowledge or consent.

e. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.

f. Passive or covert behavior may also be regarded as quite disruptive. Examples of passive yet disruptive behaviors include students whose poor personal hygiene so seriously offends the sensibilities of roommates/classmates and instructors that the classroom becomes an academic/residential environment that is no longer tenable.

g. Failure to register as a sex offender with the Coordinator of Equity and Compliance in accordance with college policy.

h. Gambling, wagering, gaming, or bookmaking as defined by federal, state, and/or local laws is prohibited on College premises or while using College equipment or other services.

i. Hazing (i.e. any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person, occurring on or off the premises, that endangers the mental and/or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students). Consent and/or acquiescence by a student(s) subjected to hazing is not considered a reasonable defense in a disciplinary proceeding.

8. Fire Safety, False Alarms, or Terroristic Threats

a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with, or destroying fire equipment or emergency signs on College premises.

b. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures. Exceeding designated fire code capacity of a room/facility.

c. Exceeding designated fire code capacity of a room/facility.

d. Misusing or tampering with fire safety equipment (e.g. alarm pull stations, smoke detectors, or fire extinguishers), or removal of doors, door closures, exit signs, or emergency exits.

e. Initiating, communicating, or circulating a false report of a present, past, or future bombing, fire, offense, or other emergency that would cause action by an agency services agency.

f. Placing a person in fear of imminent, serious bodily injury.

g. Preventing or interrupting the occupation of a building, room, vehicle, or other mode of transportation.

h. Posting any statement on social media that could be considered a threat against the college community or an individual.

9. Financial Irresponsibility

a. Failure to meet financial obligations owed to the College, or components owned or operated by the College, including, but not limited to, the writing of checks from accounts with insufficient funds.

10. Financial Transactions with the College

a. A student who owes a debt or has an outstanding financial obligation to the College may be denied admission or readmission to the College, and have their official transcript, grades, diplomas, and degrees to which they otherwise would be entitled, withheld until the debt or obligation is paid or met.

b. A student with a past due unpaid balance is considered to have a delinquent status. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of such delinquent accounts.

11. Unauthorized Entry, Possession, or Use

a. Unauthorized entry into or use of College premises or equipment.

b. Unauthorized possession, use, duplication, production, or manufacture of any key or unlocking device, College Identification Card, or access code for use in College premises or equipment.

c. Unauthorized use of the College name, logos, registered marks, and/or symbols of the College.

d. Unauthorized use of the College's name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the College.

e. Accessing campus roofs or window ledges.

f. Removing or damaging window screens in the Residence Halls.

12. Violation of College Parking Services

a. Violation of the Traffic Regulations policy (Policy Number 1200).

b. Obstruction of the free flow of vehicular and/or pedestrian traffic on College premises or at College-sponsored or College-supervised functions.

13. Failure to Comply

a. Failure to comply with the reasonable directives or requests of a College official acting in the performance of their duties.

b. Failure to present student identification on request or identify oneself to any College official acting in the performance of their duties.

c. Failure to comply with the reasonable directives of an institutional official (e.g., resident assistants and security personnel) acting in the performance of their duties (includes loitering upon College property after being warned to leave by a person in charge).

d. Violation of College regulations and policies, including residential life policies, housing contracts, or motor vehicle regulations.

e. Obstruction of an investigation being conducted by the College administration/security/police and/or other law enforcement officers while conducting official business on Campus by a student/visitor.

14. Violation of the Anti-Tobacco/Smoking Policy (Policy Number 1063).

15. Providing False Information or Misuse of Records

a. Knowingly furnishing false information to the College, or to a College official in the performance of their duties, either verbally or through forgery or alteration.

b. Failure to provide requested information to the College or to a College official in the performance or their duties

c. Misuse, alteration, forgery, or misrepresentation of any College Document, form, records, or instrument of identification.

d. Possession or use of any form or false identification.

e. Failure to report felonies on an application for admission or housing application, if requested.

16. Ball Playing, Skateboards, Rollerblades, Scooters, Bicycles, or Similar Devices

a. Ball playing, the use of skateboards, rollerblades, hover boards, scooters, bicycles, or other similar devices in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property.

17. Violation of Federal, State, and/or Local Law

a. Misconduct which constitutes a violation of any provisions of federal, state, and/or local laws.

18. Violation of Published College Policies, Rules, or Regulations

a. Violation of any published College policies, rules, or regulations that govern student or student organization behavior.

b. Violating a published College policy governing residence life or breaching a Housing and Residential Life contract.

19. Abuse of the Discipline System

a. Failure of a student to comply with or respond to a notification to appear, during any stage of an investigation or disciplinary proceeding. Failure to appear will not prevent the designated disciplinary officer from proceeding with an investigation of disciplinary action.

b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Filing an allegation known to be without merit or cause.

e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.

f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.

g. Harm, threat of harm, or intimidation, either verbally, physically, or written, of a member of a disciplinary body prior to, during, and/or after disciplinary proceedings.

h. Influencing or attempting to influence another person to commit an abuse of the discipline system.

i. Aiding, abetting, conspiring, or being an accessory to any act prohibited by this code is to be considered the same as a violation.

j. Retaliation against any person or group who files grievances or provides evidence, testimony, or allegations in accordance with the Student Code of Conduct.

k. Failure to comply with the sanctions, conditions, and/or restrictions imposed under the Student Code of Conduct by a designated disciplinary officer or College official.

l. Failure to maintain a current legal mailing address in the DragonZone or giving a false or fictitious address to an institutional representative.

