

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**April 11, 2013 – 5:30 P.M.
Student Union, Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from March 14, 2013, Meeting
 - B. Claims for Disbursement for March 2013
 - C. Personnel
 - D. Course Inventory Revisions/Additions
- VI. Reports**
 - A. Faculty Senate – Charles Babb
 - B. Student Development – Jason Kegler
 - C. Treasurer’s Report – Sandi Solander
 - D. President’s Report – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2013-18: Fiscal Control Policies Revisions
 - B. Executive Session: Employer-Employee Negotiations
 - C. Resolution 2013-19: Approval of the 2013-14 Negotiated Agreement
- VIII. New Business**
 - A. Resolution 2013-20: Administrator and Management Support Employee Contract Renewals
 - B. Resolution 2013-21: Hourly, Non-Exempt Employee Contract Renewals
 - C. Resolution 2013-22: 2013-2014 College Catalog
 - D. Resolution 2013-23: Welding Equipment Bids
 - E. Resolution 2013-24: Medical Transcription Certificate Change to Healthcare Documentation and Transcription Certificate
 - F. Resolution 2013-25: Grant Funds Cash Management Procedures
 - G. Resolution 2013-26: Strategic Technology Plan (STP) Recommendation
 - H. Executive Session: Non-elected Personnel
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

April 11, 2013 – 5:30 P.M.

Student Union, Room 209

I. Call to Order

David Peter called the meeting to order at 5:30 p.m. in room 209 of the Student Union.

II. Roll Call

The following members were present: Kevin Berthot, Charles Boaz, Patricia Griffith, Lori Kiblinger, David Peter and Dennis Peters.

Also attending were Charles Babb, Amber Burdge, Chanute Tribune, Dale Ernst, Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Jason Kegler, Brenda Krumm, Kent Pringle, Mike Saddler, Jon Seibert, Sandi Solander and 14 community members and students.

III. Public Comment

Carl Ranabargar spoke on the resignation of the head women's basketball coach, Kelley Newton. He said that many of the community members had rallied to support the women's basketball team and Coach Newton for the past three years and wanted to know why he resigned.

IV. Approval of the Agenda

On motion by Charles Boaz and second by Dennis Peters the agenda was approved as printed.

V. Consent Agenda

On motion by Dennis Peters and second by Lori Kiblinger the following items were approved by consent:

- A. Minutes from the March 14, 2013, Meeting
- B. Claims for Disbursement for March 2013
- C. Personnel

- 1. Financial Resignation of Payroll/Accounts Payable Clerk

It is my recommendation that the Board accept the resignation of Heather Daniels, Payroll/Accounts Payable Clerk. Ms. Daniels' resignation shall be effective April 5, 2013.

- 2. Resignation of ABE Instructor-Ottawa Campus

It is my recommendation that the Board accept the resignation of Joshua Furnish, ABE Instructor on the Ottawa campus. Mr. Furnish's resignation shall be effective June 30, 2013.

3. Resignation of ABE Instructor-Ottawa Campus

It is my recommendation that the Board accept the resignation of Sandi Lingerfelt, ABE Instructor on the Ottawa campus. Ms. Lingerfelt's resignation shall be effective June 30, 2013.

4. Resignation of Nursing Instructor-Ottawa Campus

It is my recommendation that the Board accept the resignation of Amy Sanford, Nursing Instructor on the Ottawa campus. Ms. Sanford's resignation shall be effective May 22, 2013.

5. STARS Transfer/Career Advisor

It is my recommendation that the Board approve the appointment of Angela Lisle as the STARS Transfer/Career Advisor. Ms. Lisle has a M.A. in Counseling from Webster University at Rolla, MO, and a B.S. in Sociology/Biology from Southwest Baptist University at Bolivar, MO.

Ms. Lisle's has been an adjunct sociology instructor at NCCC since January of 2013. Other work experience includes adjunct instructor at Flint Hills Technical College; substitute teacher at Woodson County USD 366; outpatient therapist for SpectraCare Health Systems in Dothan, AL; contract therapist for Southeast Alabama Counseling & Behavioral Specialists, Dothan, AL; sexual assault prevention coordinator at AmeriCorps VISTA Program, Dothan, AL; counseling intern/practicum at Phelps County Family Crisis Services, Inc./Russell House, Rolla, MO; and community support specialist at Pathways Community Behavioral Healthcare, Inc., Rolla, MO.

Ms. Lisle will be paid \$29,500 annually (Management Support) beginning May 20, 2013.

6. Head Women's Basketball Coach

It is my recommendation that the Board approve the appointment of Jeremiah Joe (J.J.) Davis as the Head Women's Basketball Coach. Mr. Davis has a B.A. from the University of West Virginia.

Mr. Davis has been the women's and men's assistant basketball coach at Brown Mackie College in Salina, KS, and associate head coach at Dexter-Cedar Vale High School, Dexter, KS.

Mr. Davis will be paid at Instructor level, Step 3 (\$31,340 – to be adjusted after negotiations are complete for 2013-14), with a beginning date of August 19, 2013.

D. Course Inventory Revisions/Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Course Inventory Changes April 2013 Board Meeting

New Course

ALMT 110 Medical Style and Grammar, 3 credit hours

Course Name and Credit Hour Changes

ALMT 135 Medical Transcription I, 6 credit hours, to Healthcare Documentation and
Medical Transcription I, 6 credit hours

ALMT 235 Medical Transcription II, 6 credit hours, to Healthcare Documentation and Medical
Transcription II, 6 credit hours

ALMT 236 Medical Transcription III, 6 credit hours, to Healthcare Documentation and
Medical Transcription Practicum, 2 credit hours

ALMT 237 Surgical Transcription (Medical Transcription IV), 6 credit hours, to Healthcare
Documentation Technology Course (Speech Recognition Editing), 3 credit hours

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ALMT 110

Course Title: Medical Style and Grammar

Division: Applied Science (AS) Liberal Arts (LA) Workforce
Development (WD) Health Care (HC) Lifetime Learning (LL)
Nursing Developmental

Credit Hour(s): 3

Effective Date: Fall 2013

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

The study, synthesis, and application of the rules of English language and medical style as reflected by *Association of Healthcare Documentation Integrity's The Book of Style* or other medical style manuals such as the *American Medical Association Manual of Style*.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade C or better) ENGL 100 Pre-Composition.

The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.

TEXTS

* The official list of textbooks and materials for this course is found on Inside NC.
<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - Identifying rights and responsibilities of citizenship,

- Identifying how human values and perceptions affect and are affected by social diversity,
 - Identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - Listing factors associated with a healthy lifestyle and lifetime fitness,
 - Identifying the importance of lifetime learning,
 - Demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - Developing effective written communication skills,
 - Developing effective oral communication and listening skills.
 4. Think analytically through:
 - Utilizing quantitative information in problem solving,
 - Utilizing the principles of systematic inquiry,
 - Utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, a student should be able to do the following:

1. Students will apply correct English usage and the rules of proper grammar, punctuation, and style and will use correct spelling and logical sentence structure.
2. Students will evaluate the reliability of English and medical grammar and style references, as well as reference for research and practice, and will apply information from selected references.
3. Students will apply correct medical style as defined by authorities such as **Association of Healthcare Documentation Integrity's The Book of Style** and or the **American Medical Association Manual of Style**, especially rules that specifically apply to healthcare documentation and editing.
4. Students will define, spell, and use English words commonly used in healthcare documentation
5. Students will apply the rules of punctuation to ensure clarity and accuracy of communication
6. Students will appropriately transcribe or translate foreign abbreviations and phrases, in accordance with The Book of Style.
7. Students will Recognize, correctly spell, and use common English homophones (sound-alikes)

MINIMUM COURSE CONTENT

The following topics must be included. However, the course is not limited to these topics. The order of topics is up to the discretion of the instructor.

1. Apply the roles of spelling, including forming plurals and adjectives, of English words.
2. Define, spell, and use English words commonly used in healthcare documentation.
3. Recognize, correctly spell, and use commonly misspelled English words.
4. Recognize, correctly spell, and use commonly misused English words.
5. Recognize, correctly spell, and use common English homophones (sound-alikes).
6. Correctly use Arabic numerals, roman numerals, and units of measure as designated in the most recent edition of **The Book of Style**.
7. Transcribe abbreviations, acronyms, and brief forms in accordance with the most recent edition of Association of Healthcare Documentation Integrity's **The Book of Style**.

8. Correctly assign the parts of speech (nouns, verbs, prepositions, etc.) to words in context.
9. Use rules of correct grammar, including verb tense, subject-verb agreement, and pronoun-antecedent agreement.
10. Correct syntax errors, avoiding dangling modifiers and awkward, unclear, or humorous wording.
11. Apply the rules of punctuation to ensure clarity and accuracy of communication.
12. Recognize and appropriately transcribe, edit, or flag jargon, slang, street talk, regionalisms, profanities (derogatory or inflammatory remarks), obscenities, and vulgarities, in accordance with Association of Healthcare Documentation Integrity's The Book of Style.
13. Appropriately transcribe or translate foreign abbreviations and phrases, in accordance with The Book of Style.
14. Identify and use appropriate references and other resources.
15. Evaluate and choose appropriate internet references.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation is directly related to the performance objectives.

Performance is measured by assignments, and/or quizzes.

Students must demonstrate minimum levels of ability on all competencies in order to pass this course.

GRADE SCALE

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

A = 90 to 100%

B = 80 to 89%

C = 70 to 79%

D = 60 to 69%

F = 59% and below

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class)

the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

NOTE:

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify studentdevelopmentteam@neosho.edu, Chanute Campus, 620-431-2820, Ext. 213., or Ottawa Campus, 785-242-2067 ext. 305, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

COURSE NOTES

VI. Reports

- A. Faculty Senate – Charles Babb presented a Faculty Senate report. See Attachment.
- B. Student Development – Jason Kegler presented a report on the Student Development department. See Attachment. Allison Ouellette, Coordinator of Residence and Student Life, introduced the candidates for Student Senate offices: Caitlin Lay – President, Haley Bedell – Secretary/Treasurer, and Austin Harris and Cenyeea Williams – Sophomore Senators.
- C. Treasurer’s Report – Sandi Solander gave a treasurer’s report. Revenue for the month of February was \$5,689,544.66 and disbursements were \$4,806,504.50. See Attachments.
- D. President – Dr. Brian Inbody gave a president’s report. See Attachment.
- E. Jon Seibert reviewed the new e-mail portlet where students can see their student e-mail accounts through InsideNC. After a one-time setup the students can easily see at a glance how many unread messages they have and click the unread messages link to take them right into their inbox from anywhere within InsideNC.
- F. Jon Seibert reviewed the new Board policies web page(www.neosho.edu/policies.aspx) on the college web site. Users can now go to the NCCC website and easily see any of the board policies at a glance.

VII. Old Business

Agenda Item VII-A: Fiscal Control Policies Revisions (second reading)

This is the fifth in a series of cleanup efforts of the Board of Trustees policy manual to ensure that policies are up-to-date. Following are Fiscal Control policies with changes highlighted. There are no departures from accepted practice or previous Board directives. It was the president’s recommendation that the Board approve these policy revisions.

Fixed Asset Records Waiver

~~The board of trustees of NCCC herewith requests from the Division of Accounts and Reports, State Office Building, Topeka, Kansas, a waiver of the requirements of law relating to the preparation and maintenance of fixed asset records, in accordance with the provision of K.S.A. 75-1120S.~~

Purchasing Requisition

A electronic purchase requisition is the form which must be used to request the purchase of supplies/services for the college, and can be obtained from the business office.

After the employee initiating the requisition completes the form, it is ~~sent~~ submitted to the division chair, who will approve or disapprove the expenditure and consult the budget to determine the availability of funds. The requisition is forwarded to the ~~chief academic officer~~ vice-president or president for approval and then to the chief financial officer. The chief financial officer will verify availability of funds, accuracy of account number, and adherence to college policies. At this point, a purchase order will be ~~processed~~ electronically created.

Completion of requisition form: The form contains the following information:

1. Vendor
2. Requestor
3. Quantify
4. Description – the description should be written in technical terms (K.S.A. 2581-43), and also in layman’s terms. Include information such as size, color, model, brand, time span services cover. A brief justification is needed as to why the supplies/services are needed and/or how and where they will be used.
5. Unit cost
6. Total cost
7. Account number
8. Special comments – used for such things as “prepayment required,” “hand deliver purchase order,” “special shipping instructions.”

Purchase Order

The purchase order is used to notify vendors of needed supplies. ~~Purchase orders are processed in the following manner:~~

- ~~1. 1st copy (original) – mailed to vendor~~
- ~~2. 2nd copy (canary) – used by business office to encumber funds, and keep all PO’s in chronological order~~
- ~~3. 3rd copy (gold) – receiving report. – When supplies/services have been received and found in working order, the person initiating the requisition should sign in designated area and return to the business office along with any packing slips or invoices. The requisition will be attached to the receiving report.~~
- ~~4. 4th copy (pink) – requester copy for their records~~

Travel

An employee wishing to travel on business on behalf of NCCC must first complete a electronic travel request form before making any commitment to travel or before any traveling is done. ~~Travel request forms may be secured from either the division chair or the business office.~~

The travel request form must be complete and must have appropriate registration forms or brochures electronically attached. The employee must secure all required signatures. If travel has been approved, ~~the employee will receive a copy of the travel request form from the dean of finance, along with his/her information needed. At this point,~~ the employee may proceed to make any necessary arrangements.

Cash Advance

A cash advance may be provided to employees engaged in out-of-town travel on behalf of NCCC. If a cash advance is approved, employees can pick up their cash advance from the business office the day prior to their travel. Upon returning, an electronic travel expense report must be completed and ~~turned in to the business office submitted for approval~~ within one week. No employee will be allowed an additional advance until the previous expense report has been completed and filed with the business office.

Any prepaid or charged expenses must be recorded as an actual expense on the report to assist in computing the full cost of each trip.

If a personal vehicle is used, specify the number of miles traveled times the mileage rate and record this amount as personal vehicle transportation expense. Detailed information is needed for all miscellaneous expenses.

Each expense report should be used to settle with the college only those expenses incurred in conjunction with the travel request previously submitted. Any personal expenses, which qualify for reimbursement, should be ~~given~~ submitted to the business office on a requisition.

All receipts must be attached to the expense report before it is sent to the chief financial officer. Reimbursements cannot be made without the receipts.

The expense report must be completed and turned in to the chief financial officer within one week after returning. If money is due to the college, it must be brought to the chief financial officer ~~cashier~~ with the expense report. ~~The account number must be written on all gasoline receipts. This will allow the correct account to be charged in instances where an employee has a dual role.~~

Resolution 2013-18

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Fiscal Control Policies Revisions as printed above.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved.
Motion passed unanimously.**

Agenda Item VII-B: Executive Session – Employer-Employee Negotiations
Agenda Item VII-C: Approval of the 2013-14 Negotiated Agreement

On motion by Kevin Berthot and second by Dennis Peters the Board tabled agenda items VII-B and C until word is received that the state aid allocation is more solidified. Motion passed unanimously.

Following Agenda Item VII-B and C the Board recessed for a 10 minute break at 6:56 p.m. The meeting reconvened at 7:06 p.m.

VIII. New Business

Agenda Item VIII-A: Administrator and Management Support Employee Contract Renewals

It was the president's recommendation that the Board approve 2013-2014 employment contracts for the administrator and management support employees listed below under the classification system which was approved at the September 2008 Board meeting:

Executive Administrator

Genandt, James – Vice President for Student Learning
Smith, Ben – Vice President for Operations (rolling 3-year contract)
Solander, Sandi – Chief Financial Officer

Senior Administrator

Burdge, Amber – Athletic Director
Christiansen, Claudia – Director of Development and Marketing
Ernst, Dale – Dean of the Ottawa Campus
Gardner, Marie – Associate Dean of the Online Campus
Kegler, Jason – Dean of Student Development
Krumm, Brenda – Project Manager for Title III (50%) and Dean of Outreach and Workforce Development (50%)
Ranabargar, Kerry – Associate Dean of Operations/CIO

Administrator

- * Allen, Patty – Retired Senior Volunteer Program Director
- * Anderson, Jennifer – ABE Coordinator-Independence
- * Bertels, Karen – Activity Director for Title III (50%) and Assistant Dean of Outreach and Workforce Development (50%)
- Brown, Tony – Assistant Dean of Outreach and Workforce Development-Ottawa
- Cadwallader, Sarah – Director of International Student Services
- * Carman, Peggy – Title III OTA Instructor/Fieldwork Coordinator (11 months)
- * Chaney, Bart – Student Support Services Director
- * Clay, Krista – ABE Coordinator
- Coomes, Kerrie – Assistant Dean of Student Development
- Covault, Pam – Director of Nursing
- Cussimano, Joyce – Director of Grant Development
- Daisy, Jennifer – Assistant Director of Financial Aid-Ottawa
- Dale, Terri – Director of Human Resources
- * Flett, Barbara – Title III Director of Occupational Therapy Assistant Program-Ottawa
- * Gerber, Pam – Title III Surgical Technology Program Specialist
- Haddan, Susan – Registrar
- Hale, Kara – Director of Financial Aid
- * Kerns, Laurie – Upward Bound Director
- Kettler, Randy – Director of Basic Skills/CAVE
- Knight, Craig – Energy Program Coordinator (half-time)
- * Munsell, Ramona – TRIO Grant Writer (half-time)
- Ouellette, Allison – Coordinator of Residence and Student Life
- Rhine, Tracy – Director of Allied Health

- Roush, Beverly – Assistant Director of Nursing
- Ryan, Richard – Health Information Technology Director-Ottawa
- Seibert, Jon – Director of Technology Services
- Seufert, Kyle – Assistant Maintenance Supervisor
- Smith, Paul – Maintenance Supervisor
- * Warren, Kelly – Title III Surgical Technology Developer/Director-Ottawa
- Weisenberger, Susan – Director of Library Services
- * Wiltse, Nicci – Talent Search Director

Management Support

- * Adams, Cliff – Talent Search Academic Advisor
 - Almond, Jeff – Coordinator of Advising and Articulation
 - Beddo, Leslie – Assistant Director of Admissions-Ottawa
 - Bures, Kyle – TLC Coordinator-Ottawa
 - * Bushnell, Nicole – ABE Instructor-Labette
 - Catterson, Anna – Instructional Design Specialist
 - * Christy, Angela – ABE Instructor-Ft. Scott
 - * Drake, Ashley – ABE Instructor-Independence
 - * Fossoy, Dan – ABE Instructor-Independence
 - * Garrett, Heather – ABE Transition Coordinator
 - Hauser, LuAnn – Coordinator of Institutional Research and Reporting
 - Isaac, Nancy – Advertising/Media Coordinator (half-time)
 - * Keylon, Ashley – ABE Instructor-Ft. Scott
 - * McMillan, Beau – Upward Bound Academic Coordinator
 - Moore, C.W. “Bud” – Construction Coordinator (half-time, 12 months)
 - Mudd, Erica Mudd – Admissions Specialist for Technical Education
 - * Riebel, Grace – Student Support Services English Specialist
 - Robb, Sandy – Lifetime Learning Coordinator (half-time)
 - * Robinson, Elizabeth – Student Support Services Math Specialist
 - * Robinson, Isaac – ABE Instructor-Chanute
 - * Rose, Mike – Talent Search Academic Advisor (11 months)
 - Saddler, Mike – Special Assistant to the Athletic Director
 - Schomaker, Jessica – Graphic Design Artist
 - Sechler, Mary Jo – Chanute Bookstore Coordinator
 - Smith, Dwight – Technology Services Network Administrator
 - Smith, Sarah – Alumni Relations/Development Assistant
 - * Steinert, Nancy – ABE Instructor-Labette
 - Tormala, Peter – TLC Assistant/Tech Services (half-time)
 - Vail, Amber – Health Occupations Coordinator
 - Vanatta, Kim – Development Lab Coordinator
 - Vineyard, Julie – Ottawa Bookstore Coordinator
 - Wells, Kindra – ESU Developmental Education Coordinator
 - Williams, Jennifer – Medical Assistant Coordinator/Instructor (10 months)
- * *Denotes grant positions. Employment is contingent upon continued funding of the individual grant.*

Resolution 2013-20

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2013-2014 employment contracts for employees as presented under the classification system and contingent upon future grant funding for grant employees and that notices of intent not to renew employment contracts be given as required by Board Policy for contingent renewals.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved.
Motion passed unanimously.**

Agenda Item VIII-B: Hourly, Non-Exempt Employee Contract Renewals

It was the president's recommendation that the Board approve the employment of the following hourly, non-exempt employees:

- Anderson, Tracy – Custodian
- Barr, Mary – Switchboard/Administrative Assistant
- Beeman, Gloria – Office Services Clerk
- Benton, Patty – Cashier-Ottawa
- Brown, Patricia – Accounts Receivable Clerk
- Burton, Linette – Financial Aid Clerk (half-time)
- Chism, Donald – Custodian
- Clements, Lori – Financial Aid Specialist
- * Cox, Jane – Administrative Assistant to Student Support Services
- Crawford, Steve – Maintenance-Electrician/Plumber
- Dillman, Stephanie – Administrative Assistant to the Dean of Student Development (half-time)
- Dix, Marcy – Assistant Registrar-Ottawa
- Donaldson, Chloe – Library Clerk (half-time)
- Eagle, Debbie – Library Associate
- * Eastman, Kaley – Administrative Assistant to Upward Bound
- Ensminger, Kim – Administrative Assistant to the Vice President for Operations
- Ewen, Mary – Accounts Payable/Payroll Clerk
- Fairchild, Cindy – Administrative Assistant to the Vice President for Student Learning
- Fisher, Julian – Maintenance-Ottawa
- Fugate, Jamie – Custodian
- Gilmore, Denise – Administrative Assistant to the President
- Hamm, Kelly – Administrative Assistant to Nursing-Ottawa
- Jacobson, Karin – Accounting Specialist
- Jenkins, Mary – Custodian
- Jones, Tim – Admissions Specialist
- * Kinzer, Jackie – Administrative Assistant for Health Information Technology (half-time)
- Lebahn, Courtney – Financial Aid Clerk-Ottawa (half-time)
- Lucke, Jodi – Administrative Assistant for the CAVE
- Myers, Devin – Desktop Support Technician-Ottawa
- Neely, Mia – Cashier
- Parriott, Paulette – Receptionist/Switchboard-Ottawa
- Pulliam, Reba – Custodian
- Rahe, Corey – Maintenance C
- Rice, Sharon – Bookstore Assistant
- Rogers, LuAnn – Custodian
- Schommer, Debra – Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator
- Sellens, Berlene – Ottawa Bookstore Assistant (half-time)
- Showalter, Teri – Administrative Assistant for Allied Health
- Slaughter, Connie – Switchboard/Office Services Clerk (half-time)
- Smith, Amy – Administrative Assistant to Outreach and Workforce Development
- Snyder, Rena – Library Clerk
- Solander, T. J. – Maintenance Grounds

- Stahl, Jennifer – Receptionist/Data Clerk
Stich, Mary – Administrative Assistant to the Bookstore and Chief Financial Officer
Sudja, Sally – TLC Assistant-Ottawa (half-time)
- * Thomas, Rhonda – Administrative Assistant to Talent Search
 - Tindle, Joanna – Registration Specialist
 - Weldon, Megan – Administrative Assistant to Nursing, Chanute
 - * Wolfe, Janice – Administrative Assistant to Title III Activity Director (50%) and Assistant Dean of Outreach and Workforce Development (50%)
- * *Denotes grant positions. Employment is contingent upon continued funding of the individual grant.*

Resolution 2013-21

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2013-2014 employment contracts for the individuals listed above under the hourly, non-exempt classification and contingent upon future grant funding for grant employees effective at the end of the current contracts and conditioned upon continued good standing.

**Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved.
Motion passed unanimously.**

Agenda Item VIII-C: 2013-2014 College Catalog

The 2013-14 College Catalog has been revised to reflect new/revised policies and information. This is a “living” document, and we clearly alert our constituents that the online catalog is the official document as we do process necessary updates to the online version each academic year. We have reduced the number of printed catalogs as more people become accustomed to the online version, and recognize it as the most up-to-date information source. A draft of the 2013-2014 College Catalog is provided in a separate document for review.

It is important for the Board to remember that when they approve this catalog, they will be giving administration the “standing permission” to change these policies and procedures to better serve the students as needed, and not returning the catalog to the Board for re-approval every time there is a change. It was the president’s recommendation that the Board approve the 2013-2014 College Catalog.

Resolution 2013-22

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2013-2014 College Catalog as presented.

**Upon motion by Lori Kiblinger and second by Dennis Peters the above resolution was approved.
Motion passed unanimously.**

Agenda Item VIII-D: Welding Equipment Bids

To complete the preparation of the facility at Garnett so NCCC can offer welding courses/programs beginning in August, bids were solicited for needed equipment. The college has endeavored to utilize available existing equipment, and donations from several private companies, to outfit the facility. The bids are for needed equipment that go beyond what NCCC and private companies are able to provide. Bid requests were sent to:

Airgas, Chanute
Denison, Chanute
Lincoln Electric Rep, Overland Park
Thompson Brothers, Coffeyville

Bid Request

From: Brenda L. Krumm [bkrumm@neosho.edu]

Sent: Thursday, March 28, 2013 5:35 PM

Cc: Sandi Solander

Subject: Delay ---- new bids requested

The decision has been made to request sealed bids for the welding equipment we discussed earlier this week. We will do this electronically, so you may send me your bids just as you did last week. Sandi Solander, Chief Financial Officer, will open the electronic bids on Wednesday, April at 8:30 a.m. The bids will be opened in my office in the Student Union and you are welcome to be present when they are opened. We will review the bids and make a recommendation to the Board of Trustees. The Board meets on April 11th.

I know that Lincoln is anticipating price increases on April 1st and that the increase will be reflected in your new bids.

I appreciate your consideration of resubmitting official bids for the items listed below. It was due to the overall cost of the items that President Inbody has requested we make this a formal bid process. Again, thank you for your time in preparing and submitting a bid.

QTY

1 C300 - K2774-4
1 plasma cutter - K2808-1
1 350MP Pulse Mig - K2403-2
8 squarewave tig - K1478-5
4 powermig 256 - K3068-2

Brenda Krumm

Dean of Outreach and Workforce Development
Neosho County Community College
800 W 14th
Chanute, KS 66720
620-431-2820, 234 bkrumm@neosho.edu

Bids for Welding Equipment

			Airgas-Chanute		Denison, Inc. Chanute		Thompson Brothers Coffeyville	
Qty	Part Number	Description	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	K2774-4	Power Wave C300 Multi-Process Educational Ready-Pack	\$5,873.02	\$5,873.02	\$6,107.00	\$6,107.00	\$5,680.00	\$5680.00
1	K2403-2	POWER MIG 350MP Push Model	\$3,918.76	\$3,918.76	\$4,075.00	\$4,075.00	\$3,790.00	\$3,790.00
8	K1478-5	Square Wave TIG 175	\$1,702.06	\$13,616.48	\$1,770.00	\$14,160.00	\$1,683.00	\$13,464.00
4	K3068-2	POWER MIG 256	\$2,164.58	\$8,658.32	\$2,251.00	\$9,004.00	\$2,140.00	\$8560.00
1	K2808-1	Tomahawk 1000	\$2,270.64	\$2,270.64	\$2,361.00	\$2,361.00	\$2,196.00	\$2,196.00
				\$34,337.22		\$35,710.50		\$33,690.00

Notes:

The Lincoln Electric representative declined to submit a formal bid against his distributors, but did commit to donating one machine in support of the Garnett program.

The Airgas bid includes 12 free auto-darkening welding helmets to the Garnett program. The value of these helmets is \$1,800.00.

All things being equal, the Thompson Brothers' bid is \$647.22 less than the Airgas bid. However, if a Neosho County vendor and the \$1,800 worth of helmets are considered, Airgas has the best bid. It was the president's recommendation that the Board accept the Airgas bid for welding equipment to outfit the Garnett facility.

Resolution 2013-23

RESOLVED that the Board of Trustees of Neosho County Community College accepts the bid of \$34,337.22 from Airgas-Chanute to purchase welding equipment to outfit the Garnett facility for the following reasons:

1. The quality, suitability, and usability of the items are equal.
2. The bid of Airgas-Chanute, a Neosho County company, is within 3% of the low bid from outside the county.
3. The written commitment of Airgas-Chanute to provide 12 auto-darkening welding helmets to the Garnett program has a value in excess of the \$647.22 difference in the bids and is accepted for purposes of matching the low bid.
4. Airgas-Chanute is deemed a preferred bidder.

Upon motion by Charles Boaz and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-E: Medical Transcription Certificate Change to Healthcare Documentation and Transcription Certificate

The Kansas Board of Regents completed alignment of all medical transcription programs in the state in September 2012. This required that our program comply with the finalized standards and be in place by the fall semester of 2013.

The program name changed from Medical Transcription to Healthcare Documentation and Transcription to reflect recent technology changes in the industry. The credit hours remained the same at 39 total credits.

One advantage to this change is that once the Healthcare Documentation and Transcription program is completed, a student has already completed many of the courses required in the Health Information Technology Associate of Applied Science degree program.

These changes were approved by the Curriculum Committee on April 3, 2013. A copy of the revised program sheet follows.

It was the president's recommendation that the Board approve the state alignment changes to the Medical Transcription Certificate and to be renamed Healthcare Documentation and Transcription Certificate.

Resolution 2013-24

RESOLVED that the Board of Trustees of Neosho County Community College approves the state alignment changes to the Medical Transcription Certificate and that it be renamed Healthcare Documentation and Transcription Certificate.

Upon motion by Dennis Peters and second by Charles Boaz the above resolution was approved. Motion passed unanimously.

Healthcare Documentation and Medical Transcription Certificate

The Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Registered Medical Transcriptionist (RMT) Examination administered by the Association for Healthcare Documentation Integrity. <http://www.ahdionline.org/>

Program Prerequisites

The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade C or better) ENGL 100 Pre-Composition.

The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor. The student must complete BIOL 111 to fulfill the prerequisite for BIOL 257 & 258 Anatomy & Physiology and A&P Lab.

General Education (GE) Courses

The Medical Transcription program is designed as a terminal certificate program and is not intended to integrate into an associate degree. Students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALHE 105 Medical Terminology, ALMA 110 Medical Professional Issues, ALMT 110 Medical Style and Grammar, ALHE 122 Intro to Pharmacology, ALHT 210 Legal and Ethical Issues in Healthcare, NURS 230 Pathophysiology, BIOL 257 Human Anatomy & Physiology, BIOL 258 Anatomy & Physiology Lab, ALMT 135 Healthcare Documentation and Medical Transcription I, ALMT 235 Healthcare Documentation & Medical Transcription II, ALMT 236 Healthcare Documentation & Medical Transcription Practicum, ALMT 237 Healthcare Documentation Technology.

Program Outcomes

1. Demonstrate knowledge of anatomy and physiology etc.
2. Demonstrate thorough knowledge of medical terminology.
3. Transcribe and create an accurate medical transcript.
4. Demonstrate a thorough knowledge of human diseases.
5. Demonstrate a thorough knowledge of pharmacology.
6. Demonstrate a thorough knowledge of laboratory tests and diagnostic procedures.
7. Create an accurate surgical medical transcript.

Suggested Additional Courses

Students not proficient in keyboarding must take OTEC 101 Keyboarding I.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

	Cr Hrs
1) Test into English Composition I (based on test scores) or successfully (grade C or better) complete ENGL 100 Pre-Composition	0-3
2) CSIS 100 Computer Concepts and Applications or test out	0-3
3) BIOL 111 General Biology (lecture)	3

Semester I

ALHE 105	Medical Terminology	3
ALMA 110	Medial Professional Issues	2
ALMT 110	Medical Style and Grammar	3
ALHE 122	Intro to Pharmacology	3
ALHT 210	Legal and Ethical Issues in Healthcare	3
Total		14

Semester II

NURS 230	Pathophysiology	3
BIOL 257	Human Anatomy & Physiology	3
BIOL 258	Human Anatomy & Physiology Lab	2
ALMT 135	Healthcare Documentation and Medical Tran I	6
Total		14

Semester III

ALMT 235	Healthcare Documentation & Medical Trans II	6
Total		6

Semester V

ALMT 236	Healthcare Documentation & Medical Trans Practicum	2
ALMT 237	Healthcare Documentation Technology	3
Total		5

Total Certificate Credits **39**

Optional Additional Study

Students completing the Medical Transcription program are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact:

Program Director
Richard Ryan, 785-242-2067 ext. 355
rryan@neosho.edu

Agenda Item VIII-F: Grant Funds Cash Management Procedures

Recently the U.S. Department of Labor, Employment and Training Administration (DOLETA) Federal Project Officer (FPO) conducted a desk review of the activities and outcomes supported by the Community Based Job Training (CBJT) grant. This 3-year grant was awarded to the College in 2010. Based on the documents reviewed for grantee cash management policies, draw down, and allowable cost determination, NCCC was deemed as lacking written procedures at the appropriate stage of development to ensure the integrity of grant funds.

To formally document the procedures already in place and insure the integrity of grant funds College administration is recommending Board approval of the following Grant Funds Cash Management Procedures as prepared. The College's annual external audit partner in charge has reviewed and approved of the procedures as drafted.

It was the president's recommendation that the Board approve the Grant Funds Cash Management Procedures.

Resolution 2013-25

RESOLVED that the Board of Trustees of Neosho County Community College approves the Grant Funds Cash Management Procedures as presented above.

Upon motion by David Peter and second by Kevin Berthot the above resolution was approved. Motion passed unanimously.

Grant Funds Cash Management Procedures

In accordance with 29 CFR Section 95.21 – Standards for financial management systems and 29 CFR Section 95.27 – Allowable costs, accurate, current and complete disclosure of the financial results of each federally-sponsored project or program is reported in the College's Annual Financial Statements and Independent Auditor's report with Supplemental Information and Federal Compliance Section.

The following procedures shall be adopted to ensure the integrity of grant funds:

1. Detailed records shall be maintained that identify adequately the source and application of funds for federally-sponsored activities. These records shall contain information pertaining to the following:
 - a. Federal Awards
 - b. Authorizations
 - c. Obligations
 - d. Unobligated balances
 - e. Assets
 - f. Outlays
 - g. Income
 - h. Interest
2. By maintaining detailed accounting records, segregation of accounting duties and proper internal controls all College assets shall be safeguarded to assure they are used for authorized purposes.
3. The office of Chief Financial Officer shall make quarterly comparison of outlays with budget amounts for each grant award.
4. Transfer of funds to the College from the U.S. Treasury shall occur no more than three days prior to the issuance of checks or payments to recipients.
5. Prior to issuing payments the applicable grant award director shall determine the reasonableness and allow ability of costs in accordance with the provisions of the applicable Federal cost principles, OMB Circular A-21 and the terms and conditions of the award.
6. Source documentation shall accompany all accounting records and be maintained by the Chief Financial Officer.

Agenda Item VIII-G: Strategic Technology Plan (STP) Recommendation

Over the past decade, the Board of Trustees has established a firm direction for the College. This direction has been solidified by a fully realized set of master plans outlining the future of the College. The Strategic Technology Plan (STP), first approved by the Board in 2009, is integral to the master planning process.

The Strategic Technology Plan serves as a living document to provide guidance for achieving the institution's mission by outlining technology goals, initiatives and strategies that support objectives and goals outlined in the institutional master planning documents mentioned above. The plan details the future technology direction for Neosho County Community College and complements the College's other master plans. The Strategic Technology Plan is driven by, as well as, helps to drive the other planning documents for the College, most notably the Strategic Plan, the Education Master Plan and the Financial Plan.

The Strategic Technology Plan has to be continually updated and modified, however, as the college's technology needs change. The plan is reviewed annually and appropriate changes are made per the plans mentioned above and needs of the college community. Latest changes are not substantive, although changes were made to support new or modified Strategic Plan initiatives, our Wi-Fi infrastructure, our testing and lab environments, and the technology replacement funding formula. The plan has been approved by the Technology Planning Committee and the Executive Committee. A draft of the Strategic Technology Plan (STP) is provided in a separate document for review.

It was the president's recommendation that the Board approve the NCCC Strategic Technology Plan (STP) with the content to be modified as necessary and appropriate.

Resolution 2013-26

RESOLVED that the Board of Trustees of Neosho County Community College approves the Strategic Technology Plan (STP) as presented.

Upon motion by Charles Boaz and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-H: Executive Session – Non-Elected Personnel

On motion by Kevin Berthot and second by Dennis Peters the Board recessed into executive session for 20 minutes to discuss a personnel matter of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President as standby.

The Board entered executive session at 7:15 pm. The Board returned to open meeting at 7:35 pm.

On motion by David Peter and second by Kevin Berthot the Board returned to executive session for an additional 20 minutes at 7:37 pm. The Board returned to open meeting at 7:57 pm.

On motion by David Peter and second by Kevin Berthot the Board returned to executive session for an additional 20 minutes at 7:59 pm. The Board returned to open meeting at 8:19 pm.