20. Guests

a, Students may be responsible for the behavior or guests, including any violations of the Student Code of Conduct (e.g., guests bring alcohol onto campus).

b. Persons visiting who have been evicted and/or advised of criminal trespass from the residence halls/campus for any reason following eviction/trespassing.

21. Possession of a Pet on Campus

a. Other than a service/emotional support animal, pets are not allowed in campus housing without prior approval from the Director of Residence Life.

b. Other than service animals, pets are not allowed in campus buildings without prior approval from the Vice President of Student Services.

22. Entry without Permission

a. Entering any private room, locked building, or common area without following security procedures or obtaining appropriate permission is prohibited.

23. Complicity

a, Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by the Student Code of Conduct shall be considered to the same extent as completed violations.

24. Disorderly Conduct/Breach of Peace

a. Engaging in conduct on College premises or at College-sanctioned events, which a reasonable person would believe to be violent, abusive, indecent, obscene, profane, unreasonably loud, or disorderly, and which has a tendency to disturb the peace.

b. Engaging in conduct on College premises or at College-sanctioned events which a reasonable person would believe to be maliciously disturbing, threatening, or insolent, and which has the tendency to cause a disturbance of the peace.

c. Engaging in conduct that aids and abets another in a disturbance of the peace to the College or to a College-sanctioned event.

25. Ethical or Professional code violation

a. Violation of licensure board rules and regulations, state and federal laws, and/or other applicable regulatory or privileges issues: as defined by the student’s program or professional association or licensure board, as may be applicable to the student(s), or applicable laws and regulations.

26. Photographing, Recording, or Spying

a. Secretly viewing, with or without a device, another person without that person’s consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or the College.

27. Unmanned Aircraft Systems (UAS)

a. The use of any unmanned aerial vehicle (i.e. drones) is prohibited on campus. Students seeking exemptions for the use of such devices in teaching or research may apply to the Vice President of Student Services.

II. Campus Disorder or Unrest

The following policies will be followed in case of campus disorders or student unrest or in the event any building or portion thereof is seized or occupied unlawfully.

The College President (or in the President's absence, the President's designee) will be notified immediately of any such activity. No other action shall be taken on behalf of the College until such notification has been made. Only the President (or in the President's absence, the President's designee) is authorized to call for assistance from law enforcement officials.

No conference will be held between any College official and the parties involved in such activities so long as any violence is taking place on the campus or while any building or portion thereof is being occupied by such parties, or while such parties bar other persons from such building, or portion thereof, thereby preventing the orderly conduct of school activities.

The College reserves the right to pursue civil, criminal, and college disciplinary remedies against any person involved in such activity.

III. Emergency Suspension (Danger to Self or Others)

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order.

IV. Additional Campus Disciplinary Action

If a crime is committed on campus (including but not limited to murder, robbery, aggravated assault, burglary, or motor vehicle theft), the occurrence shall be

reported to the proper authorities by calling 911 and should also be reported to Campus Safety (620-665-3379). Campus staff will consult with police agencies and any other applicable College official investigating the case, when appropriate, and will assist the victim as necessary in accordance with College policy and federal and state laws and regulations.

V. Disclosure of Disciplinary Information

1. Upon written request, the College will disclose to the alleged victim of a violent act or a sexual assault, the result of any disciplinary hearing conducted by the College. In the event that the alleged victim is deceased, the College will disclose the results of any hearing conducted to the student's next of kin upon written request.

2. In the event that a disciplinary investigation or action yields information upon which the College reasonably concludes that a crime may be committed or that an individual represents a danger to the individual or to others, the College may disclose information to appropriate parties without the student’s consent.

Disciplinary Proceedings for Student Code of Conduct Violations

I. Initial Disciplinary Procedure

The College President will designate disciplinary officers for purposes of dealing with issues of non-academic misconduct and for acting as hearing officers upon appeal. These officers include, but are not limited to, the director of Residence Life and the Vice President of Student Services.

For violations of the Student Code of Conduct (other than those that result in an immediate suspension as described in the Student Code of Conduct [Policy Number 1047]) that occur in a course or College program, the faculty member or department chairperson will inform the student of the alleged offense, and after an investigation and a conference with the student, will take one of the following actions:

1. Dismiss the allegation as unfounded.
2. Upon admission of guilt by the student, impose a level one sanction.
3. Upon admission of guilt by the student, recommend to a disciplinary officer the imposition of a level two sanction.
4. Determine guilt based upon reasonable evidence and impose a level one sanction.
5. Determine guilt based upon reasonable evidence and recommend to a disciplinary officer the imposition of a level two sanction.

Upon completion of the investigation, a written statement will be provided to the student and to the Vice President of Student Services detailing the allegation, the finding, and the sanction imposed or recommended. If a level two sanction is recommended, the author of the report will specify the following: (1) whether the behavior of the student is reasonably expected to cause continued disruption or interference with the school's operation and (2) whether the sanction should stand pending the outcome of any appeal.

For incidents that occur in areas other than those reasonably construed as academic, the College disciplinary officers or their designees will inform the student of the alleged offense, and after an investigation and a conference with the student, will take one of the following actions:

1. Dismiss the allegation an unfounded.
2. Upon admission of guilt by the student, impose a level one sanction.
3. Upon admission of guilt by the student, recommend to a disciplinary officer the imposition of a level two sanction; or as a disciplinary officer, impose a level two sanction.
4. Determine guilt based upon reasonable evidence and impose a level one sanction.
5. Determine guilt based upon reasonable evidence and recommend to a disciplinary officer the imposition of a level two sanction; or as a disciplinary officer, impose a level two sanction.