On motion by David Peter and second by Kevin Berthot the Board returned to executive session for an additional 10 minutes at 8:21 pm. The Board returned to open meeting at 8:31 pm.

Resolution 2013-27

RESOLVED, by the Board of Trustees of Neosho County Community College that the Employment Agreement with Dr. Brian Inbody as President and Chief Executive Officer of Neosho County Community College be extended for an additional one year period, extending it to a three year term, with terms of compensation and benefits, and updating the written Goals and Objectives, all as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with modified compensation and benefits stated, and updated written Goals and Objectives attached, to be prepared by the Board Attorney on or before May 15, 2013.

The above resolution was approved by acclamation.

Agenda Item IX: Adjournment

The meeting adjourned at 8:33 pm.

Respectfully submitted,

David Peter, Board Chair
Denise L. Gilmore, Board Clerk

(Attachments follow)

Faculty Senate Board Report
Thursday, April 11, 2013

Items from Faculty Members:

1. From Mark Eldridge:
 - a. In line with what you are asking and reporting, I wanted you to know I was acknowledged this past week for completing my 3-year term as a Board Member (and Secretary) for the Ottawa Police Foundation (OPF), and as I exit, Ms. Tina Oelke is taking on a new role as a new/incoming Board Member for the same organization - OPF. This organization has strong community ties and supports several initiatives for the Ottawa area, including drug prevention/awareness, technical support for the police department, and maintaining strong community relationships.
2. From Mindy Ayers:
 - a. This past weekend the AECT won second in state!!! Woohoo!!! Forest Turner took state MVP status as highest individual scorer in the STATE. The final round went down to the last question with Johnson County!! SUPER PROUD of my kids! If you see them, give them a big Congrats!!!!
 - b. Before finals Neosho went 8-1 losing only to Johnson County. They faced Johnson County in the finals needing to beat them twice (double elimination). Neosho won the first contest by answering the final question after being tied after 23 questions. Johnson won the second contest by answering the final question after being tied after 23 questions.
3. From Linda Jones:
 - a. Linda Jones attended the Accounting Educators' Seminar 2013 at Johnson County Community College. Accounting educators from community colleges and universities in Kansas, Missouri, Oklahoma, and Arkansas attended. Topics included ethics education, the use of technology, best teaching practices, engaging students in accounting, and how to prepare students for the profession. The seminar was very worthwhile and provided an opportunity to network with area professionals.
 - b. Chad DeVoe and Linda Jones attended the Chanute High School Advisory Board meeting. CHS instructors shared information about their career and technical education (CTE) programs. Concurrent classes were discussed. Linda Jones is also a member of the Erie High School Advisory Board and recently met with Erie instructor

Karen Carlson to assist in formulating a five-year plan for several of Erie's CTE programs.

4. From Beverly Roush:

- a. Assessment Technologies Institute (ATI) met with all nursing faculty who were available last week for training on their products and how to best utilize them to aid our students. ATI provides nationally normed exams for our students to take to see how they are retaining information as well as videos and modules to complete for skills they learn in the lab. Their company has changed a lot in the last few years so we want to learn how to utilize them for the best learning experience for our students.
- b. A Nursing Leadership student (Sarah Copeland) brought some middle-schoolers to campus to show them how nursing students learn in the simulation hospital. Her goal for the course has been to try getting younger children interested in nursing thus increasing future applicants and nurses in the workforce. Sarah traveled to Independence this past Monday for a "brown bag luncheon" to mentor Level I students and thus hopefully increase retention (another goal she had for her project).
- c. On last Wednesday, ATI presented to Level II students information about their review course. This Wednesday, Kaplan did the same. Nursing faculty voted to make a review course mandatory beginning with the 2014 graduating RN class. This year, we are highly recommending it. Students will then discuss whether there are enough of them interested in an ATI Live NCLEX Review course which has tentatively been scheduled for May 28-30 here at the Chanute campus in Rowland Hall. This change in policy was made in an effort to increase first time NCLEX test takers pass rates.
- d. The Kansas State Board of Nursing will be on campus for our PN visit April 16th (at Ottawa and Independence) and April 17th (at Chanute). I have been compiling evidence in the evidence room for this visit and am still waiting on some documents from nursing faculty. Pam has been working closely with Carol Moreland from KSBN to prepare the agenda for the visit. Invitations have been sent for those who need to visit with the KSBN visitors while they are here.

A Look Inside NCCC (Enriching Lives):

1. Phi Theta Kappa International Convention Report.

Charles Babb
President, Faculty Senate

Report for Board of Trustees
Jason Kegler, Dean of Student Development
April 11, 2013

Admissions

- Admissions visited 46 high schools, 20 CP's and Career Fairs producing just over 500 contacts. There have been submitted applications to attend NCCC in the fall from these initiated contacts.
 - Since restructuring the Admissions Office, Student Ambassadors have had more involvement in the daily functions of the Admissions Office. For example, many of them often give tours to perspective students, work on mailings, assist with the recruitment opportunities and serve as campus leaders. This summer the Ambassadors may attend a regional training. With more active Ambassadors, the full time staff has had more time to focus on enrollment events.
 - Since Admissions last report, Admissions has hosted the following events on campus:
 - Panther Preview Day (11/28/2012) with approximately 49 perspective students present; 4 parents/sponsors present as well to learn about Student Life, Housing, Athletics, Programs offered, Activities, and more showcasing what the Chanute Campus has to offer.
 - Principal Counselor Day (10/23/2012) Admissions provided 8 local HS Counselors a specialized campus tour, lunch, and round table informing them of updates.
 - Ottawa High School and Paola High School's AVID groups toured the Ottawa Campus and experienced a 15 min. simulation in the SIM Hospital. Arrangements have been made for the groups to return next year for a different simulation.
 - Labette Community College Trio of approximately 25-35 students came on campus for a tour of the Chanute facilities as well as demonstration from the simulated nursing hospital.
 - The Chanute Campus hosted a Blood Drive on April 3, 2013, exceeding their goal by 11: NCCC goal to meet = 51; NCCC received = 62. Goal for next year = 100.
 - We are continuing to cultivate the relationship we have with the Kauffman Foundation in Kansas City. We already have one student committed for the next year and this past weekend we attended a college fair sponsored by the foundation and met with several other interested students.
 - Had an open house for Juniors, Seniors and non-traditional students on the Ottawa Campus in late February with approximately 25 attendees.
 - Currently preparing for the following events:
 - Panther Enrollment Days April 24
 - May 23
 - June 5 and 25
- Today we had about 25 9th Grade students from St. Paul and next Wednesday we will have the entire 8th Grade Class from Humboldt Middle

School on campus, touring our facilities, meeting faculty and staff and enjoying lunch!!

- Admission Goals for next year:
 - With the changes in Admissions this past semester, Ex daily procedures has been temporarily placed on hold, but progress will resume to have this completed.
 - Admissions will be searching for more opportunities to be part of local and surrounding community events with the hopes of creating a deeper connection with community partners.
 - Admissions will continue their brainstorming efforts for ideas and modification of Panther Preview Day to better enhance the participants experience.

Advising

- Continuing on working with DeSales University to get an Articulation Agreement.
- Signed Articulation Agreement with Baker University in which they will accept our AS degree as designed by NCCC.
- Signed Articulation Agreement with the University of Kansas School of Nursing.
- Signed Articulation Agreement with Chamberlin College of Nursing in Delaware. This agreement was signed prior to the Fall Semester but was not included in the last report as final copies made their way.
- Signed a General Education Transfer Agreement with Bethel College, N. Newton, KS.
- Currently working with K-State on a reverse Transfer Agreement.
- In March 2013, NCCC signed an articulation agreement with Friends University.
- Working to develop a way for instructors to send out “down slips” via email. These emails will go out to everyone involved: student, advisor, coach, etc.
- Early Academic Warning is initiated 3 times a semester, letting student know what resources are available to them to assist with bringing up their grades.
- Posted an updated Advising Handbook on InsideNC.
- The Advisor of the Year Survey was sent out to all NCCC students April 9, 2013. There have been 89 responses as of April 11, 2013.
- Completed degree audits/checks for May Graduation. This will be completed again once final grades are posted.

Registration

- Due to State and Federal organizations are adding to data they want collected, Registration has modified the information Admissions transfers from the Students’ application. Registration has changed the PIU (Personal Information Update) the student updates each semester in order to update the degree/major page which is critical to reporting accurate data. Registration has hopes this will greatly improve the data collected for reporting.
- Registration presented a training session in November with the participation of Admissions to go over each piece of data to make sure they are in sync.
- It has been a definite plus with the Registrar and Institutional Reporting Specialist being split as this has provided Registration time to focus on other aspects of the job.

- Registration went live with NSC (National Student Clearinghouse) in August which enables us to receive transcript requests electronically. To date, Registration has processed 430 electronic transcripts at the Chanute Campus and 240 at the Ottawa Campus for a total of 670 transcripts. Registration is looking at adding Degree Verify in the near future which will cut down on the amount of manual processing.
- There are 394 student have filed an Intent to Graduate or Intent to receive certificate for May 2013. A year ago, there were 344 student filing intent.

Student Life

- Residence Hall Coordinator attended the KARA Conference November 9-11, 2012 in Salina. During this conference, RA's experienced ways to get resident students involved in resident hall activities, learned program ideas, and advising.
- Residence Hall Coordinator attended Kansas Community College Residence Life Administrator's (KCCRLA) meeting March 12, 2013 in Barton, KS. During this meeting, Allison Ouellette, Residence Hall Coordinator, participated in discussions surrounding policy and procedures, professional development, and networking.
- Residence Hall numbers started out at 113% capacity which placed 40 students in alternative housing. Once the renovations to Neokan were complete, our housing capacity increased from 272 to 296. Currently housing is at approximately 245 resident students which is 82% of our total capacity. By national college housing standards above 80% is excellent.
- Housing contracts are currently being accepted with a great % of returning students as well as new student population being circulated.
- There has been a decrease in the number of discipline matters contributed to better housing teamwork.
- Currently in search of a new Assistant Housing Coordinator.
- Student activities have included movie nights, bingo, dodge ball tournament, Homecoming, etc. with a strong number of student participation.
- Currently interviewing students for RA positions for the 2013-2014 school year.
- Attended Meeting of the Minds April 4-6, 2013 in KC. During this meeting, Allison participated in prevention programs and brought back several other ideas for programming which will be shared with Ottawa and possibly online students.
- Legacy Gift is being explored to purchase outdoor movie equipment.

International

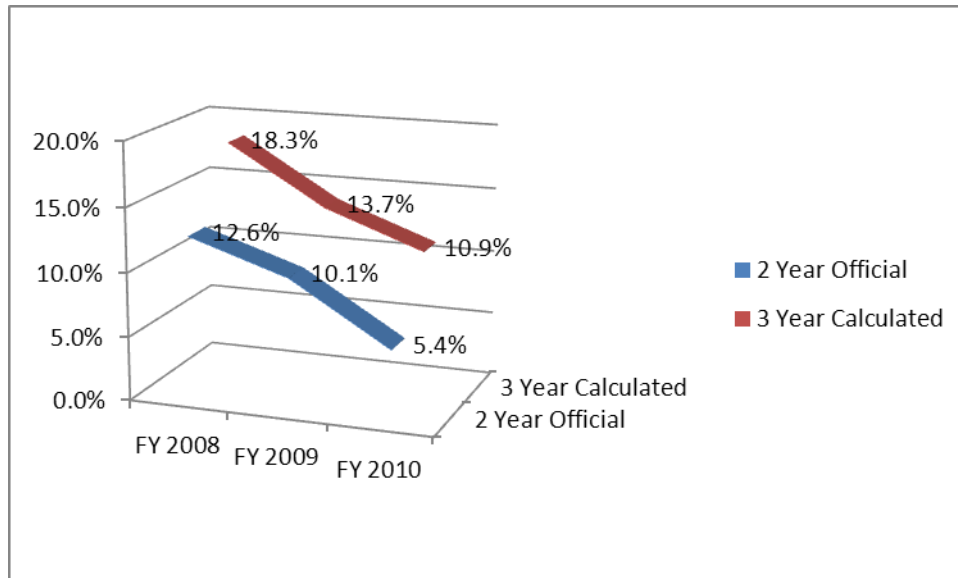
- YFU student and the International Club participated in many cultural activities during the fall 2012 Semester. Those included: K-State Fair/Boston in concert, Indian Culture night/dance at KU, Indy Pumpkin Patch and Corn Maze, Hosted Pumpkin carving contest with Student Senate, KC Renaissance Festival and Haunted houses, International dinner hosted by the Murray family, International Education Week, Gift Wrap with a Smile fundraiser at Amazon.com, Christmas cookie and candy making for YFU host families, Plaza light and Christmas shopping.

- Attended International Education Week November 12-16. Presentations were provided by students on the following countries: South Korea, The Netherlands, Switzerland, Bahamas, Vietnam, and Nigeria. Joanna Tindle provided insight to her experience teaching abroad in Afghanistan. Sarah Cadwallader provided insight with her experience teaching ESL in South Korea. A Global IQ Quiz was held in the lobby of the Student Union for chances to win prizes.
- Attended YFU CCP Conference April 2-5, 2013.
- Each semester International Students attend a "Welcome to NCCC Orientation". Following arrival of full-time international students, they will be given a welcome orientation. During this session they will be informed of the following subjects: Registering for add/drop classes; opening a U.S. bank account; health and safety issues; transportation; navigation of the NCCC website; etc. In addition to these topics, Sarah will also cover the following: dealing with the culture shock and being home sick; becoming involved with NCCC clubs and organizations.
- Will attend the 2013 NAFSA Regional Conference.
- Was selected to have access to NAFSA network and networking opportunities.
- International Goals: Update and improve the International section of the NCCC website by adding details beyond the general admission questions and inquiries.
- Enrollment numbers for 2012-13 academic year compared to last year.

○ Summer	11-12 = 142	12-13 = 162
○ Fall	11-12 = 256	12-13 = 251
○ Winter Intersession	11-12 = 71	12-13 = 40
○ Spring	11-12 = 284	12-13 = 129

Financial Aid

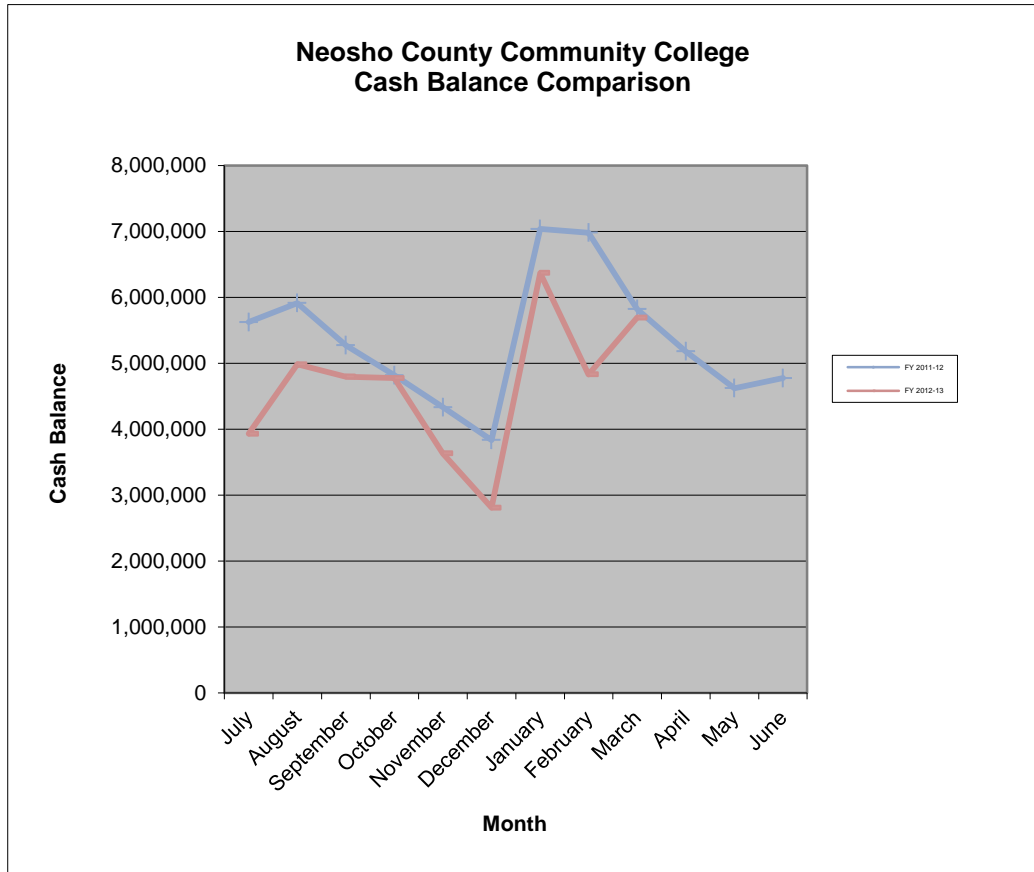
- Attending lots of different trainings on both a state and regional level
- Implementing different ways to electronically expedite the notification process for students.
- Default Rates
 - The data below represents the official default rates for the last three years. Both official two-year cohort default rates and calculated three-year cohort default rates are included. Default rate calculations are currently in a transition from two-year to three-year cohort default rates. Beginning in 2014, only three-year default rates will be published since at that time three sets of three-year rates will be available. Due to the current transition, official two-year information is provided for fiscal years 2008, 2009, and 2010. The calculated three-year rate information is also provided. Please be advised fiscal year 2009 is the only official three-year rate currently available and the other information is estimated.