Upon completion of the investigation, a written statement will be provided to the student and to the Vice President of Student Services detailing the allegation, the finding and the sanction imposed or recommended. If a level two sanction is imposed or recommended, the author of the report will specify the following: (1) whether the behavior of the student is reasonably expected to cause continued disruption or interference with the school's operation and (2) whether the sanction should stand pending the outcome of any appeal.

The office of the Vice President of Student Services will maintain disciplinary files on each case. The office of the Director of Residence Life will maintain disciplinary files on each case that involves housing discipline.

Disciplinary Sanctions

Sanctions are divided into two categories as described below. When sanctions are imposed, it is the responsibility of the student to abide by sanctions applied and to follow established procedure in connection with any appeal from decisions imposing such sanctions.

If a sanction is imposed that has a time limit and the time remaining in the semester or school year is less than the sanction imposed, the sanction will carry forward to the next semester or college year that the student attends HutchCC.

Level One Sanctions

Imposed for less serious violations of the Student Code of Conduct, level one sanctions include those sanctions not ordinarily imposed for conduct described under level two sanctions. Level one sanctions include but are not limited to the following:

1. Warning - oral or written reprimand from the disciplinary officer to the student on whom it is imposed.
2. Dismissal from a class period by the instructor - if a student is disruptive in a classroom, lab, or other structured learning activity, they may be immediately dismissed for the remainder of the period without an investigation or conference.
3. Dismissal from a section of a class by the instructor and department chair.
4. Probationary periods in a class, activity, housing, food service area, recreation area, or other environments where a violation has taken place.
5. The imposition of College service work or community service work.
6. Restriction of privileges including, but not limited to: access to services, visitation in housing, recreational services, food service area, parking, and entrance into College events.
7. Required professional consultation (e.g. counseling, medical, psychological, drug and alcohol, etc.) to address behavioral problems.

Level Two Sanctions

Level two sanctions are imposed for repeated or serious offenses that, in the judgment of the disciplinary officer, merit the imposition of level two sanctions. These sanctions are college-wide and include but are not limited to:

1. Educational sanctions - completion of a reflection or research paper, attending a class, attending a program, attending a lecture, or other actions.
2. Disciplinary probation - indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe

disciplinary action which may include suspension. Failure to meet the conditions will be considered an additional violation.

3. Administrative withdrawal from a class or classes.

4. Withholding of grades, official transcript, or degree - the disciplinary officer may withhold the issuance of an official transcript, degree, grade, or certificate of completion from a student alleged to have violated the Student Code of Conduct. The disciplinary officer may take such action pending an investigation, disciplinary hearing, appeals hearing, and/or exhaustion of appeal rights.

5. Suspension of rights and privileges - including but not limited to: participation in intramural or extracurricular activities, election to student office, housing or visitation privileges, and other student activities. Suspension will be for a specified period and may impose limitations to fit the case, including removal from office or activities. Suspension may include prohibition from representing the College. This penalty does not supersede or negate the rights of responsibility of any director of such activities to take interim action as necessary.

6. Bar against readmission for a specified period, and/or drop from current enrollment, or drop from enrollment in one or more courses. This sanction may become a part of the student's permanent record and may be removed upon completion of the sanction period at the student's request.

7. Restitution - reimbursement for damages to or misappropriation of college, student, employee, or guest property. Restitution may be monetary or by specific duties.

8. Denial of degree - a student found in violation of the Academic Honesty and Appeal Policy & Procedure (Policy Number 1002) may be denied his/her degree. This sanction will become a part of the student's permanent record.

9. Failing grade, or other academic penalty - other academic penalties could include reduction of grade in a test, course, or other academic work, and/or performance of additional academic work not required of other students in the course.

10. Suspension from the College for a specified period - during such a suspension, a student will not attend class or participate in College campus activities (prohibits the student from entering the College campus without prior written approval of the Vice President of Student Services).

11. Expulsion from the College - expulsion may be permanent or for a specific period not less than on year. Permanent dismissal from the College prohibits the student from entering the College campus without prior approval of the Vice President of Student Services. Expulsion may include receiving a failing grade for all classes in which the student is currently enrolled.

12. Revocation of a degree, grade, or certification may be imposed when the student is in violation of the Academic Honesty and Appeal Policy & Procedure (Policy Number 1002).

13. Bar from all HutchCC Campus locations after suspension or dismissal - a student who has been suspended or dismissed from a state-supported institution of higher education after a hearing, in accordance with procedures established by the institution, for disrupting the orderly operation of the Campus or facility of the institution, as a condition of the suspension or dismissal, may be denied access to the Campus or facility, or both, for a period of suspension. In the case of dismissal, the period of suspension should not exceed one year.

14. Eviction or barred from campus housing.

II. Appeal of a Level One Sanction

Within three business days (a business day is defined as a day that the College is open for business) after the date a sanction is imposed against a student by a disciplinary officer, the student or a representative of the College may appeal the disciplinary officer's decision by communicating in writing a request for appeal. The request for appeal should contain a description of the disciplinary officer's decision being appealed, the date the offense took place, and the requested outcome. Requests for appeal should be returned to the Vice President of Student Services' office, either in person, by mail (must be postmarked within 3 business days after an imposition of a sanction), or email. If an appeal is not received by the College or the student within the time period stated above, the student or the College will be deemed to have waived the right of appeal and the disciplinary officer's decision will be deemed final.

In the event of an appeal to the Vice President of Student Services, the Vice President of Student Services will interview the student and the disciplinary officer and either affirm, modify, or reverse the disciplinary officer's decision. The decision of the Vice President of Student Services shall be final and not subject to further appeal.

III. Appeal of a Level Two Sanction

Within three business days (a business day is defined as a day that the College is open for business) after the date of the electronic notification of the imposition of a sanction against a student by a disciplinary officer, the student or a representative of the College may appeal the disciplinary officer's decision by communicating in writing a request for appeal. The request for appeal should contain a description of the disciplinary officer's decision being appealed, the date the offense took place, and the requested outcome. Requests for appeal should be returned to the Vice President of Student Services' office, either in person, by mail (must be postmarked within 3 business days after an imposition of a sanction), or email. If an appeal is not received by the College or the student within the time period stated above, the student or the College will be deemed to have waived the right of appeal and the disciplinary officer's decision will be deemed final.

IV. The Discipline Committee

Upon receipt of the appeal of a level two sanction, a hearing officer will be appointed to chair a hearing before the College's Discipline Committee. The hearing officer will be a person other than the disciplinary officer whose decision is being appealed. The discipline committee shall be chaired by a hearing officer appointed by the College President or designee and is composed of representatives from administration, faculty, and the student body. To hear an appeal, the Committee will consist of a minimum of two members and a designated hearing officer, and will include at least on administrator, one faculty member, and one student.

The student will be notified by email at least three business days prior to the hearing. The notice will state the time, date, and place of the hearing. The hearing will be held within ten business days of receipt of the request for appeal. If a student appeals and fails to appear for the scheduled appeal hearing, the Committee will dismiss the appeal and the earlier decision will be deemed final.

At any haring before the Discipline Committee the following will occur:

1. The student will have the right to hear charges of conduct violations read.

2. Each party will have the right to have an adviser present (including an attorney) at the party's own expense. Although each party has the right to have an adviser present, the adviser may not speak for the College or the student or cross examine witnesses.

3. Each party will have the right to hear the testimony and see the evidence presented at the hearing.
4. Each party will have the right to present witnesses to be heard by the Committee.
5. Each party will have the right to provide a statement and give reasons supporting its position.
6. Proceedings will be recorded, except for Committee deliberations.
7. A written report will be prepared by the Committee affirming, modifying, or reversing the decision appealed. The Committee may modify the sanctions by either decreasing the severity of the sanctions or increasing the severity of the sanctions. Copies of the written report will be emailed to the student at the student's college email address and delivered to the Vice President of Student Services and to the College President.

V. Appeal to the President

Within three business days after the date of the Discipline Committee's written report of its decision, the student or a representative of the College may appeal the Discipline Committee's decision. The request for appeal should contain a description of the Committee's decision being appealed, the reason for appeal, the date the offense took place, and the requested outcome. Requests for appeal should be returned to the College President in writing. Appeals to the President are limited to the following:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing.
2. To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions fall outside the range of sanctions the College has designated for this offense.

If neither of the parties appeal during the time specified, the Committee's decision will be deemed final.

If, in the opinion of the President, the behavior of the student is reasonably expected to cause continued disruption or interference with the school's operation, the President may find that the sanction will stand pending the outcome of the appeal.

Upon receipt of a complete request for appeal, the President will review the recording and any written materials from the Discipline Committee hearing. At the President's sole discretion, the parties may be asked to appear or the parties may be asked to present additional evidence. If additional evidence is requested, it will be presented in a manner granting each party the same due process rights as those outlined above. Within ten days of receipt of the request for appeal or within ten days after the date upon which the parties appear or additional evidence is presented to the President, the President will affirm, modify, or reverse the decision of the Discipline Committee. The President's decision is final and will be set forth in a written report and the report will be emailed to the student.

VI. Failure to Respond

If the charged student does not schedule or attend a mandatory meeting by the date specified in the notice, or fails to follow instruction or submit requested documentation or information within a reasonable specified amount of time, the College may proceed with adjudication of the case in the student's absence. In such cases, the student, by failing to respond or participate, will have waived any right to further due process.

Student Responsibilities

Students at Hutchinson Community College are expected to conduct themselves as self-respecting, educated men and women in accordance with the laws of the nation, state and community, as well as the academic community. Hutchinson Community College affirms the principle of intellectual freedom in scholarly activity, the right of each member of the community to be treated with respect and dignity and the right to learn. This affirmation imposes a duty not to infringe upon the rights of others. Within its sphere of responsibilities, the college will afford students proper procedural safeguards to resolve matters in dispute. Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution.

Students at Hutchinson Community College have the following responsibilities:

1. Provide the necessary documents for admission to the college.
2. Observe all regulations of the college.
3. Consult their advisors on academic careers, curriculum planning and changes in their programs.
4. Attend all meetings of each class in which they are enrolled from the first class meeting and be aware of and comply with the instructor's attendance policy as outlined in the instructor sheet.
5. Prepare for each class meeting as instructed and be an active participant in the class.
6. Answer promptly all written notices from advisors, faculty, vice presidents and other college officials.
7. Upon completion of requirements, file an application for graduation with the Records Office.
8. Enroll in only those courses for which the stated prerequisite(s) -- if there are any -- have been satisfactorily met. Failure to comply with prerequisites may result in administrative withdrawal.
9. Be aware of and comply with the policy and procedures for college or course withdrawal.
10. Be aware of and comply with the academic honesty policy.
11. Use the appropriate channels in appealing any academic actions which the students believe are unfair.