- Neosho County Community College's Stafford Loan default rates have decreased during the last two calculated years. The Office of Student Financial Aid provides loan counseling and debt management information to students through online loan entrance and exit counseling and in person through the financial aid office. Neosho County Community College's rates have not triggered a department review.
- **Additional Financial Aid Numbers**
 - FAFSAs received and processed: 2011-2012 = 2647; 2012-2013 = 2633
 - Number of verifications processed: 2011-2012 = 871; 2012-2013 = 556
 - Number of Pell recipients: 2011-2012 = 998; 2012-2013 = 768
 - Pell Funds paid: 2011-2012 = 3288892; 2012-2013 = 1625426
 - Number of loan recipients: 2011-2012 = 679; 2012-2013 = 551
 - Federal Loan funds paid: 2011-2012 = 3044338; 2012-2013 = 1555120

TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period March 1, 2013 to March 31, 2013

FUND	FUND DESCRIPTION	BEGINNING BALANCE 2/28/2013	RECEIPTS MARCH	JOURNAL ENTRIES MARCH	DISBURSEMENTS MARCH	ENDING BALANCE 3/31/2013
02	Postsecondary Technical Education Reserve	72,005.00	13,288.00		0.00	85,293.00
07	Petty Cash Fund	1,070.26	0.00	0.00	0.00	1,070.26
08	General Fund Deferred Maintenance	95,504.90	120.00	0.00	0.00	95,624.90
09	General Fund Equipment Reserve	173,024.68	0.00	0.00	0.00	173,024.68
10	General Fund Unencumbered Fund Balance	1,500,000.00	0.00	0.00	0.00	1,500,000.00
11	General Fund	73,461.09	1,213,327.69	293,688.39	-1,090,076.92	490,400.25
12	Postsecondary Technical Education Fund	956,859.44	251,573.90	26,439.16	-167,326.67	1,067,545.83
13	Adult Basic Education Fund	-200.74	46,058.88	0.00	-47,444.22	-1,586.08
14	Adult Supplementary Education Fund	8,099.08	5,316.00	0.00	-4,705.21	8,709.87
16	Residence Hall/Student Union Fund	535,963.40	355,237.12	0.00	-87,743.44	803,457.08
17	Bookstore Fund	92,177.81	116,696.83	-1,240.86	-14,642.90	192,990.88
21	College Workstudy Fund	0.00	3,586.97	0.00	-3,586.97	0.00
22	SEOG Grant Fund	0.00	7,050.00	0.00	-7,050.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	1,124,625.00	0.00	-1,124,625.00	402.00
25	Student Loans Fund	0.00	1,012,204.00	0.00	-1,012,204.00	0.00
31	Title III Grant	-17,335.35	0.00	0.00	-17,788.84	-35,124.19
32	Grant Funds	-261,955.21	26,012.12	-29,808.16	-136,270.33	-402,021.58
51	Library Bequest Fund	1,029.96	0.00	0.00	0.00	1,029.96
52	Snyder Chapel Fund	205.64	0.00	0.00	0.00	205.64
61	Capital Outlay Fund	99,997.39	0.00	0.00	0.00	99,997.39
65	Student Union Revenue Bond Reserve	631,039.84	0.00	0.00	0.00	631,039.84
70	Agency Funds	854,478.21	1,514,448.15	-295,888.02	-1,093,040.00	979,998.34
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$4,815,827.40	\$5,689,544.66	\$0.00	-\$4,806,504.50	\$5,692,058.07
	Checking Accounts					\$3,620,640.27
	Investments					\$2,069,817.80
	Cash on Hand					\$1,600.00
	Total					\$5,692,058.07



PRESIDENT'S REPORT

DR. BRIAN INBODY

APRIL 11, 2013

Good Evening Trustees,

It was a short week on campus for me as I spent much of the last few days in Chicago at the HLC meeting. Forgive the length of this report. Here are a few items of interest.

Congratulations to Three Trustees!

Congratulations to Kevin, Charlie, and Pat for their recent election to the NCCC Board for another term! I know it was a hard-fought battle. Seriously, thanks for your support of NCCC by giving of your very valuable time. You make a difference in the lives of some many students through your leadership!

ENROLLMENT

Enrollment for spring and fall are underway, although it is still very early for fall. About 15% of the total fall enrollment is in the system. Soon the Panther Enrollment Days will begin as new freshmen will be invited to campus. I have sent out a warning email to our rising sophomores that the freshmen are coming so they better get enrolled if they want a certain schedule. Here is the data for spring, summer and fall.

SPRING SEMESTER 2013

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2012	50	4-11-12	3160	20240.5	
TOTAL	2013	50	4-11-13	3120	19745	-2.45%
CHANUTE	2012	50	4-11-12	721	6533.5	
CHANUTE	2013	50	4-11-13	661	5588	-14.47%
OTTAWA	2012	50	4-11-12	854	5828	
OTTAWA	2013	50	4-11-13	747	5590	-4.08%
ONL	2012	50	4-11-12	1061	5151	
ONL	2013	50	4-11-13	1047	4922	-4.45%
ODO	2012	50	4-11-12	250	1121	
ODO	2013	50	4-11-13	386	1919	71.19%
IDO	2012	50	4-11-12	274	1607	
IDO	2013	50	4-11-13	279	1726	7.41%

SUMMER SEMESTER 2013

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2013	10	4-11-12	593	2395.5	
TOTAL	2014	10	4-11-13	509	2004	-16.34%
CHANUTE	2013	10	4-11-12	73	241.5	
CHANUTE	2014	10	4-11-13	77	256	6.00%
OTTAWA	2013	10	4-11-12	225	952	
OTTAWA	2014	10	4-11-13	181	735	-22.79%
ONL	2013	10	4-11-12	262	1048	
ONL	2014	10	4-11-13	232	923	-11.93%
ODO	2013	10	4-11-12	17	101	
ODO	2014	10	4-11-13	5	30	-70.30%
IDO	2013	10	4-11-12	16	53	
IDO	2014	10	4-11-13	14	60	13.21%

FALL SEMESTER 2013

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2013	30	4-11-12	502	3866	
TOTAL	2014	30	4-11-13	435	3263	-15.60%
CHANUTE	2013	30	4-11-12	122	1186	
CHANUTE	2014	30	4-11-13	129	1278	7.76%
OTTAWA	2013	30	4-11-12	176	1619	
OTTAWA	2014	30	4-11-13	117	1031	-36.32%
ONL	2013	30	4-11-12	196	1005	
ONL	2014	30	4-11-13	182	901	-10.35%
ODO	2013	30	4-11-12	1	4	
ODO	2014	30	4-11-13	2	14	250.00%
IDO	2013	30	4-11-12	7	52	
IDO	2014	30	4-11-13	5	39	-25.00%

LEGISLATIVE UPDATE

The Kansas Legislature adjourned for their spring break with their work unfinished. Taxes and the budget remain with some gap between the Senate and the House. We have seen some positive movement however. The Lawrence Journal World is reporting that there is an effort to move \$30 million from the KDOT funds into higher education so that the institutions will not have the 2% or 4% cut. I would say that is nice to hear but I remain skeptical. The encouraging thing is that this move came from the House, not the Senate, which might mean that the 4% cut will not happen.

The redefinition of real property made it out of committee, but did not make it for a vote before the recess. Typically this means that the bill is dead, but nothing ever really dies until the gavel falls. It could be that it gets attached to another bill, however, the half a billion dollar price tag on the bill, according to the post-audit report, is giving legislators heartburn. The session is set to end in early May. Right now that looks favorable too.

Another piece of good news is that the drug testing for welfare recipients bill did pass both houses and should be signed by the Governor. That bill contained reference to Partners in Change, our workforce development program. Now agencies can access federal dollars to enroll people in Partners in Change, or other workforce programs to help them make a larger

contribution to Kansas. Thanks goes to Senator Jeff King, Randy Kettler and Brenda Krumm, as well as all of those who have been successful in changing their lives in PiC for making this happen!

Following is a memo from Linda fund on the status of the 2013 legislation end of session.

The Kansas Legislature has met the end of the regular session. There are many items of interest that have been sent to the governor's desk for his signature. The budget has not been finalized and will be the driving force toward wrapping up the session when the legislature returns on May 8, 2013 for the veto session. The legislature did pass many bills of interest to KACCT. Additionally, many bills that KACCT opposes will not become law this legislative session. These bills will be outlined below.

The Budget:

As was reported earlier, many House members are hesitant to support a continuation of the 0.6 cents statewide sales tax. Passage of the sales tax is a key component of funding the Governor's budget. The House budget proposed significant cuts to all programs in an effort to avoid continuing the sales tax or other revenue measures. Included in these cuts was an across the board 4% cut to higher education. At one point, community colleges were going to absorb a 10% cut in the House budget, but we were successful in removing that provision. The budget passed by the Senate only had a 2% cut to higher education. The Governor has consistently stated that he would like to maintain current funding to higher education. There was a deal nearly cut on higher education funding in the conference committee that included maintaining existing funding by paying for it with highway funds. However, that deal fell apart at the last minute as the legislature adjourned on April 5, 2013.

The budgets passed by both the House and Senate include \$11.75 million for CTE funding for FY 2013. Additionally, there has not been an attempt to remove the \$8 million in funding that was included in last year's budget.

In State Tuition for Undocumented Students:

The effort to end the in state tuition for undocumented students was stopped in committee. After the committee had a hearing on the issue, the business community, immigrant advocates, and the higher education community successfully worked to ensure that the bill was not advanced out of the committee.

Guns:

HB 2052 became the "concealed carry bill" for this legislative session. The bill requires public buildings to provide adequate security if they do not allow concealed carry on the premises. The bill does include an exemption for post-secondary institutions by a vote of the governing body for 4 years. The provision is very similar to the exemption that was included in the House version of the legislation. The bill passed by overwhelming majorities in both chambers (32-7 in the Senate and 104-16 in the House.) We were successful in protecting the local control aspect of deciding whether concealed carry should be allowed on campuses. This bill is now headed to the governor.

Lobbying and Election Issues:

There have been numerous bills introduced that would change the date of trustee elections as well as making them partisan. None of these efforts appear likely to become law this legislative session. Furthermore, Senate Substitute for HB 2141, which would require reporting of lobbying expenditures for local units of government, including community colleges, does not appear to have any momentum and is effectively dead for this legislative session. These issues will likely be discussed during the 2014 legislative session.

Property Valuation:

HB 2285 is the bill that defines what constitutes “commercial and industrial machinery and equipment” for property tax exemptions. During the report of the post audit committee it became clear that the issue involves the “process” of valuation and not the “policy”. The bill passed out of the House Taxation committee, but it has not been debated on the House floor. There does not appear to be enough support in the house to pass the bill in its current form.

Conclusion:

Obviously, there are still many issues to be resolved during the veto session beginning May 8th. The budget and tax package will be the driving forces behind the discussions that will take place. We will continue to work to restore higher education funding back to the Governor’s original proposal, which maintained current funding for higher education.

LAWRENCE UPDATE

I have been in contact with Dr. Doll at Lawrence Public Schools and we are off and running. The district just passed a multimillion dollar bond issue that includes a new technical education building. They have asked NCCC and JCCC to help provide the programming for that building. In fact, they asked for CNA classes this semester! Brenda is working out the details with them to see if we can get it done. As we move through the process I will keep you informed, but it looks like we will be able to serve another group of students.

GARNETT UPDATE

The bids for the electrical/ventilation work should be ready for the May Board meeting. We will have some money from a grant to pay for some of the equipment and for a portion of the contractor’s fee for the building upgrades. Special thanks to Brenda for arranging that! The enrollment looks strong, not only for welding but for CNA classes for the area high schools. Much of the enrollment is already full!

EMPORIA STATE UNIVERSITY DEVELOPMENTAL PROGRAM UPDATE

Jim has talked with administration at ESU and they are very pleased with the mathematics program we have started this semester. The comment was “why didn’t we do this sooner!” They are so pleased with the mathematics results that they want to pilot both reading and English developmental courses in the fall of 2013 from NCCC. Randy and Jim are putting those together now.

HLC CONFERENCE

Jim, Marie, Sarah and I attended the HLC Annual Meeting at Chicago, IL. We attended not only the regular sessions, but also a self-study writing seminar, peer-review training, and President's conference. The sessions dealt with a wide range of items but focused on the transition from PEAQ to Pathways. I will give the Board a brief overview of the transition to Pathways.

Soon the final document will be complete for the self-study of the college. I will be briefing the Board over its contents at the April retreat. We will begin with an executive summary of the document, but the goal is to release the entire document to you in May. It will be about 200 pages. At the June Board meeting I will ask you to approve the document to submit to the HLC.

The process is building momentum and more meetings are planned in the next few weeks to provide additional evidence. During the month of May we will be installing all of the links within the document so that the peer reviewers can access the supporting materials from anywhere. I have little doubt that we have met and exceeded the core components, but we do have more work to do to adequately document the evidence.

At the Board Retreat we will discuss what kind of questions you might expect during your interview with the team. I will not be coaching you in your responses, just giving you an idea about what you might hear and be expected to respond to.

ABATEMENT FOR HI-LO EXPANSION

Hi-Lo cabinets is requesting a 10-year abatement for a planned expansion of the plant in Chanute. According to the request, this is to add automated spraying equipment. The addition should bring 60 jobs at \$10 hour average over the next 10 years. In year's past the College has not opposed abatement requests, nor have they advocated for them. I would suggest a similar approach here.

EMPLOYEE SURVEY

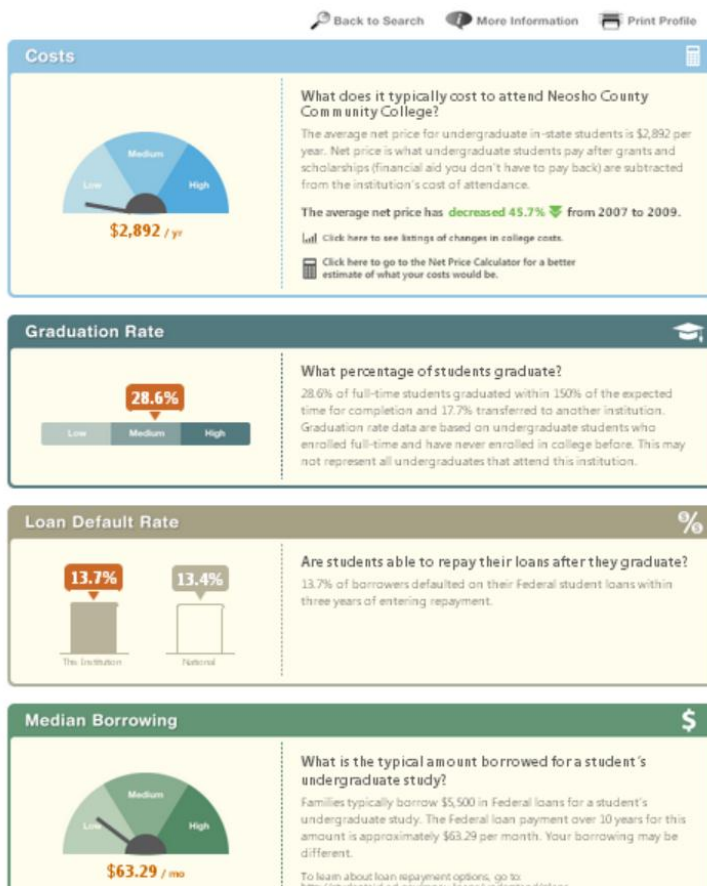
Every year we complete an employee survey to gauge how employees think we are doing fulfilling our mission and purposes and about their working conditions. This year 147 employees completed the online survey. I will now discuss the results.

This information will be folded into a trend spreadsheet to see change over time. The Executive Committee will be rating this information as part of the Institutional Effectiveness Scorecard. Many advancements of the college have come from acting on the data we find here, including changes to Board Policy, service awards, additional benefits, supervisor training, and the soon to come advising plan.

WHITE HOUSE INSTITUTIONAL SCORECARD

The President announced that there is a new website for measuring the effectiveness of a higher education institution operated by the federal government. The scorecard uses IPEDs data to compare the College in four areas. Here is that scorecard:

<http://www.whitehouse.gov/issues/education/higher-education/college-score-card>



PERSONAL ITEMS

I will be off campus tomorrow for a vacation day, but should be available by telephone and email if you need me.

Thank you again for your commitment to serve NCCC!
Brian

2013 – 2014 College Catalog

(Revised April 4, 2013)

NEOSHO COUNTY COMMUNITY COLLEGE

A Publicly Supported Community College Since 1936
Serving Neosho, Franklin, and Anderson Counties in Kansas

Neosho County Community College is accredited by The Higher Learning Commission
and a member of the North Central Association
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413
800-621-7440 or 312-263-0456; Fax 312-263-7462

Approved By:
The Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Room 1051
Topeka, KS 66612-1230, 785-296-4929, Fax 785-296-3929, www.ksbn.org

Accredited By:
National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
404-975-5000, Fax 404-975-5020, www.nlnac.org

Accredited By:
The Accreditation Council for Business Schools and Programs, 11520 W. 119th Street, Overland Park, KS 66213
913-339-9356, Fax 913-339-6226, www.acbsp.org

Accredited By:
Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 21st Floor, Chicago, IL 60601
312-233-1100, www.cahiim.org

Accredited By:
Commission on Accreditation of Allied Health Education Programs upon the recommendation of
the Accreditation Review Council in Surgical Technology and Surgical Assisting, ARC-STSA
1361 Park Street, Clearwater, FL 33756, 727-210-2350, Fax 727-210-2354, www.caahep.org

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4720 Montgomery Lane, Bethesda, MD 20814, 301-652-2682, www.aota.org

Neosho County Community College operates under the authority of the
Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368
785-296-3421, Fax 785-296-0983, www.kansasregents.org

Chanute Campus

800 West 14th Street
Chanute, KS 66720
Phone: 620-431-2820
800-729-6222 (KS only)
Fax: 620-431-0082

Ottawa Campus

900 East Logan Street
Ottawa, KS 66067
Phone: 785-242-2067
888-466-2688 (KS only)
Fax: 785-242-2068

(Information in this catalog may be changed at any time. See the online version
at the following address for the most up-to-date information.)

www.neosho.edu

President's Message

Welcome to NCCC and thank you for investigating our wonderful college. We know that you have many educational choices. When you compare what NCCC has to offer, you will see why more and more students are choosing NCCC, making us the fastest growing community college in Kansas over the past eight years. Here is what students who have chosen NCCC say about us:



Great Programs

NCCC offers innovative, creative programs that will help you get the job you need and to help you be successful in a bachelor's degree program. Our newest programs include: Health Information Technology, Occupational Therapy Assistant, Surgical Technology, Green Construction, and Sustainable Energy Installer. NCCC boasts one of the largest two-year nursing programs in the State of Kansas. The Mary Grimes School of Nursing has the best reputation of any nursing program in the state, producing the best graduates. Our transfer programs are unparalleled among community colleges. In fact, over 90% of our transferring students report that NCCC prepared them very well for their junior and senior level courses.

Our programs are taught by some of the finest faculty members of any college. You won't get 300-person auditorium classes taught by a graduate assistant at NCCC. Our average class size is 12 and our instructors are all degreed professionals with many years in their profession and in college teaching. All instructors know our motto: Student success is our success. We are not successful as a college unless you are as a student. Our instructors' commitment to student success does not end when class is over. Our instructors were rated very high by the students on availability outside the classroom to aide students to be successful.

NCCC meets you where you are, and we care

To help students be successful in all academic areas, NCCC takes extraordinary measures to ensure student success. We have one of the finest developmental educational programs anywhere. In fact, a four-year institution asked us to provide their developmental education.