Instructional Staff

Nabil Abdullah - Computer Support Specialist
MS, Computer Science - University of Windsor - 2004

Kelby Accardi-Harrison - Philosophy
PhD, Philosophy - Northwestern University - 2010
MA, Philosophy - Northwestern University - 2006
BA, Philosophy - University of Missouri - 2003

Neal Allsup - Music
MM, Choral Conducting - Kansas State University - 1988
BME, Voice - Wartburg College - 1985

Joyce Armbrust - Nursing
MSN, Nursing - Wichita State University - 2007

Deborah Ash - Surgical Technology
AA, Hutchinson Community College - 2010

Kane Austin - Agriculture
MS, Community & Leadership Development - Univeristy of Kentucky - 2018
BS, Agriculture - Kansas State University - 2016

Sherry Bahr - Nursing
MSN, Nursing - Wichita State University - 2010
BSN, Nursing - Southwestern College - 1999
AAS, Nursing - Pratt Community College - 1990

Brian Baker - Manufacturing Engineering Technology
Universal CFC Certification

Erin Beavers - Chemistry
MS, Chemistry - Kansas State University - 2008
BS, Chemistry - Emporia State University - 2005

Brian Bird - Physics
MS, Physical Science - University of Houston - 1995
BS, Mechanical Engineering - Texas Tech University - 1983

Travis Booe - Physical Therapist
MS, Healthcare Leadership (MHCL) - Friends University - 2008
BBA, Accounting - Pittsburg State University - 1997
AAS, Physical Therapy Assistant - Colby Community College - 2000

David Bosworth - Mathematics
MS, Integrated Sciences, Mathematics Option - University of Colorado-Denver - 2006
BS, Mathematics - Metropolitan State University of Denver - 1995

Amber Brawner - Visual Communications
BA, Fine Art-Graphic Design - Kansas State University - 2003

Shae Brooks - Fire Science
AAS, Fire Science - Hutchinson Community College - 2007

Charles Buller - Chemistry
PhD, Chemistry - Kansas State University - 1996
MS, Chemistry - University of Nebraska-Lincoln - 1983

Michelle Carey - Biology
MS, Kinesiology - Kansas State University - 2009
BS, Kinesiology - Kansas State University - 2005

Max Carroll - English
MA, English - Emporia State University - 1996
BA, English - Emporia State University - 1993

Alison Casebolt - Nursing
MSN, Nursing - Educator Track - Liberty University – 2012
BSN, Nursing - Fort Hays State University - 2005
AA, General Studies – Hutchinson Community College – 2001

Courtney Cauble - Welding
AAS, Welding Technology - Hutchinson Community College - 2012

Tracy Chadwick - Computer Drafting
MBA, Business Administration - Wichita State University – 2007
BBA, Production/Operations Management - Kansas State University - 2001
AAS, Computer Drafting - Hutchinson Community College – 1998
AA, General - Hutchinson Community College – 1998

David Chastain - Success Seminar
MS, Justice Studies / Administration - Pittsburg State University - 2003
BS, Social Work - Pittsburg State University - 2001

Kelly Clasen - English
PhD, English - University of North Texas – 2011
MA, English - University of North Texas - 2006
BS, Journalism - University of Kansas, The - 2000
AA - Hutchinson Community College – 1998

Candace Cochran-Chadwick - Nursing
BSN, Nursing - Wichita State University - 2005
AA, General - Hutchinson Community College - 2000

Paige Cooper - Nursing
BSN, Nursing - Bethel College - 2018

Rhonda Corwin - Business
DBA, Doctor of Business Administration - Walden University - 2015
MBA, Masters of Business Administration - MidAmerica Nazarene University - 2002
BA, Management and Human Relations - MidAmerica Nazarene University - 1999

Jillene Cunningham - Computer Support Specialist
MS, Instructional Design Technology - Emporia State University - 2004
BBA, Office Management Systems - Fort Hays State University - 2000

Lisa Davies - Nursing
MSN, Nursing - National American University - 2013
BSN, Nursing - Newman University - 1995
AASN, Nursing - Hutchinson Community College – 1986
AA, Elementary Education – Hutchinson Community College - 1981

Saambhavi De Abreu - Mathematics
MS, Mathematics - Wichita State University - 2018
BS, Mechanical Engineering - Wichita State University - 2015

Jeff Deal - Fire Science
AAS, Fire Science - Hutchinson Community College - 2003

Daniel Deane - Psychology
PhD, International Psychology - The Chicago School of Professional Psychology - 2021
MA, Psychology - The Chicago School of Professional Psychology - 2015
BA, Psychology - Saint Leo University - 1997

Dalene Deck - EMS Instructor
MBA, Business Administration - Friends University - 2012
BS, Organizational Management & Leadership - Friends University - 2009
Kansas Paramedic

Jennifer Desmond - Public Health/Safety
AAS, Nursing - Hutchinson Community College - 2011

Madison Desmond-Ensminger - Public Health/Safety
Certificate of Completion, Nursing-Practical Nurse (LPN) - Hutchinson Community College - 2019

Ryan Diehl - English
PhD, Educational Studies - University of Nebraska-Lincoln - 2020
MA, English - Emporia State University – 2007
GDIP, Cultural Studies - University of Melborne in Australia - 2006
BA, English and History - Emporia State University - 2004

Cathy Diggs - Health Information Management
BS, Health Information Administration - Dakota State University - 2007
AAS, Health Information Technology- Hutchinson Community College-1998

Kimberly Dolphin - Biology

PhD, Zoology - Colorado State University - 2020
MS, Biology - California State University-Long Beach - 2015
BS, Biology - University of California-Los Angeles - 2012

Cristina Domme - Mathematics
PhD, Applied Mathematics - Wichita State University - 2023
MS, Mathematics - Wichita State University - 2018
BS, Mathematics - Wichita State University - 2007

Nick Dryden - English
MA, English - Wichita State University - 2015
BA, English Language and Literature - Wichita State University – 2013

Eric Dudley - History
PhD, History - Kansas State University – 2016
MA, History - Kansas State University - 2012
BA, California State University Sacramento - 2010

Teri Eckhoff - Education
ME, Curriculum & Instruction with an emphasis in Reading - Wichita State University - 2011
BA, Elementary Education - Wichita State University - 1985

Thayne Ediger - Physical Education
M.Ed., Education - Wichita State University - 2006
BS, Education - Northwestern Oklahoma State University - 1994

Erin Ellis - Success Seminar
MS, Rehabilitation Counseling - Emporia State University – 2003
BS, Sociology - Emporia State University - 2000
AA, General Studies - Hutchinson Community College – 1997

Lisa Elstun - Nursing
BS, Nursing - Wichita State University - 2016

Miranda Engelken – Business
BS, Business Education – Fort Hays State University – 2016
BS, Business Administration – McPherson College – 2005
AA – Hutchinson Community College - 2004

Heather Enochs - Success Seminar
MS, Counseling Psychology - Evangel University - 2009
BS, Psychology - Evangel University - 2007

Jeanna Esparza - Cosmetology
GD, Cosmetology - Sidney's Hairdressing College - 1988

Lael Ewy - English
MFA, Creative Writing - Wichita State University - 1999
BGS, General Studies English - Wichita State University - 1995

Ryan Ewy - Technology
AS - Hutchinson Community College - 2019
AAS, Computer Drafting Technology-Architectural CAD - Hutchinson Community College - 2018
AAS, Construction-Residential - Hutchinson Community College - 2017

Carter File - Business
PhD, Educational Studies - University of Nebraska-Lincoln – 2013
MBA, Business Administration - University of Baltimore - 1993
BS, Business Administration - Kansas State University - 1984
AS - Cloud Co. Comm. College - 1982

Bonnie Folkerts - Health Information Management
MS, Instructional Technology - Fort Hays State University – 2011
BS, Technology Leadership - Fort Hays State University - 2009
AAS, Health Information Management – Hutchinson Community College - 2005

Jennifer Forker - Early Childhood Education
ME, Educational Leadership - Wichita State University – 2009
BS, Elementary Education - Bethel College - 1997
AAS, Legal Assistant – Hutchinson Community College - 1992

Sydney Fountain - Psychology
MA, Psychology - Stephen F. Austin State University - 2019
BA, Psychology - Southwestern College - 2017

Jon Friesen - EMS Instructor
MS, Organization Development - Friends University - 2008
BS, Human Resource Management - Friends University - 1998
AA, General Studies - Friends University - 1996
Kansas Paramedic

Debbie Gieselman - Success Seminar
MSED, Community Counseling - University of Nebraska at Kearney - 1992
BA, Psychology & English - Kearney State University - 1990

Amy Goering - Art
MA, Commercial Art - Pensacola Christian College - 2010
BS, Commercial Art - Pensacola Christian College - 2008

Debra Graber - Success Seminar
MS, Family Therapy - Friends University - 2012
MS, Horticulture - Kansas State University - 1985
BS, Horticulture - Kansas State University - 1981

Roger Graham - EMS Instructor
AAS, Emergency Medical Science-Paramedic - Hutchinson Community College - 2013

Stevie Gulick - Cosmetology
GD, Cosmetology - Sidney's Hairdressing College - 2011

Brad Hallier - Journalism
BS, Journalism - University of Kansas - 2000
AA - Allen Community College - 1997

Norine Hamby - Surgical Technology
Certificate of Completion, Surgical Technology - Hutchinson Community College - 2003

Alex Hass - Cosmetology
BBA, Business Management – Friends University – 2016
GD, Cosmetology - Sidney's Hairdressing College - 2011

Heath Hensley - Computer Support Specialist
IT Technical Services for numerous businesses 2000-2018

Mariana Hernandez Razo - Spanish
PhD, Modern Foreign Languages - The University of Tennessee Knoxville - 2014
MA, Spanish - San Diego State University - 2009
BA, Spanish - San Diego State University - 2006

Ryan Hilty – Physical Education
BS, Exercise and Sport Science – Iowa State University - 1995

Shelli Hines - Nursing
MSN, Nursing - Grand Canyon University - 2020
BSN, Nursing - Wichita State University - 1990

Kerry Holden - Business
MBA, Business Administration - Friends University – 2013
BBA, Business Administration - Friends University - 2010

Lacey Hoskinson - Radiology
BS, Medical Diagnostic Imaging - Fort Hays State University – 2003
AS, Radiologic Technology - Fort Hays State University - 2002

Jerry Houchin - Respiratory Care
BS, Respiratory Therapy - University of Kansas, The - 1985

Taliatha Hudson-Palmer - Psychology
MS, Psychology - Fort Hays State University - 2017
BA, Art History & Cultural Studies - Brigham Young University - 2001

Kimberly Ivancovich – Art
MA, Art History - Pennsylvania State University - 2006
BFA, Applied Visual Arts-Photography - Oregon State University - 2003
BA, Art History - Oregon State University - 2003

Kim Jarvis - Public Health/Safety
AAAS, Nursing - Hesston College - 2005

Frances Johannsen - English

MFA, Creative Writing - Wichita State University – 2007
BA, Psychology - University of Mississippi - 1986

Kim Johnson - Business
MBA, Business Administration - Kennesaw State University - 2005
BS, Business Administration - Kansas State University - 2001
BS, Education -Business - Kansas State University – 2001
AA, Business - Hutchinson Community College - 1997

Roy Johnson - Business
PhD, Curriculum & Instruction - Kansas State University - 2012
MS, Instructional Design Technology - Emporia State University - 2006
MBA, Business Administration - Emporia State University - 2001
BS, Business - Emporia State University - 1999