We have free unlimited face-to-face and online tutoring for all students for any subject. The Center for Academic and Vocational Excellence (CAVE) on the Chanute campus and the Teaching and Learning Center on the Ottawa campus provide individual and group tutoring with extended hours. We even have live interactive online tutoring available!

We offer classes on your schedule, not ours. We have day, night, weekend, online, hybrid, short course, two-week, four-week, eight-week, and sixteen-week classes. NCCC is in session 52 weeks a year. We will find a schedule that fits your needs.

Low tuition with lots of financial help available

There is no reason you can't go to NCCC, no matter what your financial situation. With hundreds of thousands of dollars in scholarships, the book rental program, and low community college rates, there is a way for you to go to college. Many of our Neosho County residents pay absolutely nothing to attend our wonderful college.

A "real college" feel at a beautiful full campus

Many students chose NCCC because of the beautiful Chanute campus. Our Chanute site is ten buildings on 40 beautifully maintained acres. The College has announced a 10-year \$17 million renovation and addition plan for the Chanute campus that is fully underway. Chapman Library and Rowland Hall have already received \$1 million update. Opening fall 2012 will be a new softball complex, a renovated gymnasium, and improvements to campus parking. The suite-style residence hall is home to over 200 students and features a new 24-hour computer lab, and an online gaming lounge.

In Ottawa, the college opened a new \$8.1 million 52,000 sq. ft. campus on 27 wooded acres in March of 2011. The new campus features state-of-the-art classrooms and labs, a simulated hospital, and a Teaching and

Learning Center (TLC) complete with individual and group study rooms. The TLC even has a cozy fireplace and outdoor plaza for lounging and studying.

Plenty of things to do and ways to get engaged

There is plenty to do on campus, with a full range of sports, clubs, and activities on the Chanute campus and new clubs on the Ottawa campus. We have ten sports teams, 22 student clubs and countless student events scheduled each week to keep you engaged in a true college atmosphere.

Helpful, friendly staff

It all comes together with great people. Our wonderful staff is here to help you with each step along the way. From admissions, all the way to transfer and certificate completion, at NCCC we will know your name, and we will give you the best service of any college anywhere.

I and my staff look forward to talking to you about what your needs are and how NCCC can help meet them.

Go Panthers!

If you have questions, you can reach me at binbody@neosho.edu.

Brian Inbody, Ed. D.
President

About Our Catalog

The Neosho County Community College Catalog is a reference to those interested in academic policies, procedures, and programs. Refer to the table of contents or the index for specific topics of interest.

Degree requirements and programs are organized by department. Course descriptions are provided to help you and your academic advisor plan your academic choices.

Course Description Key

The following course description key explains the system used for courses listed throughout the catalog.

- ***Credit hour:*** In the historical definition, a credit hour is the academic unit received for taking a subject for one hour a week for one 16-week semester. With semesters and terms of variable length and with online classes, this definition does not apply in all situations. However, the term is still used to refer to the amount of commitment required for a single course. The range is usually 1-5 credits for a course, with three credit hours as the most common. In reference to our college courses, the term “hour” is applied to all such credits. Typically, 64 credit hours are required for an associate degree.

Full-time college students take 12-20 credit hours of courses per 16-week semester, with 15 to 16 being the most common. A 12-hour minimum is required in a 16-week semester for “full-time” status, which is very important to those receiving financial aid or scholarships. Semesters that are shorter than 16 weeks, such as the 4-week summer sessions, have greater limitations on the number of credit hours that can be taken. For instance, in the case of the 4-week summer sessions, the maximum number of credit hours that can be taken is 6.

- ***000 Level Classes:*** These developmental classes focus on academic preparedness by helping students develop the skills and competencies needed to become better students and lifelong learners.
- ***100 Level Classes:*** These classes are commonly referred to as “Freshmen Level” and are often times the first course in a sequence of courses, a foundation course for a field of study, or a survey course intended for any degree-seeking student. Generally, 100 level courses should be taken in the first year of college, but this does not always occur.
- ***200 Level Classes:*** Often called “Sophomore Level,” these courses build on knowledge gained in 100 level courses. However, it is not uncommon for first year students to enroll in 200 level classes.
- ***Prerequisite:*** This is a course that must be taken before another course in a sequence. For instance ENGL 101 English Composition I must be taken and passed with a grade of “D” or better before the student can enroll in ENGL 289 English Composition II.
- ***Co-requisite:*** If a course has a co-requisite then the student must enroll in another course during the same semester as the first course. For instance, students who enroll in BIOL 111 General Biology must also enroll in the lab course, BIOL 112 General Biology Lab, during the same semester.

Sample Course Descriptions

ACCT 107 PAYROLL ACCOUNTING

3 credit hours

This course is designed to provide comprehensive, yet practical instruction in payroll. Payroll systems, the preparation of payroll tax returns and reports, as well as payroll laws and regulations will be studied. Computer applications will be included.

The letters **ACCT** denote the department in which the course is offered, in this case, Accounting. The three digits of the course number **107** represent the level of the course. Credit hours and a description of the course follow and any prerequisites, co-requisites or important notations will be listed in italics.

ENGL 289 ENGLISH COMPOSITION II

3 credit hours

Constructive writing is continued with the emphasis on a long investigative paper in Modern Language Association (MLA) style. A book of short articles on moral, political, and social issues is used to acquaint students with contrasting opinions and to encourage them to organize their own ideas on these issues. Practice in effective writing and development of an adequate vocabulary are emphasized. *Prerequisite: ENGL 101 English Composition I.*

The letters **ENGL** denote the department in which the course is offered, in this case, English. The three digits of the course number **289** represent the level of the course. Credit hours and a description of the course follow and a prerequisite is listed in italics.

Academic Calendar

Fall Semester - 2013

July 29	4-Week Fall Intersession Classes Begin
Aug 5	Cert Day for 4-Week Fall Intersession Classes
Aug 19	Faculty Report
Aug 20	Faculty In-Service
Aug 23	4-Week Fall Intersession Classes End
Aug 26	Classes Begin
Aug 29	Last Day to Add a Class
Sept 2	Labor Day (college closed)
Sept 10	Last Day for Refund
Sept 9	Cert Day for 1st 8-Week Classes
Sept 16	12 Week Classes Begin
Sept 17	Citizenship Day
Sept 23	Cert Day for Full Semester Classes
Oct 8	Cert Day for 12 Week Classes
Oct 18	1st 8-Week Classes End
Oct 21	2nd 8-Week Classes Begin
Oct 21	Mid-Term
Oct 28	Cert Day for 2nd 8-Week Classes
Nov 25-29	Thanksgiving Break (college closed)
Dec 13	12 Week Classes End
Dec 12-16	Night Class Finals
Dec 16	Fall Classes End
Dec 17-19	Finals
Dec 22	Faculty Assessment/Duty Day
*Dec 24-Jan 1	Christmas Break (college closed)

Spring Semester - 2014

Jan 2	Intersession Classes Begin
Jan 4	Cert Day for Intersession Classes
Jan 13	Faculty In-Service (college closed) Faculty Report
Jan 17	Intersession Classes End
Jan 20	Martin Luther King Day (college closed)
Jan 21	Classes Begin
Jan 27	Last Day to Add a Class
Jan 31	Cert Day for 1st 8-Week Classes
Feb 4	Last Day for Refund
Feb 10	12 Week Classes Begin
Feb 17	Cert Day for Full Semester Classes
Mar 4	Cert Day for 12 Week Classes
Mar 14	1st 8-Week Classes End
Mar 14	Mid-Term
Mar 17-21	Spring Break
Mar 24	2nd 8-Week Classes Begin
Apr 2	Cert Day for 2nd 8-Week Classes
Apr 18	Good Friday (college closed)
May 6-12	Night Class Finals
May 9	12 Week Classes End

May 13	Tuesday Classes are Friday Classes (day classes only)
May 13	Spring Classes End
May 14-16	Finals
May 16	Commencement 7:00 p.m.
May 19	Intersession Classes Begin
May 19-20	Faculty Assessment Days
May 21	Faculty Duty Day
May 26	Memorial Day (college closed)
May 30	Intersession Classes End

Summer I - 2014

June 2	Summer I Begins (4-Week & 8-Week Classes)
June 5	Cert Day for Summer I Classes
June 6	College Closed
June 9	Cert Day for 8-Week Summer Classes
June 13	College Closed
June 20	College Closed
June 26	Summer I Ends
June 27	College Closed

Summer II - 2014

June 30	Summer II Begins
July 2	Cert Day for Summer II Classes
July 4	Independence Day (college closed)
July 11	College Closed
July 18	College Closed
July 24	Summer II & 8-Week Classes End
July 25	College Closed
July 28	Fall Intersession Classes Begin
Aug 15	Fall Intersession Classes End

Academic Calendar (cont.)

Fall Semester – 2014

July 28	Fall Intersession Classes Begin
Aug 4	Cert Day for 4 Week Fall Intersession Classes
Aug 18	Faculty Report & In-Service (college closed)
Aug 22	4 Week Fall Intersession Classes End
Aug 25	Classes Begin
Aug 29	Last Day to Add a Full Semester Class
Sept 1	Labor Day (college closed)
Sept 8	Last Day to Drop with Refund
Sept 8	Cert Day for 1st 8 Week Classes
Sept 15	12 Week Classes Begin
Sept 17	Citizenship Day
Sept 22	Cert Day for Full Semester Classes
Oct 7	Cert Day for 12 week Classes
Oct 17	1st 8 Week Classes End
Oct 20	2nd 8 Week Classes Begin
Oct 20	Mid Term
Oct 27	Cert Day for 2nd 8 Week Classes
Nov 24-28	Thanksgiving Break (college closed)
Dec 12	12 Week Classes End
Dec 11-15	Night Class Finals
Dec 15	Fall Classes End
Dec 16-18	Finals
Dec 22	Faculty Assessment Day/Duty Day
Dec 24-Jan 2	Christmas Break (college closed)

Spring Semester – 2015

Jan 2	Intersession Classes Begin
Jan 5	Cert Day for Intersession Classes
Jan 12	Faculty Report & In-Service (college closed)
Jan 16	Intersession Classes End
Jan 19	Martin Luther King Day (college closed)
Jan 20	Classes Begin
Jan 26	Last Day to Add a Class
Feb 2	Last Day to Drop with Refund
Feb 2	Cert Day for 1st 8 Week Classes
Feb 9	12 Week Classes Begin
Feb 17	Cert Day for Full Semester Classes
Mar 3	Cert Day for 12 Week Classes
Mar 13	1st 8 Week Classes End
Mar 13	Mid Term
Mar 16-20	Spring Break
Mar 23	2nd 8 Week Classes Begin

Apr 3	Good Friday (college closed)
Apr 6	Cert Day for 2nd 8 Week Classes
May 8	12 Week Classes End
May 7-12	Night Class Finals
May 12	Night Classes End
May 12	Tuesday Classes are Friday Classes (day classes only)
May 12	Spring Classes End
May 13-15	Finals
May 15	Commencement 7:00 p.m.
May 18	Intersession Classes Begin
May 18-19	Faculty Assessment Days
May 20	Faculty Duty Day
May 25	Memorial Day (college closed)
May 29	Intersession Classes End

Summer I – 2015

June 1	Summer I Begins (4 Week & 8 Week classes)
June 4	Cert Day for Summer I Classes
June 5	College Closed
June 12	College Closed
June 15	Cert Day for 8 Week Summer Classes
June 19	College Closed
June 25	Summer I Ends
June 26	College Closed

Summer II – 2015

June 29	Summer II Begins
July 2	Cert Day for Summer II Classes
July 3	College Closed
July 6	4 th of July Observed (college closed)
July 10	College Closed
July 17	College Closed
July 23	Summer II & 8 Week Classes End
July 24	College Closed
July 27	Fall Intersession Classes Begin
Aug 21	Fall Intersession Classes End

Note: For dates not listed on the academic calendar please contact the registration department. This calendar is approved by the NCCC Board of Trustees, but is subject to change.

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VISION, MISSION, AND PURPOSES

VISION

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration and staff and be the premier community college in Kansas.

MISSION

The mission of Neosho County Community College is to enrich our communities and our students' lives.

PURPOSES

Our purposes are:

student learning through

- the meeting of students' needs,
- quality educational programs, and
- effective assessment processes;

student success through

- providing personal attention,
- individualized advising, and
- the opportunity to meet personal goals;

ensuring access through

- affordability,
- flexible delivery and scheduling methods,
- responsive student services, and
- safe and comprehensive facilities;

responsiveness to our stakeholders through

- open communication,
- ethical management of resources,
- accountability, and
- the development of leaders;

meeting community needs through

- collaboration and innovation,
- lifelong learning opportunities,
- a commitment to diversity,
- cultural enrichment, and
- the providing of an educated workforce.

COLLEGE HISTORY, LOCATION AND FACILITIES

Neosho County Community College (NCCC) traces its beginnings to Chanute Junior College, established in 1936 so that graduates of Chanute High School, as well as other area high schools, could attend college close to home. Chanute Junior College operated as a part of the public school system and was governed by the Chanute Board of Education until July 1, 1965.

In 1961, state legislation provided the means for the College to become a countywide community junior college, and on July 1, 1965, Chanute Junior College became Neosho County Community Junior College, an institution with its own governing Board of Trustees. Voters in Neosho County passed a bond issue in October 1965 providing for a four-building campus, separate from the high school, to be constructed in the southwestern part of Chanute. The new facilities—two instructional buildings, with one containing an administrative center; a library; and a student center—were ready for use at the start of the 1968 fall semester. Added to the campus was an interdenominational chapel, a gift from the estate of the late Jewel and K.C. Snyder.

Since 1968, several new buildings have been added to the Chanute campus, including two residence halls, one built in 1971 and another in 2000; a vocational building, completed in 1981; a wellness center, completed in 1991; and a multipurpose building, completed in 2001, as well as expansion and remodeling of some existing facilities.

The university parallel transfer program remains an important one, but state legislation in July 1980 allowed the College to reflect the fact that the transfer program was only one aspect of the total operation of the College. The word *junior* was omitted from the College name.

In 1979, the Kansas State Board of Education, the state-level body that then exercised oversight for community colleges, assigned service areas to the various colleges. In addition to Neosho County, the College was assigned Franklin County and most of Anderson County. In 1991, the College opened a branch campus in Ottawa, the county seat of Franklin County, using a new building through a lease agreement with the City of Ottawa. An expansion of that building occurred in 1995 and again in 2010. In 2003, the NCCC Foundation purchased the Ottawa campus. Today, the College offers classes and other services on the Chanute campus, the Ottawa campus, and outreach sites throughout Eastern Kansas. Additionally the College offers courses through the Lawrence Center, Mercy Hospital in Independence, KS, the Pittsburg State University campus, the University of Kansas campus, and numerous high schools. The College boasts robust online offerings including an online Registered Nurse program.

In 2011, the new \$8.1 million Ottawa campus opened at 900 E. Logan Street. The new Franklin and Anderson County campus sits on 27 wooded acres off of Highway K-68. The building is 52,000 square feet and features modern classrooms, a Teaching and Learning Center, and an impressive simulated hospital for healthcare instruction.

In 2011, the College announced a \$17 million 10-year plan to revitalize the Chanute Campus with major renovations to campus buildings and new structures. Rowland Hall and Chapman Library were updated with over \$1 million for a new simulated hospital, business department, elevators and restrooms. A new softball complex will be completed in 2012, as well as renovations to the gymnasium and Student Union.

LIBRARY AND COMPUTER SERVICES

CHAPMAN LIBRARY – Chanute Campus

Chapman Library supports the instructional programs of NCCC and the information needs of the Chanute community. Students and community members can access a variety of print materials in the library and electronic information resources through the library's web page.

Print resources include a book collection of 25,000 volumes, 80 periodicals, and eight newspapers. An additional 100,000 eBooks can be read via any computer on or off campus. Through the library's

membership in the Kansas Interlibrary Loan System, students have access to extensive resources from throughout the State of Kansas.

Many of Chapman Library's information resources can be accessed 24/7 via the Internet. Students have access to over 60 research databases including EBSCOHost Academic Premier, CINAHL full text, Opposing Viewpoints Resource Center, FactsOnFile History Online, Oxford Art and Music Online, and Encyclopedia Britannica Academic Online. Media databases include Theatre Video, American History in Video and Films on Demand Academic Collection.

The library has 23 desktop computers. There are also iPads and laptops available for use within the library. Wireless Internet access is provided throughout the library, as well as a variety of different seating areas for studying or leisure reading. Printed materials are located on open shelves, and students are encouraged to browse.

The library staff is available for group instruction, whether in the classroom or in the library. One-to-one assistance is provided in accessing the library's information resources and helping students to complete their assignments. Off-campus students can obtain immediate assistance by phone or e-mail.

TEACHING AND LEARNING CENTER (TLC) – Ottawa Campus

The Teaching and Learning Center (TLC) supports the instructional programs and information needs of the NCCC Ottawa community. The TLC is located in the back of the Ottawa campus building and contains print resources including a reference book collection, periodicals, and newspapers. Computers with Internet access are also available for use.

Through the Chapman Library web page, members of the Ottawa campus have access to the electronic resources the library provides for the NCCC community. An off-campus access link is provided on the library web page which includes information about the library's electronic resources, as well as tutorials on their access and use.

In addition to these library resources, the TLC also offers educational services, including tutoring, placement testing, developmental courses in reading, writing, and math, and test proctoring.

COMPUTER LABS

Multiple computer labs on both campuses provide students with access to various contemporary office applications such as word processing, spreadsheet and database programs. Students also have free access to the Internet where they can conduct research, surf the net, chat, or send e-mail messages to friends and family.

WIRELESS INTERNET ACCESS

All campuses at NCCC offer free wireless Internet access.

ENROLLMENT AND REGISTRATION

ADMISSIONS

Admission Requirements

Although there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college's resident placement test.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required

of all degree-seeking students. Transcripts must be sent directly to the student services office at NCCC by the issuing school.

Specific programs may have additional admission requirements. See College Catalog or program for more information.

All students intending to complete a certificate or degree program in a vocational or technical program will complete a statement of intent. Those statements of intent will be filed in the student's educational record.

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking the COMPASS or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students who were home schooled and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Any student from a non-accredited high school must also take the COMPASS for proper placement;
9. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
10. Students who demonstrate the ability to benefit from college as defined by NCCC policy.

Home-Schooled Admission

Home-schooled students and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Students with scores below these minimums will be required to pass the GED exam. Home schooled students and those from non-accredited high schools will also be accepted for admission if they have completed the COMPASS test and taken college courses as a junior or senior in high school.

International Student Admission

Before international students may be admitted, the following items must be completed:

1. Submit a Student Application form.
2. Submit an original financial statement certifying the sources and amounts of funding available, including the amount in U.S. dollars. All bank statements, affidavits of support, etc. must have been issued within six months of the time the student applies for admission. International students must show proof of funds on deposit for the total cost of two semesters of study at NCCC. Proof of funds must be no less than \$12,000.
3. Submit original copies of all academic credentials (secondary school records, diplomas, and any previous college or trade school transcripts). Official notarized translated copies must be sent for all non-English credentials. To be official, each copy must bear the original stamp or seal and a signature of a school officer or other authorized official attesting that it is a true copy of the original document. The name of the institution where a student is currently enrolled must also be included along with that transcript. Records from U.S. or Canadian schools must be official copies sent directly from the registrar's office to the office of international services at NCCC.
4. Submit a non-refundable application/processing fee of \$75 (must be in U.S. dollars) required to process

- the students application – must be received before admission is granted.
5. Upon arrival to the College, take the NCCC placement test to verify English and math proficiency before enrolling in classes.
 6. Complete the TOEFL exam. NCCC recommends the following minimum scores: CELT 200+, TOEFL written 500+, TOEFL computer based 173+, and TOEFL Internet based 61+. Minimum scores for acceptance into the nursing program are: TOEFL (iBT) Reading 19, TOEFL Listening 20, TOEFL Speaking 20, and TOEFL Writing 20, Total TOEFL Score 79.
 7. Proof of medical insurance – International students must show proof of insurance at the initial time of enrollment and each subsequent enrollment period. NCCC does not endorse any one company and recommends students research choices of their own. Numerous options may be found on the internet. Insurance must cover the following:
 - a. Medical benefits of at least \$100,000 per accident or illness
 - b. Coverage of at least \$10,000 for repatriation of remains
 - c. Coverage of at least \$15,000 for medical evacuation
 - d. A deductible per accident or illness not exceeding \$500
 - e. Include inpatient and outpatient coverage for sickness and accidents

“Visiting” (Part-time) International Student Admission

1. Completed NCCC Student Application (including listing of all previous schools attended and currently attending from secondary/high school to current I-20 school).
2. Copy of current I-20 form.
3. Copy of current I-94 form.
4. Copy of passport I.D. page and visa.

Translators

Translators may be used during class time, at the discretion of the instructor, but may not be used to take exams.

Nursing Admission

Maximum admittance between all campuses to first level is 116 students. Maximum admittance between Chanute and Ottawa campuses to second level is 96 students with an additional 40 hybrid online students. Maximum admittance on each campus is dependent in part on availability of faculty and clinical and classroom facilities.

Students are referred to the College Catalog for the policy on admission of international students.

Admission Requirements

Admission to the college does not guarantee admission to the nursing program. The following admission requirements must be presented before the application will be complete:

1. Completed application to the college and the nursing program. International students must complete International Student Admission prior to making application to the nursing program.
2. Complete the COMPASS exam (offered in the C.A.V.E. @ Chanute or in the Teaching and Learning Center @ Ottawa, at no charge), or provide the college with ACT or SAT scores within the last 3 years. If you have completed a math and English composition course then these scores are not needed.
3. Application fee of \$50 (includes cost of entrance exam).
4. Official transcripts of all high school and post-secondary education. Applicant must be a graduate of an accredited high school or have successfully completed the General Education Development Test (GED). Home-schooled students must follow the college guidelines for admission.
5. Cumulative GPA of 2.0 or higher.
6. Completion of the nursing entrance exam (Test of Essential Academic Skills-TEAS) given by the nursing department. The scores of the exam will be used in part to determine admission placement. The entrance exam may be taken one time only per application year.

- a. The scores required for admission to the nursing program are based on the national norms for the TEAS exam.
- b. The **Composite** score is the average of the reading comprehension and math scores. Students scoring below the average of the national mean in reading and math **MUST** complete Human Anatomy & Physiology, General Psychology, Developmental Psychology, Nutrition, and English Composition I and make a grade of "C" or better. After successful completion, the applicant may be reconsidered for admission. Students scoring more than 10 percent below the composite score will not be eligible for admission at this time.
- c. Students scoring below the national norm in reading comprehension will be **ENCOURAGED** to complete a reading comprehension or arrange for tutoring in this area.
- d. Students scoring below the national norm in math skills **MUST** complete a basic math or nursing math course and make a grade of a "C" or better prior to entering the nursing program.

Students applying to the NCCC nursing program who need special accommodations for the learning environment or testing must meet the guidelines for accommodations for testing identified on the Kansas State Board of Nursing website. <http://www.ksbn.org/licensing/nclextestingguidelines.htm>. The NCLEX exam is not available in paper/pencil format, therefore in an effort to prepare students for the NCLEX exam, the nursing program does not permit paper/pencil exams.

7. A Certified Nurse Aide (CNA), Certified Medication Aide (CMA), Certified Medical Assistant (CMA) or Licensed Mental Health Technician (LMHT) course must be successfully completed prior to the first day of Introduction to Nursing (NURS 101). Completion or current enrollment in the prerequisite courses is required to begin Introduction to Nursing (NURS 101).
8. The program of study in NCCC nursing programs includes both classroom and clinical instruction. Nursing students must be able to perform activities that are comparable to those required for employment. Please review the following statements, evaluating our ability to perform these nursing activities:
 - Lifting and/or carrying moderately heavy objects. It is common to be expected to lift or carry more than 50 pounds during each clinical day.
 - Performing duties that regularly involve twisting the spine or extending the body while caring for patients.
 - Assisting patients of all weights and sizes to change position.
 - Standing or walking twelve hours a day with occasional stooping, crouching or kneeling.
 - Coordinating eyes and hands or fingers rapidly and accurately in making precise movements; moving fingers to manipulate small objects such as syringes and medical equipment.
 - Communicating effectively and efficiently with patients as well as with members of the health care team.
 - Visual acuity to read, to determine changes in patient condition, to discriminate between measurements on equipment such as syringes or gauges, and to accurately use patient care supplies and equipment.
 - Hearing as appropriate for communication and for collection of information about patient condition.
 - Interpreting a variety of instructions without assistance: written, oral, diagram or schedule formats.
 - Physically responding to emergency patient call, such as initiating CPR on a patient who has experienced cardiac arrest.

Waivers for any one or more of the admission requirements may be given by the nursing director, but only for good cause shown.

After the above information is on file in the nursing office, the application will be reviewed by the nursing director, assistant director of nursing and/or campus coordinator, provided information from steps 1 through 6 of the Admission Requirements are satisfactory. The responsibility for completing information rests entirely upon the applicant.

The nursing classes have a limited number of students they can accept. In the event there are more applicants than space available, applicants will be ranked according to department policy and in compliance with the Kansas State Board of Nursing.

Items that will be looked at in the selection process are:

- Application received by deadline, properly completed and notarized
- Punctuality
- Official transcripts on file (high school & all college)
- Assessment scores on file or completion of English Composition I and a math course
- General education courses completed for the nursing program
- GPA of your completed general education course(s) required for the nursing program
- Overall GPA above a 2.0
- Nursing entrance exam scores

Applicant will receive a letter indicating the decision and/or recommendations of the nursing director, assistant director and/or campus coordinator following the application deadline and upon completion of application review.

Advanced Standing

Applications are accepted from students who have enrolled previously in other nursing education programs.

1. Any person seeking admission to the nursing program with advanced standing should contact the nursing program at least four months prior to the planned date of enrollment.
2. Admission requirements for transfer students are the same as for all applicants to the nursing program. All credentials presented in support of an applicant's request to receive advanced standing will be individually evaluated.
3. A letter of recommendation from the director of the former nursing program is required. The letter must include a statement which indicates whether the student is eligible for readmission and in what standing the student left the program.
4. The application of the student desiring transfer credit of nursing courses is reviewed by the NCCC nursing director/assistant nursing director.
5. The nursing courses challenged for credit must be similar to NCCC's required courses, including course objectives, description, content of theory and practice, and theory and clinical hours. A course description and course syllabus from the former nursing program will be required for review.
6. The applicant's academic grades in courses required in the NCCC nursing curriculum must be a "C" or better and official transcripts must indicate a satisfactory clinical performance grade. The individual should have completed at least one semester in an accredited nursing program. In the event the student is not eligible for readmission in the program of origin the Fresh Start policy applies.
7. The applicant may be required to take theory and practical examinations to test competency in the nursing area, including medication calculation competency. Copies of the course syllabi and bibliography of the courses will be provided for the purpose of studying for the tests.

Practical Nurse to Associate Degree Nurse Articulation Plan

Students who have completed their LPN training at another facility, or NCCC LPN graduates who have been out of the program for more than one year, are required to meet the requirements documented in the Report of the Council for Nursing Articulation in Kansas. <http://www.ksbn.org/cne/NursingArticulation.pdf>

Applicants must:

- meet program admission requirements, with the exception of the TEAS test. Students applying to the Articulation (bridge) program will take the LPN Step Exam. Students taking this exam must score at or above the national mean to be eligible for admission.
- pass a medication calculation proficiency examination (if they pass the LPN Step Exam). The exam may be given a total of three times and the student **MUST** pass with a 95% score or greater by the third attempt.
- be a graduate of a PN program and hold a current LPN license.
- have completed with a "C" or better all the Level I general education courses within the time limits set by NCCC.
- successfully complete with a "C" or better the Introduction to Associate Degree Nursing [Bridge] course at NCCC. **(Bridge-Hybrid Online course is offered in the summer only, on the Ottawa campus.)**

Upon completion of the Bridge course the student must enter Level II of the nursing program within two years. (Students not successfully completing the Bridge course may be considered for readmission to the bridge class one time only.)

After the above information is on file in the nursing office, the application will be reviewed by the nursing director, assistant director of nursing and/or campus coordinator, provided information from steps 1 through 4 of the Admission Requirements are satisfactory. The responsibility for completing information rests entirely upon the applicant.

The nursing classes have a limited number of students they can accept. In the event there are more applicants than space available, applicants will be ranked according to department policy and in compliance with the Kansas State Board of Nursing.

Items that will be looked at in the selection process are:

- Application received by deadline, properly completed and notarized
- Punctuality
- Official transcripts on file (high school & all college)
- Assessment scores on file or completion of English Composition I and a math course
- General education courses completed for the nursing program
- GPA of your completed general education course(s) required for the nursing program
- Overall GPA above a 2.0
- Nursing entrance exam scores

Applicant will receive a letter indicating the decision and/or recommendations of the nursing director, assistant director and/or campus coordinator following the application deadline and upon completion of application review.

Social Security Numbers

Each entering American student is asked to provide a social security number upon enrollment. No student may receive financial aid from any federally funded program or be employed by the College unless the social security number is on file. Social Security numbers are used for identification purposes only. New students to NCCC are assigned a computer-generated student ID number that appears on their student ID card. Any student may request a computer generated ID number by contacting the registrar's office.

Campus Visit

An important part of choosing a college is the campus visit; therefore, prospective students are encouraged and welcome to visit the campus. The student services office should be notified in advance so that necessary arrangements can be made. Student services personnel, instructors, and activity sponsors are available for appointments. To schedule a visit at the Chanute campus, call 800-729-6222 (KS only) or 620-431-2820, ext. 502 or 233. To schedule a visit at the Ottawa campus, call 888-466-2688 (KS only) or 785-242-2067.

REGISTERING FOR CLASSES

Before registering for classes, students must complete an Admission Form and be admitted to the College.

Placement Testing

All degree-seeking students or students enrolling in a math or English course must provide placement test scores before enrolling. ACT, SAT, ASSET and COMPASS completed within three years prior to enrolling are all acceptable placement tests. Students without placement scores on file are given the COMPASS, ASSET, or other suitable initial assessment. These scores will be used to place students in appropriate math, reading, and writing courses. If these test scores indicate that the student is not fully prepared for college level courses, the student will be required to enroll in appropriate developmental courses. Developmental courses do not fulfill graduation requirements, but will be reflected on a student's transcript and will be included in the career grade point average (GPA).

COMPASS is a computerized test used to measure skills in math, reading and writing. Although COMPASS is comprised of three tests, the tests can be taken all at one time or one at a time. Practice tests can be found at www.act.org/compass/sample/index.html. This link also allows the student to print sample questions to study.

Students enrolling in courses at NCCC may take the COMPASS exam one time free of charge. Students may retake the COMPASS test after 24 hours for a \$10 fee. Students may not retake the test after the second time without instruction. A student not planning to attend NCCC, a \$10 fee will be charged each time the test is taken. One copy of the scores may be transferred to another institution without an additional payment. If a student would like an official copy of their COMPASS scores, they must request a copy from the student services office in writing and pay a \$2 processing fee.

In Chanutte, the COMPASS test is administered in the Center for Academic and Vocational Excellence (CAVE) from 8:00 a.m. to 3:00 p.m. any day that the CAVE is open to the public or by appointment. A student wishing to take the exam should go to the NCCC student services office to receive a testing voucher. The tests are not timed, but students should allow two to three hours to take the exam. At the Ottawa Campus students should contact the TLC to arrange a time for testing.

There will be a 24-hour waiting period before a retest may be taken. The test may be given a third time after a three-month waiting period is observed, and appropriate classes have been taken and successfully completed.

Mandatory Placement Policy

The mandatory placement scores are as follows:

Pre-Algebra General

Course Placement	Compass	ACT	SAT
MATH 010 Contemporary Mathematics Concepts (2 Credits; cannot be used for degree requirements)	0-21	Math 0-13	0-290
MATH 011 Beginning Algebra (4 Credits; cannot be used for degree requirements)	22-100	Math 14-17	300-470

Algebra General

Course Placement	Compass	ACT	SAT
MATH 011 Beginning Algebra (4 Credits; cannot be used for degree requirements)	1-30	Math 14-17	300-470
MATH 112 Intermediate Algebra (4 Credits; counts as degree requirement for AAS and AGS degrees; counts as elective credit for AA/AS degrees) or grade of "B" or "C" in Beginning Algebra	31-41	Math 18-19	480-520
MATH 110 College Algebra with Review Intended for those who have a chance of successfully completing College Algebra at a slower pace than is done in MATH 113 (5 Credits; counts for all degrees) or grade of "C" in Intermediate Algebra	42-50	Math 20-21	530-550
MATH 113 College Algebra (3 Credits; counts for all degrees) or grade of "A" or "B" in Intermediate Algebra	51-100	Math 22 or above	560 or above

College Algebra General

Course Placement	Compass	ACT	SAT
MATH 113 College Algebra (3 Credits; counts for all degrees) or grade of "A" or "B" in Intermediate Algebra	0-43	Math 22-25 or above	560 or above
MATH 125 College Algebra and Trigonometry (5 Credits; counts for all degrees)	44-100	Math 26 or above	570 or above

Reading General

Course Placement	Compass	ACT	SAT
ENGL 018 Reading Proficiency II (4 Credits; cannot be used for degree requirements) Do not enroll in ENGL 101 English Composition I	0-64	Reading 0-13	0-350
ENGL 121 Reading in the Disciplines (3 Credits; can be used for degree requirements) Can enroll in ENGL 101 English Composition I	65-75	Reading 14-16	360-440
No requirement	76-100	Reading 17 or above	450 or above

Writing General

Course Placement	Compass	ACT	SAT
ENGL 013 Fundamentals of Written Communication (5 Credits; cannot be used for degree requirements)	0-50	English 0-14	0-360
ENGL 100 Pre-Composition (3 Credits; can be used for degree requirements)	51-69	English 15-17	370-420
ENGL 101 English Composition I (3 Credits; counts for all degrees)	70-99	English 18-36	430 or above
ENGL 125 English Composition I – Honors (3 Credits; counts for all degrees)	91-99	English 23 or above	530 or above

Exceptions: Only the vice president for student learning or the director of basic skills on the Chanute campus or the dean of the Ottawa campus may authorize enrollment in reading, math or writing courses without appropriate test scores.

Academic Advising and Class Schedule Planning

All degree-seeking students at NCCC are assigned an academic advisor after their initial advising meeting. Non-degree seeking students may also request an advisor assignment by contacting the student services office. Students may request a change of advisor by completing a Request for Change of College Record form available in the student services office. In planning a class schedule, the student should keep in mind career and vocational plans, the graduation requirements of NCCC, and university degree requirements. Students who plan to complete a bachelor’s degree should select courses to meet the requirements of the institution to which they expect to transfer. **The final responsibility for correct course selection lies with the student.**

Proper prerequisites/co-requisites must be observed in all cases except where they have been waived by the vice president for student learning on the Chanute campus or the dean of the Ottawa campus.

Registration

Class schedules are available at least two months prior to each term. Classes fill quickly. Students are encouraged to enroll as early as possible for the best class selections. Students may enroll through the seventh calendar day of a semester for 16-week courses.

Students wishing to enroll after the seventh day must obtain signed permission from the vice president for student learning on the Chanute campus or the dean of the Ottawa campus. If the class is less than 16 weeks in duration, students should see the registrar for enrollment deadlines.

Student Load

Twelve (12) to 18 hours of course work per semester are considered a normal full-time student load. By special permission of the vice president for student learning on the Chanute campus or the dean of the Ottawa campus, students may carry over 18 hours providing they were previously enrolled full-time for at least one semester and have a 3.0 GPA. Exceptions may be made. Students who carry less than 12 hours during a regular semester are considered part-time students.

Credit Hour Definition

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define a credit hour and have specific regulations that the College must follow when developing, teaching and assessing the educational aspects of the College. As such, the College shall utilize and adhere to the following:

1. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester hour of credit or an equivalent amount of work over a different amount of time.
2. The College shall record one semester hour of credit for any student attending a lecture class if the student has made satisfactory progress in the class and the class consists of at least 750 minutes of class instruction, plus time allowed for a final examination. The College shall record one semester hour of credit for any student attending a laboratory class if the student has made satisfactory progress in the class and the class consists of at least 1,125 minutes. The College shall record one semester hour of credit for any student who completes a minimum of 2,700 minutes in on-the-job training, internships, practica, studio work or clinical experiences in health occupations.
3. The number of semester hours of credit allowed for each distance education or blended hybrid course shall be assigned by the College based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.
4. This Board policy shall be publically available on the College website, catalog and all course procedures.

Student's Responsibility

Students are responsible for meeting, in full, the requirements for graduation as set forth in this catalog. Advisors assist in the planning for a degree program for each student; however, **the final responsibility for meeting the requirements for graduation rests with the student.**

Students are responsible for satisfying all financial obligations at NCCC. Students who are not current with financial obligations may be dropped from classes at any time during the semester. Additionally, the College reserves the right to withhold copies of educational records, including official transcripts and diplomas, and/or refuse registration of students who owe money to the institution or who have failed to meet all institutional requirements.