Lisa Jolliff - Success Seminar
MS, Rehabilitation Counseling - Emporia State University - 1988
BS, Rehabilitation Services Education - Emporia State University - 1987

Ginger Jones - Public Health/Safety
AAS, Nursing - Brown Mackie College - 2013
AS - Barton Community College - 2008

Steven Kappenman - Physical Education
BSE, Sports Management - University of Kansas, The – 2009
AAS - Hutchinson Community College - 2007

Travis Kirk - Physical Education
MSED, Education - University of Kansas, The – 2000
BSE, Sports Science - University of Kansas, The - 1997
AA - Hutchinson Community College - 1995

Kim Koerner - Nursing
MS, Nursing - Kansas University - 2018

Patty Kolarik - Business
MA, Education, Curriculum & Instruction - Wichita State University – 1996
BAE, Secondary Education-Business - Wichita State University - 1982

David Krueger - Technology
BS, Agri-Business - Northwestern Oklahoma State Univ – 1996
AAS, Agriculture Diesel Mechanics - Hutchinson Community College - 1993

Sammy Lane - Physical Education
BS, Business Administration - Sterling College - 1992

Christopher Lau - Success Seminar
MS, Family Therapy - Friends University – 2007
BA, Psychology/Sociology - Northwest Missouri State Univ - 2005
AS - Hutchinson Community College - 2003

Josh Lewis - Welding
AAS, Auto Collision Repair - Southeast Community College - 2000

Rhonda Lippert - English
MA, English - Fort Hays State University - 2015

Christina Long –Business
MBA, Business Administration - Friends University – 2010
BS, Business Management - Friends University - 2006
AA, General Studies - Hutchinson Community College - 2002

Denise Lovell - Health Information Management
BA, Elementary Education - Drury University - 1995
Cert., Health Information Management-Emphasis in Cancer Registry Management - Hutchinson Community College - 2020

Christi Mancha - English
MA, English - National University - 2018
MFA, Creative Writing - National University - 2013

Victor Martinez Gonzalez - Automation Engineering Technology
AAS, Automation Engineer Technology - Hutchinson Community College - 2020
AAS, Manufacturing Engineering Technology - Hutchinson Community College - 2020
Certificate of Completion, Industrial Electrical Technology - Hutchinson Community College - 2020
Certificate of Completion, Industrial Mechanical Maintenance - Hutchinson Community College - 2020

Deidre Mattox - Theatre
MA, Speech - Kansas State University - 1996
BA, Theatre - Kansas State University - 1992
AA - Hutchinson Community College - 1990

Mike McCandless - Fire Science
BA, Communication - Fort Hays State University - 1989

Michelle McClendon - Speech
MA, Communication - Wichita State University - 2003
BS, Agriculture - Kansas State University - 1993

Kent McKinnis - Agriculture
MS, General Agriculture - Stephen F Austin State University – 2000
BS, Agribusiness-Stephen F. Austin State University - 1995

Terri McQueen - Mathematics
MS, Curriculum and Instruction - Emporia State University - 2011
BS, Mathematics - Emporia State University – 1988
BS, Business/Finance – Emporia State University - 1988

Cliff Moore - EMS Instructor
MBA - University of Phoenix - 2014
BS, Computer Technology - Southwestern College - 2006
AAS, MICT, Cowley County Community College – 2001

Dan Naccarato - Business
MBA, Business Administration - Emporia State University – 1985
BS, Business Administration - Emporia State University - 1982

Jesse Newberry - Computer Support Specialist
BS, Information Networking & Telecom (web development) - Fort Hays State University – 2013
AAS, Computer Support Specialist - Hutchinson Community College - 2008

Kim Newberry - Sociology
MA, Sociology - Kansas State University – 2003
BS, Psychology - Louisiana State University A & M - 2000

Jessica Niblack - Sociology
MA, Sociology - Wichita State University – 2013
BA, Women Studies - Wichita State University - 2010

Mark Nolen - Biology
PhD, Biological Sciences - Purdue University - 2010

Brian Nuest - Psychology
PhD, Psychology - Human Factors - Wichita State University – 2006
MS, Psychology - Emporia State University - 1993
BA, Behavioral Science - Sterling College - 1990

Kim Oberle - Cosmetology
AAS, Cosmetology - Hutchinson Community College - 2019

Bobby Obermite - Media Communication & Production
BGS, General Studies / Film & Media Studies - University of Kansas, The - 2011

Susan O'Sullivan - Physical Therapist
PhD, Physical Therapy - Wichita State University - 2011

Sandy Pangburn - Nursing
MSN, Nursing - Newman University – 2005
BSN, Nursing - Fort Hays State University - 1985

Tricia Paramore - Biology
PhD, Educational Studies - University of Nebraska-Lincoln – 2007
MA, Biology - University of Kansas, The - 1995
BS, Biology (Cellular Biology) & (Genetics) - University of Kansas, The - 1993

Carolyn Parson - Success Seminar
MA, Human Resource Development and Organization - Friends University – 1999
BS, Human Resource Management - Friends University - 1996
AA, Hutchinson Community College - 1988

Blair Pauly - Animation
BA, Digital Art-3D Computer Animation - Bethany College – 2016
AAS, Visual Media Design-Emphasis in Animation & Game Development - Hutchinson Community College - 2013

John Pendergrass - Automation Engineering Technology/Manufacturing Engineering Technology
Certified Manufacturing Engineering HVAC- Hutchinson Community College- 2007

Tom Percy - History
PhD, History - University of Kansas, The – 2006
MA, History - Midwestern State University - 1990
BA, History - Brock University - 1988

Allen Pinkall - Mathematics
MS, Mathematics - Wichita State University – 2008
BS, Mathematics - Fort Hays State University - 1995