Residency Requirements for Tuition

To qualify for the resident tuition rate, an adult student (18 years old or older) or a minor student's parents must have been Kansas residents for six months prior to enrollment for any term or session. Determination of residence for adults is based on subpart 23 of K.S.A. 77-201, and for minors is based on K.S.A. 72-1046 (71-406). There are seven permissive exceptions to the mandatory six months residency requirement for student tuition and credit hour aid purposes (K.S.A. 71-301, 71-302, 71-618). For further information, contact the registrar.

The registrar makes final determination of the residency classification of students at NCCC. However, the student has the right to file an appeal of the ruling. The student should utilize the Student Grievance Procedures found in the Student Handbook if they wish to challenge the residency classification decision.

Documentation for change of residency status must be in place prior to the first day of classes of the semester for which the change is being requested. Failure to meet this deadline may necessitate the residency change being postponed to the subsequent semester.

Transfer Credit

Neosho County Community College encourages students to transfer in academic work from accredited institutions. Accredited institutions are those recognized by the U.S. Department of Education. These institutions are listed at http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html.

An evaluation of transfer credit will be completed after an Admission Form has been filed. The student must request official transcripts be sent from the accredited institution to the NCCC Office of Registrar. Unofficial transcripts will not be considered for transfer. The registrar or his or her designee will determine the equivalency of transfer courses. In most cases the transcript will be evaluated within 30 days of receipt by the Office of the Registrar.

Credit hours completed at accredited institutions will be considered equivalent if the learning outcomes and credit hour length of the courses are comparable to those of courses offered through NCCC. Transfer work deemed not equivalent to NCCC's course offerings will be accepted as "elective credit." A syllabus of the course work and the documented learning outcomes may be required for evaluation of transfer credit.

Only those transfer credits in which a passing grade ("A," "B," "C," or "P") was received will be accepted toward completing a degree or certificate. Courses for which grades of "D" or "F" was earned will not be counted toward the completion of degree or certificate requirements.

Students who wish to appeal the registrar's decision regarding acceptance or equivalency of transfer work, must complete the following steps:

1. Appeal in writing to the appropriate division chair within 10 college working days of notification by the registrar. If the division chair is not available, appeal to the vice president for student learning.
2. If the student wishes to appeal the decision of the division chair, he/she may do so, in writing (within 10 college working days) to the vice president for student learning, whose decision will be final.

Military Credit

NCCC is a recognized member of the Service Members Opportunity College (SOC), and as such, will award college credit for military training as appropriate up to 20 credit hours. To be eligible to receive military training credit, students must submit supporting documents, such as DD214 or AARTS transcripts to the registrar for evaluation. The recommendations of the American Council on Education Guide Book are used to convert military training to college credit. No letter grades will be issued for military credits.

Credit by Examination

Students awarded credit by examination must be enrolled at NCCC. NCCC accepts the results of the College Entrance Examination Board Advanced Placement (CEEBAP) and College Level Examination Program (CLEP) for credit by examination. NCCC is not a College Board test center; thus, students who participate in these programs must have their test results forwarded to the College. Recommendations for courses and number of credit hours must be ratified by the department faculty and division chairperson. Courses receiving "pass" as a grade will not be used in the computation of the student's GPA, but courses for which letter grades are awarded will be used in determining the student's cumulative GPA. The registrar will post credit by examination to the student's transcript at the direction of the appropriate departmental faculty.

Students should understand that transfer policies of other higher education institutions may differ in credit accepted.

College Entrance Examination Board Advanced Placement (CEEBAP)

Students desiring advanced academic placement and university credit for those courses validated by such placement may do so by using the CEEBAP examination. Students completing the CEEBAP examination with a score of three or better will receive appropriate college credit recorded as "pass."

College Level Examination Program (CLEP)

Students with non-traditional educational experiences may have such experiences validated by the CLEP examination. There are two CLEP examinations: the general examination and the subject examination.

1. **CLEP General Examination:** The general examination may be used to validate life experience for academic credit. Students completing the general examination with a score at or above the 50th percentile on sophomore norms will receive college credit with a grade of "pass." A maximum of six semester hours' credit can be earned in each of the following areas: social science, history, biological science, humanities, and mathematics. No CLEP general examination credit will be allowed in any subject area in which college credit was earned prior to taking the examination.
2. **CLEP Subject Examination:** Academic departments determine the degree to which they participate in the CLEP subject examination program. Academic departments determine the norm group and the percentile at or above which credit will be awarded. Students meeting the departmental criteria will be awarded college credit with a grade of "pass." The subject examinations will be used to validate life experience on a course-by-course basis. No CLEP subject examination credit will be awarded for any

course in which college credit was earned prior to taking the test. One-half of the normal tuition rate must be paid prior to posting on a transcript (fees are not charged).

Note: Departmental exams are available in some departments. Contact the English, biology, computer and/or business departments for available exams. Students should visit their academic advisor or the registrar for more information.

Credit for Prior Learning

Credit for Prior Learning (CPL) is learning that is not transcribed by a regionally accredited higher education institution. To encourage and assist students to complete degrees, NCCC may award college credit for prior learning. The procedure and guidelines are as follows:

1. A \$100 nonrefundable review fee must accompany each evaluation.
2. The learning evaluated must have occurred within the previous five years.
3. Half of the normal tuition rate must be paid prior to posting on a transcript (fees are not charged).
4. The student must complete at least nine credit hours at NCCC with at least a "C" and have a declared degree objective before credit for prior learning will be reviewed and any recommendation for awarding credit will be made.
5. All courses for which credit for prior learning is awarded must have equivalent courses in the NCCC curriculum. Partial credit will not be awarded.
6. General education course credit will not be awarded credit for prior learning.
7. Students must provide validated documentation stating the courses, knowledge, skills, and clock hours completed.
8. The responsible dean or division chair will review, and as applicable, seek advice from full-time faculty.
9. Credit will not be awarded for prior work experience unless the work is documented in a well-organized, competency-based manner. Credit will be limited to appropriate courses on the approved NCCC master course list and may result in elective credit only.
10. A maximum of 20 credit hours will be awarded for prior learning.
11. At least 18 credit hours are required to be completed at NCCC for degree-seeking students.

Class Conflict Policy

If a student and advisor select two mandatory courses within a student's enrollment schedule that meet at overlapping times, a Class Conflict Contract is available in the student services office to authorize an agreement between the two instructors and the student on the student's obligation to complete all coursework within both courses. This contract places full responsibility upon the student to fulfill his/her class assignments and/or makeup any class time missed due to the conflicting course offerings. This form must be completed, signed, and submitted to the registrar prior to enrollment in these courses.

Auditing a Class

Students who wish to enroll in a course, but do not wish to receive college credit may audit the class. Students choosing to audit a course must obtain written permission from the course instructor. Enrollment is conditional based on open seats being available in the course with credit-seeking students having first priority for entry into the course. Students will be charged the currently approved audit rate of \$70 per credit hour plus any applicable class fees. This fee is not refundable. The student's transcript will reflect "AU" as the form of grade provided, and these hours may not be applied toward enrollment for federal financial aid or any other financial assistance offered at NCCC.

First Year Seminar

All first-time, degree-seeking freshmen and transfer students with less than 15 credit hours who have not previously taken a similar course are required to enroll in First Year Seminar during their first semester at NCCC. Students who took courses for college credit in high school must take First Year Seminar. This course is designed to assist the student in making a successful transition to college life. Although the course is required for all first-time freshmen students, all students who feel they may benefit from the experience are encouraged to take the course.

Nursing students are required to take Introduction to Nursing instead of First Year Seminar.

Classification

Enrollment in a minimum of 12 hours of college credit during a full 16-week semester is required for classification as a full-time student. A student is classified as a sophomore upon attaining 26 semester hours of credit and a minimum of 52 grade points.

EDUCATIONAL FEES

TUITION AND FEES

Tuition and fees are determined periodically by the College Board of Trustees. NCCC charges tuition and fees on a per credit hour basis. Fees are charged to maintain and enhance technology, physical facilities, scholarship opportunities, and student life. In addition, certain classes have special fees assessed to help defray the cost of materials and supplies. For a current list of tuition, fees, and special fees, see the class schedule or contact the business office. *NOTE: Tuition and fees are subject to change without notice.*

PAYMENT OF TUITION AND FEES

Payment Due Dates

Students should be prepared to pay tuition and fees on or about July 25 for the fall semester, January 2 for the spring semester, and May 15 for the summer sessions. Students enrolling after these deadlines must pay at the time of enrollment, or have financial aid and/or scholarships in place to cover their entire balance.

Certain courses, such as allied health courses which fill quickly, require payment at the time of enrollment.

Installment Payment Plan

NCCC also offers a convenient installment payment plan. Students who wish to use this option are required to log into their InsideNC account and enroll in the online payment plan. There is a \$35 user fee for this service per semester. The payment plan allows the student to divide their balance into multiple payments. The \$35 payment plan fee is required at the time of enrollment. Students can have up to five monthly payments, depending on how early they enroll in the online payment plan. The payment plan option is not available for the summer sessions, or intersession classes. NCCC accepts VISA, MasterCard, AMEX and Discover. No academic records, such as transcripts or other information, will be released to students or other educational institutions until all financial obligations to NCCC are met in full.

Returned Checks

If a check made payable to NCCC is returned for any reason, a returned-check fee of \$30 will be charged for each returned check. The student will be notified at their current student address if a check is returned. If the payment is not made to the College within ten days, the matter may be referred to a collection agency. The student's records will be placed on hold until the returned-check fee and all outstanding NCCC financial obligations have been paid. Once a student has a returned check, the College will accept only cash, money order, Visa, MasterCard, AMEX or Discover as payment.

For more information, contact accounts receivable at 620-431-2820, ext. 286.

BOOKS AND SUPPLIES

Rental textbooks, purchased textbooks, and school supplies are available at the NCCC bookstore, located in the Student Union on the Chanute campus and on the Ottawa campus. The College bookstore also carries basic school supplies, College logo items such as mugs, hats, clothing and many other items. A full range of

food and drink options are also available. In Chanute, the bookstore is open daily Monday through Thursday 8:00 a.m. – 7:00 p.m. and Friday 8:00 a.m. – 5:00 p.m. The Ottawa bookstore hours are Monday and Thursday, 8:00 a.m. – 7:00 p.m., Tuesday, Wednesday, and Friday 8:00 a.m. to 5:00 p.m. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2068, ext. 304.

TEXTBOOK RENTAL

A textbook rental system is used at NCCC. The fee for the textbook rental is charged to each student's account and most textbooks are available. This system saves the student several hundreds of dollars each semester. The books that are rented are distributed through the NCCC bookstore and must be returned to the bookstore no later than 3:00 p.m. the Monday following the completion of a course or when a class has been dropped. If the book(s) are not returned on time, a late fee will be charged to the student's account and all grades and transcripts will be placed on hold until the fine has been paid.

Not all textbooks are available to rent. Lab books, computer books, workbooks, class notebooks, allied health and nursing books, among others, are not available for this service. Please check with the bookstore to see if books are available for rental or must be purchased.

Books may be picked up, ordered, and/or purchased through the Chanute and Ottawa campus bookstores or on - line at www.NCCCBookstore.neosho.edu. VISA, MasterCard, and Discover cards are accepted. The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2068, ext. 304.

HOUSING

NCCC maintains two residence halls at the Chanute campus. Bideau Hall was completed in 2000 and houses 213 students. NeoKan Hall houses 54 students. A \$125 nonrefundable application fee is due upon signing a housing contract. Applications containing full information pertaining to room and board and associated costs are available in the business office, 620-431-2820, ext. 514, or on the NCCC web page. No college housing is available at any other college site.

TRANSCRIPT FEE

Transcripts of work completed at NCCC are provided to other institutions of higher learning or any other entity of a student's choosing. A student must go to our website www.neosho.edu, click on Order Transcript, and then proceed to Ordering Transcripts Online. Click on Chanute Campus Clearinghouse Site to electronically order your transcript. If you would like to physically pick up a transcript in Ottawa, click on that link. The fee is \$7.25 per transcript and can be paid by debit card or credit card. Transcript requests will not be processed until all obligations to the institution are met in full.

REFUND POLICY

INSTITUTIONAL REFUND POLICY

The registration office has been designated as the official office for withdraw notification. Refunds are calculated based on the day a student officially drops a class by contacting the registration office in person, by mail, e-mail, or phone.

If NCCC exercises its right to cancel a class, a full refund will be issued.

If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester.

The dean of student development or dean of the Ottawa campus may authorize exceptions to this policy.

FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID PROCESS

The primary purpose of the NCCC financial aid program is to provide financial assistance to eligible students. A comprehensive assistance program which includes scholarships (institutional, academic, and athletic), grants (state and federal-based aid), loans (federally funded subsidized, unsubsidized, and PLUS loans), and part-time employment (Federal Work Study or institutional student employment) is available. Only students who have made application in the student services office as degree or certificate seeking, and have been accepted as such, will be eligible for federal financial aid.

To apply for federal aid, students must complete the Free Application for Federal Student Aid (FAFSA) each academic year. The FAFSA on the web worksheet is available beginning in January preceding the academic year. These worksheets are available at NCCC, high school counseling offices, and at the website www.fafsa.ed.gov. **It is strongly recommended that students complete the FAFSA before April 1 of the academic year.**

Official copies of all prior academic transcripts, including verification of high school graduation or GED certification, must be submitted to the NCCC registrar's office. Students will be notified by letter of any additional items/documents that may need to be submitted to the financial aid office to complete their financial aid file. Students applying for any federal student financial aid must provide official copies of all previous academic transcripts before financial aid eligibility can be finalized and before any federal student aid funds can be awarded.

Students with prior loans should contact their lender or servicer to obtain a loan deferment form and submit it to the registrar for completion. Federal aid will be applied towards the student's NCCC charges; however, the student is responsible for all costs not paid by the federal aid or if they lose their federal aid eligibility. Students should contact the financial aid office for more information.

Home-Schooled Students

To qualify for federal student aid, home-schooled students may provide an official high school transcript showing classes completed and high school graduation. Home-schooled students not providing an official transcript may qualify for federal student aid at NCCC by meeting one of the following three options:

1. Provide other documentation of meeting high school graduation requirements as accepted by the NCCC registration office,
2. Take the Adult Basic Education classes and obtain a GED (General Equivalency Diploma).

GRANTS, LOANS, AND WORK STUDY

The federal government funds several financial aid programs. Financial assistance is awarded to students who demonstrate need through the Free Application for Federal Student Aid (FAFSA). Once financial need and eligibility have been determined, the following programs are available: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitiveness Grant, Federal Work Study, Subsidized and Unsubsidized Federal Family Educational Stafford Loans and PLUS Loans (loans for parents).

- Federal Pell Grants are awarded to eligible students for educational related expenses.
- Federal Supplemental Educational Opportunity Grants range from \$100 to \$400 per academic year at NCCC.
- The Federal Academic Competitiveness Grant (ACG) is a grant program for undergraduate students enrolled at least half time (six or more credit hours) in a one-year or longer degree or certificate program, who receive Federal Pell Grants and have completed a rigorous secondary school program of study. To be eligible students must be high school graduates and have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student). In addition, first-year students must not have been previously enrolled as regular students in an ACG eligible undergraduate program. Additionally, second-year students must have completed at least 26 credit hours and have at least a cumulative 3.0 grade point average on a 4.0 scale.
- Federal Family Educational Stafford Loans, both Subsidized and Unsubsidized, are available to eligible

students while attending NCCC. These are low interest loans that enter repayment six months after the student's enrollment falls below six credit hours. Loans received at other institutions are considered part of the aggregate amount that a student may borrow. Under this program, there is a maximum lifetime aggregate limit that a student can borrow. Students can avoid reaching this limit by borrowing only what they need for education-related expenses.

- Parents of dependent students may apply for a PLUS Loan and are responsible for repayment. Interest rates, deferments, repayment dates, and other specific information are available in the financial aid office and from lending institutions.
- Eligible students may participate in part-time employment through the Federal Work Study program for at least minimum wage.
- NCCC will assist students in applying for other financial aid. The following is a partial list of other assistance that is monitored or coordinated by NCCC:
 - Kansas State Scholarship
 - Kansas Minority Scholarship
 - Kansas Board of Regents Nursing Scholarship
 - Vocational Rehabilitation
 - Vocational Educational Scholarship
 - Veterans' Educational Benefits
 - Bureau of Indian Affairs

SCHOLARSHIPS

NCCC offers a variety of institutional and foundation scholarships for full-time and part-time students. Scholarships are awarded based on academic ability, participation in activities, athletic skill, service, and various other criteria. Various types of scholarships are available, including academic, activity, athletic, honors, nursing, service, business, industrial technology, senior citizen, and high school. Students may apply for scholarships in addition to other financial aid. Scholarship applications are available in the student services office, financial aid office, and on the NCCC website. Please refer to the NCCC Scholarship Handbook and/or to the financial aid office for additional information regarding scholarship programs, applications, and procedures.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that a student must be making satisfactory academic progress in a certificate or degree program in order to be eligible to receive federal aid.

As per federal regulations, all academic transcripts will be evaluated for satisfactory academic progress whether or not financial aid was received. For the purposes of determining satisfactory academic progress, grades of "A," "B," "C," "D," "P," "F," "XF," "W," "WA," "NP," and "I" will be calculated as attempted financial aid hours. This includes developmental and repeated courses. Audit and non-credit classes are not considered for financial aid and will not be included as attempted financial aid hours. If a student completes a course that he/she received an incomplete grade, the student must notify the financial aid office in writing, in order for satisfactory academic progress to be reviewed again.

Upon a completed financial aid file, a student's current status at NCCC will be reviewed. Qualitative and quantitative measures are required to determine satisfactory academic progress. That criterion is listed below.

1. Students must successfully complete 67% of the cumulative number of credit hours attempted.
2. Students must have a 2.0 or greater cumulative career GPA.
3. Students who have attempted 97 or more hours will be placed on financial aid denial.

Successfully completed grades include: "A," "B," "C," "D," "P" (Pass)

Unsuccessfully completed grades include: "F" (Failure), "XF" (Failure Due to Violation of Academic Honesty Policy), "I" (Incomplete), "W" (Withdraw), "WA" (Withdrawn by Administration), "NP" (No Pass).

Example: Peter Panther has attempted 12 hours at XYZ College and has attempted 15 hours at NCCC. He has attempted a total of 27 credit hours (27 hours x 67% = 18.09). He must have successfully completed at least 18.09 credit hours and have at least a 2.0 cumulative career GPA to be making satisfactory academic progress.