Ryan Pinkall - Biology
BS, Field Biology - Friends University - 2007

Dan Pohl - English
MA, Secondary Education- English - Wichita State University – 1986
BS, Psychology - Emporia State University - 1979

Rebecca Poland - Radiology
BS, Medical Diagnostic Imaging - Fort Hays State University - 2007
AS, Radiologic Technology - Fort Hays State University - 2007

Lindsay Rayl - Nursing
BSN, Nursing - Bethel College - 2010

Scott Romeiser - Biology
MS, Biology - Emporia State University - 2023
BS, Biochemistry & Molecular Biology - Emporia State University - 2020

Jaime Rose - Physical Education
MS, Health and Physical Education - Northwest Missouri State Univ – 2002
BA, Health, Physical Education and Recreation - Kansas Wesleyan University - 2000

Rachel Santine - Speech
MA, English - Northwest Missouri State Univ – 1997
MA, Rhetoric/Communication - Kansas State University - 1994
BA, Communication Theory - Carroll College - 1992
AA, Communication - Casper College - 1990

Todd Sazama - Radiology
MA, Health Care Leadership - Friends University – 2009
BS, Medical Diagnostic Imaging - Fort Hays State University - 1996
AS, Radiologic Technology - Fort Hays State University - 1996

James Shannon - Automation Engineering Technology/Manufacturing Engineering Technology
AAS, Automation Engineer Technology - Hutchinson Community College - 2015

Bill Sheldon - English
MFA, Creative Writing - Wichita State University - 2006
MA, English - Emporia State University - 1986
BS, English - Emporia State University - 1984
AA - Dodge City Community College - 1982

Greg Siepert - Welding
BS, Vocational-Technical Education - Pittsburg State University - 2015
AAS, Machining Technology - Hutchinson Community College – 2007
AAS, Welding Technology - Manhattan Area Vo-Tech School - 2003

Connie Smarsh - Public Health/Safety
BSN, Nursing - The University of Kansas - 2015
AAS, Nursing - Butler Community College - 2012
AA, Hutchinson Community College - 2011

Dan Smith - Physics/Physical Science
PhD, Physics - Kansas State University – 1996
MS, Physics - Univ of Illinois@Urbana-Champaign – 1991
BS, Physics - Kansas State University - 1989

AA - Hutchinson Community College - 1986

Jamie Smith - Computer Support Specialist
BS, Information Networking and Telecommunications - Fort Hays State University - 2019
AAS, Computer Support Specialist - Hutchinson Community College - 2013
AAS, Networking - Hutchinson Community College - 2013

Mark Smith - EMS Instructor
BS, Biology - Baker University – 1983
Kansas Board of EMS Certification – Paramedic and Instructor Coordinator - 2018

Matt Smith - Business
MBA, Business - Friends University – 2010
BBA, Accounting - Friends University - 2008
AS, Business Administration - Butler Co. Comm. College - 2005

Molly Stahl - Speech
MA, Communication - Wichita State University - 2011

Eric Stambaugh - Music
BM, Music Education - Kansas State University - 1998
MM, Music - Kansas State University - 2003

Melissa Stanton - English
MFA, Creative Writing - Wichita State University – 2000
MA, English - Wichita State University - 1992
BSE, Secondary Education and English - Emporia State University - 1987

Milissa Steffen - Nursing
BS, Nursing - Walden University - 2021
AAS, Nursing-RN Traditional - Hutchinson Community College - 2014

Marcia Stoesz - Mathematics
MS, Statistics - Southern Methodist University - 1992
BA, Mathematical Science - Bethel College - 1977

Jo Stropes - Speech
MA, Communication - Wichita State University - 1996

Patrick Sullivan - Nursing
BSN, Nursing - Regis University - 2006

Misha Thompson - EMS Instructor
AAS, Emergency Medical Science-Paramedic - Hutchinson Community College - 2013

Brooklyn Walker - Political Science
PhD, Political Science - University of Kansas - 2022
MA, Political Science - University of Michigan - 2008
BA, Political Science - Kansas State University - 2005

Becky Warman - Health Information Management
AAS, Health Information Technology - Hutchinson Community College - 1998

R.C. Watson - Fire Science
AAS, Fire Science - Hutchinson Community College - 1998

Christine Watters - Nursing
MSN, Nursing - Western Governors University - 2018
BSN, Nursing - Fort Hays State University - 2017

Greg Weis - Music
MM, Music - University of Northern Colorado - 2017

Heath Weninger - Agriculture Diesel Mechanics
AAS, Agriculture Diesel Mechanics - Hutchinson Community College - 1991

Jennifer Wiens - Chemistry
MS, Biology - Kansas State University – 1996
BS, Fisheries & Wildlife Biology-Fisheries Biology - Kansas State University - 1994

Katherin Wilkerson - Respiratory Care
BA, Political Science-Public Administration - Wichita State University - 1998
AAS, Respiratory Care - Hutchinson Community College - 2019

Benjamin Williams - Agriculture

MS, Animal Science, (meat science & muscle biology) - University of Nebraska-Lincoln – 2009
BS, Animal Science & Industry - Kansas State University - 2007
AS, Agriculture - Butler Co. Comm. College - 2005

Matt Wilper - Economics
MBA, Baker University - 2015

Casey Worley - Mathematics
MS, Mathematics - Wichita State University - 2018
BS, Mathematics - Wichita State University - 2017

Rob Yates - Speech
MFA, Creative Writing - Wichita State University - 2022
AA, Hutchinson Community College - 2008

Janice Yoder - Nursing
MSN, Nursing - South University - 2014