Financial Aid Warning

New NCCC financial aid applicants will be reviewed to see if they have successfully completed 67% of the cumulative number of prior credit hours attempted and if they have maintained a cumulative career GPA of 2.0 or higher. Student who do not meet both of these conditions are placed on financial aid warning for their first term of attendance.

At the end of each term (semester), NCCC financial aid recipients in good academic standing will be reviewed to see if they have successfully completed 67% of the cumulative number of credit hours attempted and maintained a 2.0 or greater cumulative career GPA. Students who do not meet both of these conditions are placed on financial aid warning for their next term of attendance.

A student on financial aid warning is still eligible to receive financial aid the next semester of attendance. However, notice of financial aid warning may be retroactively incurred based on an evaluation of the student's previous academic record at NCCC.

At the end of each semester, the students who received aid and were on warning will also have their academic performance evaluated. At that time, one of the following actions will occur:

If the student has successfully completed 67% of the cumulative number of credit hours attempted and has a cumulative career GPA of a 2.0 or greater, the student will automatically be reinstated to good academic standing.

If the above conditions have not been met, the student will be placed on financial aid denial.

Financial Aid Denial

Under the following conditions, students are placed on financial aid denial:

1. Receiving unsuccessful grades in all of their classes in one term at NCCC.
2. Attempting 97 credit hours or more.
3. Have had one semester of financial aid warning, but are still not meeting 2.0 cumulative GPA and/or successfully completing 67% or greater of cumulative classes attempted.
4. Currently on financial aid probation and did not meet the probation requirements.

A student on financial aid denial is not eligible to receive federal aid. Notice of financial aid denial may be retroactively issued based on an evaluation of the student's previous academic record at NCCC.

Conditions for Reinstatement of Financial Aid

When a student successfully completes 67% of the cumulative number of credit hours attempted and has a cumulative career GPA of a 2.0 or greater, a student may apply to be reinstated to good academic standing.

To apply for reinstatement for the first offense, the student may appeal to the director of financial aid by filling out the Denial Appeal Form listing reasons (examples: illness, death in the family, unusual circumstances) why he/she did not achieve satisfactory academic progress or why he/she has attempted 97 or more credit hours and is seeking aid for additional courses. The student must also supply an academic plan and appropriate supporting documentation, such as a letter from his/her doctor, employer, advisor, etc. All appeals should be submitted to the office of student financial aid at your campus.

If the appeal is approved by the director of financial aid, the student will be placed on financial aid probation for one semester, and will be eligible to receive federal aid. Certain conditions and timeframes may be included with the probation reinstatement. If the appeal is denied, the student will remain on financial aid denial, and therefore ineligible for federal aid. The student will be notified in writing by mail or student email of the director of financial aid's decision.

The student may appeal the director of financial aid's decision to the Financial Aid Committee within ten business days. The student must fill out the Denial Appeal Form and attach all supporting documents and submit them to the office of student financial aid. Upon receipt of the request for an appeal hearing, the director of financial aid will schedule a hearing and notify the student requesting the appeal of the date and time of the scheduled hearing. A time shall be set for a hearing, not less than two nor more than ten calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the director of financial aid.

To apply for reinstatement for the second and subsequent offenses, the student may appeal to the Financial Aid Committee or its designee by filling out a Denial Appeal Form and attaching the applicable supporting documentation. All forms and letters must be submitted to the office of student financial aid. If the student wishes to present his/her case orally to the committee, he/she must indicate this intention in writing. This appeal, as well as the original appeal to the director of financial aid, student academic file, academic transcript and financial aid file will be submitted for review. The student will be notified of the initial meeting of the committee if the student has indicated in writing his/her request to orally present the appeal. Additionally, the committee may mandate that the student appear at the appeal meeting. The student will be notified in writing of the committee's decision and may appeal to the president or his/her designee. NOTE: The president's current designee is the vice president for student learning.

Financial Aid Probation

Students whose financial aid denial appeals are approved will be placed on financial aid probation. At the end of each semester, the students who received aid and were on probation per appeal will also have their academic performance evaluated. At that time, one of the following actions will occur:

REVOCAION OF SCHOLARSHIPS AND/OR GRANTS-IN-AID

Scholarships and/or grants-in-aid shall remain in force for the semester or academic year in which each was issued provided the student remains in good standing with the College. Upon the loss of good standing, scholarships and/or grants-in-aid shall be revoked. Specific conditions of scholarships through the College are contained in the scholarship letter signed by the student.

A student may be deemed to have lost good standing upon conviction of a felony; conviction of or repeated illegal use of narcotics, including marijuana or controlled substances as defined by Kansas statutes; and failure to comply with the rules and regulations of the College, or the athletic team or activity of which the student is a member, or failure to cooperate with officials and instructors at the College. Also, scholarships may be revoked for the following reasons:

1. A scholarship over-award as defined by either the U. S. Department of Education or the KJCCC;
2. Voluntary withdrawal from classes;
3. A drop in the academic standing below the specified grade point average indicated in the award letter; or,
4. Degree completion.

A written notice, sent by mail, of the revocation of an academic or activity scholarship and/or grant-in-aid shall be given to the student indicating the loss of good standing or for the reasons indicated above. If the student disagrees with the revocation decision, he/she may file a grievance as outlined in the Student Grievance Procedure.

RETURN OF TITLE IV FUNDS

Title IV funds are all federal aid to students including the PELL grant, student loans, etc. A return of Title IV funds calculation is required for students who receive federal aid and then completely withdraw, either officially and/or unofficially, prior to 60% of the term being completed. NCCC and the student may be required to return a portion of the student's Title IV funds to the U.S. Department of Education. If NCCC is required to return a portion of the federal aid that was used to pay the student's institutional expenses, the student will be charged by the appropriate amount. More information is available in the financial aid office.

VETERANS' BENEFITS

Students eligible to attend NCCC under their entitlement to veterans' benefits should obtain VA Form 22-1990, the Veteran's Application for Program of Education or Training, from the financial aid office or from a veteran's administration representative. Application can also be made online at www.gibill.va.gov. The veteran should complete the application, attach a copy of DD 214, Notice of Separation, and submit them to the financial aid office.

For payment purposes, the Veterans Administration uses the following schedule: full time is 12 or more hours of credit; three-fourths time is nine to 11 hours of credit per semester; half time is six to eight hours of credit per semester; less than half time, benefits calculated on a per credit hour basis. Students are required to make satisfactory progress toward graduation in order to continue receiving educational benefits. More information regarding VA benefits is available at the financial aid office.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC APPEALS

Final Grades

Final grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course.

Only final grades given at the conclusion of the course may be appealed. Grounds for final grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
2. Alleged errors in the mathematical calculation of grades.
3. Alleged errors in recording the grade on the student's transcript.
4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.).

In the case of a final grade appeal, the student must begin the appeal process within 90 days from the conclusion of the course. Each final grade being questioned must be appealed separately.

Academic Honesty

In the case of an academic honesty violation (as defined in the Code of Student Conduct and Discipline), the student must begin the appeal process within two working days from the date disciplinary action was initiated by the faculty member or other College official, except in the case of an "XF." If the student wishes to appeal the grade of an "XF," the above final grade appeal deadlines are then used.

Appeal Procedure

A student begins the appeal process by completing the Academic Appeal Form, available in the office of the chief academic officer and then:

1. For a final grade appeal, conferring with the appropriate course instructor. If the problem cannot be resolved, the student may continue the appeal process by making an appointment with the chief academic officer.
2. For an academic honesty appeal, including appeal of an "XF" grade, meeting with the course instructor is not required, and the student shall make an appointment with the chief academic officer.

It rests with the chief academic officer's discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee appointed by the chief academic officer or by the president of the College. No further appeal by the student is allowed.

ACADEMIC CLEMENCY

Students may eliminate poor academic records within the restrictions of the following policy:

Requirements and Limitations

1. To be eligible, the student must be currently enrolled at NCCC and must have completed at least 12 consecutive credit hours at this institution with a 2.5 GPA. In addition, the student must meet one of the following criteria:
 - a. Make a complete curriculum change, or
 - b. Wait an interim of two years from the date of the grades before filing for Academic Clemency.
2. Up to 15 semester hours of specific "F" and/or "D" grades may be petitioned for exclusion from the computation of the student's GPA.
3. When a course has been excluded from the computation of the GPA, it shall not be counted for graduation but will remain on the student's transcript.
4. Academic Clemency will be granted only once while at NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution's policy.
6. Grades which have been excluded from the computation of the GPA will be identified on the student's transcript by an ampersand (&).
7. Granting of Academic Clemency does not affect or alter a student's record for athletic eligibility.
8. Students granted Academic Clemency may not receive honors at graduation.
9. While credits removed from the computation of the GPA as a result of Academic Clemency will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

Procedure

1. Students wishing to petition for Academic Clemency must complete and submit a letter requesting Academic Clemency to the vice president for student learning. The letter should contain reasons why Academic Clemency is requested and a list of courses the student wishes to remove from his/her transcript.
2. Petitions may be filed upon enrollment at NCCC, but Academic Clemency will not be granted until a student has completed 12 hours and met the requirements as stated in #1 above.
3. Upon receipt of the petition, the Academic Clemency Committee will review the student's transcript and current enrollment, and make a recommendation on clemency.
4. If Academic Clemency is granted, all previous course work will continue to appear on the transcript, but the grades in those courses which have been granted Academic Clemency will not be included in the student's NCCC cumulative GPA.

ACADEMIC FRESH START

Academic Fresh Start is a policy which provides students with poor or marginal academic college records the opportunity to resume work toward their degree without the burden of a poor GPA due to past academic performance. A student must be returning to college after a four-year absence to qualify for Academic Fresh Start. Academic Fresh Start removes all prior college grades from the student's transcript while academic clemency is limited to removal of 15 credit hours. This policy refers to NCCC only. A student transferring to another institution will follow the other institution's policy.

Students must meet the following requirements before being granted this option:

1. Separation from all institutions of higher education for at least four years,
2. Formal application to the vice president for student learning on the Chanute campus or the dean of the

Ottawa campus. (This application should describe the reasons for the request and outline an academic plan, which includes the declaration of an area of academic interest.)

3. Agree that the calculation of the GPA and credit hour totals will be based solely on work completed after this point and enrollment at NCCC and the student will forfeit use of all credit hours toward a degree earned prior to being granted.

If Academic Fresh Start is granted, the student may resume his/her studies with the understanding that:

1. Academic Fresh Start at NCCC may be granted only once.
2. The student's permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period.
3. The student's record will carry a notation designating when the Academic Fresh Start was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date.
4. Students applying for admission under Academic Fresh Start must meet admission requirements established by NCCC.
5. This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution's policy.

ACADEMIC HONESTY

A standard of honesty, fairly applied to all students, is essential to a learning environment. Students are responsible for learning the content of any course of study outlined by their instructors, regardless of any views or judgments privately held and for demonstrating their attainment in an honest manner. Students violating such standards must accept the consequences and penalties assessed by appropriate classroom instructors or other designated persons. All cases may result in discipline at the college level and may result in suspension or dismissal. Students accused of abridging the policy of Academic Honesty may protect themselves through established academic appeal procedures and are assured due process and the right of appeal from accusations or penalties felt to be unjust. The faculty, staff, and administration of NCCC will neither condone nor tolerate violations of this policy.

Definitions

Violations of the Academic Honesty policy include academic dishonesty, which is behavior in which a deliberate means is employed to gain undeserved intellectual credit or advantage, either for oneself or another, or which is disruptive of a course of study. Some examples of academic dishonesty are:

1. **Plagiarism.** Intentionally using the printed/published data, distinctive ideas, or language of someone else without specifically acknowledging the original source, for example, copying another student's paper, creative work, article, or computer work and submitting it as one's own original work. On the other hand, the use of "common knowledge" or of ideas that are not distinctive to a single source does not require acknowledgement. Subject to the foregoing, the particular circumstances under which acknowledgment is required may vary among the different disciplines, which make up the College; in addition, the manner or style used to acknowledge a source will vary among disciplines. In a particular course, students must follow the acknowledgement/citation customs and standards of the discipline offering the course and acknowledge sources in the manner expected by that discipline. The instructor in each course is responsible for making these standards clear.
2. **Unauthorized collaboration on out-of-class projects.** Students may not present work as individual when, in fact, the work was done with other students.
3. **Cheating on exams.** Defined as the unauthorized or inappropriate use of information about the exam (questions/answers) and/or the taking of an exam with the assistance of unauthorized materials such as notes, textbooks, crib sheets, electronic means (such as cell phones), etc. It is the responsibility of each instructor to inform students which information aids, if any, may be used on exams.
4. **Unauthorized access to exams in advance of the examination.** Students who in any unauthorized manner obtain exams in advance of the date and hour of the examination are committing an act of academic dishonesty. Unauthorized access to exams does not include obtaining copies of exams given in previous semesters and returned to students, but it does include a sharing of information about an unreturned exam between a student in an earlier section of a class and a student in a later section.

5. **Aiding and/or abetting an academically dishonest undertaking.** A student is responsible for ensuring that other students do not misuse his/her work. Students are required to protect the integrity of their own work by, for example, not allowing, knowingly or through carelessness, another student to plagiarize a term paper or copy answers to an exam.

Responsibility for Academic Honesty

The fundamental responsibility for the maintenance of the standards of honesty rests upon the student. It is each student's responsibility to be familiar with College policy on academic honesty and to uphold the standards at all times in all situations.

Each faculty member shall make clear to each class early in the semester the faculty member's own policy toward penalties he/she gives for breaches in academic integrity, within the scope of the College policy. Faculty are expected to take reasonable precautions to protect academic honesty.

Consequences of Academic Honesty Violations

Incidents of academic honesty violation in the classroom will be the responsibility of the individual instructor. Upon discovery of such violations, the instructor will have a private meeting with the student to inform him/her of the situation or notify him/her by e-mail. The consequences of violation of the Academic Honesty policy are at the discretion of the instructor and can range from redoing the assignment for partial credit to course dismissal, to the receiving of a grade of "XF" for the course. A grade of "XF" indicates the student failed the course due to violations of the Academic Honesty policy and remains on the permanent transcript unless removed by passing a course in ethics and integrity. All actions taken by the instructor will be documented by the instructor, reported to the division chair and the vice president for student learning and a copy of the documentation placed on file with the dean of student development or dean of the Ottawa campus. If the student does not agree with the actions taken by the instructor, he/she may utilize the Academic Honesty Appeal Procedure found in this catalog or in the NCCC Student Handbook.

Records of acts of misconduct will be kept on file by NCCC. In cases of serious violations of academic honesty or multiple violations of the policy, the dean of student development on the Chanute campus or dean of the Ottawa campus will require a meeting with the student to determine what action needs to be taken. Actions may range from a warning to expulsion from the College.

ACADEMIC MINIMUM STANDARDS AND REINSTATEMENT PROCEDURES

A student whose career GPA falls below 2.0 will be placed on academic probation for one term (semester). Should the grade point or percentage of course work not raise above the minimum standards during the probation period, the student will be academically suspended. Exceptions may be made at the registrar's or vice president for student learning's discretion.

Failure to attend and participate in coursework as determined by the College may result in administrative withdrawal from college level coursework. Students placed on academic probation will be required to enroll in college success courses during the probationary semester. If a student is administratively withdrawn from college success courses, this will violate his/her probationary status and may result in academic suspension.

Academic Probation and Suspension

Should a student's career GPA not be raised to at least 2.0 during the probation period, or the student failed to make significant academic progress, the student will be academically suspended. A student placed on academic suspension may appeal to the vice president for student learning on the Chanute campus or the dean of the Ottawa campus.

Academic Reinstatement Procedures

Students may be reinstated on academic probation after being academically suspended by following these procedures:

1. The student will meet with his/her academic advisor and together they will determine an appropriate class schedule. Consideration should be given to the following:
 - a. Maximum hours of enrollment allowed to be academically successful,
 - b. Other college and/or family related obligations for the up-coming semester, (i.e. athletics, scholarship related activities, and household responsibilities),
 - c. Previously attempted courses which were not completed satisfactorily,
 - d. Degree intent or long-term goals,
 - e. Intended graduation or transfer date,
 - f. Reasons student encountered academic difficulties in the past and how to address these concerns in the future, and
 - g. How the student's advisor can assist in this process and who else they will call upon for support, including enrollment in additional course work designed to assist the student in achieving academic success.
2. The student, after giving consideration to the above, will develop an action plan for his/her own future academic success and have it reviewed and signed by his/her advisor.
3. The student will present the completed action plan and the proposed class schedule to the vice president for student learning on the Chanute campus or the dean of the Ottawa campus for consideration of approval for reinstatement.
4. If approved, the student will sign an agreement wherein he/she agrees to acquire a semester GPA of at least 2.0, meet with his/her advisor monthly, and follow a personal academic success action plan throughout the reinstated semester.
5. The vice president for student learning on the Chanute campus or the dean of the Ottawa campus and academic advisor will also sign this agreement and a copy is to accompany the enrollment form and be incorporated into the student's record in the registrar's office.
6. The registrar will remove the academic suspension (AS) hold and replace it with an Academic Probation (AP) hold.
7. Any early warning and/or mid-term grades for students on academic probation status will prompt follow-up meetings to be scheduled with their academic advisor.
8. The student will remain on academic probation status as long as he/she maintains a 2.0 term GPA until such time as his/her career GPA reaches 2.0 or higher.

Should a student fail to maintain a term GPA of 2.0 while on reinstatement, the student will revert back to academic suspension, and the student will meet with the vice president for student learning on the Chanute campus or the dean of the Ottawa campus to determine if re-enrollment will be permitted.

ACADEMIC PREPARATION

In an effort to assure that all students pursuing degrees or certificates at NCCC are fully prepared to succeed in college credit courses, the College administers placement tests, such as the COMPASS, to evaluate student readiness to meet college-level mathematics, reading, and writing requirements. Students who score below the minimum standards for college level courses will be required to take developmental (pre-college) course work. In cases where developmental courses are indicated in more than one area, the student will be required to successfully demonstrate competencies at the developmental level as a prerequisite for registration in general education courses. Developmental level courses are signified by a zero as the first digit in the course number and do not count toward graduation but will be figured in the student's GPA.

Non-native speakers of English may elect to take developmental courses in English (ENGL 015 English as a Second Language – Writing, ENGL 016 English as a Second Language – Reading). However, those courses will not be mandated and are not part of the mandatory placement requirements.

ASSESSMENT OF STUDENT LEARNING

Assessment of student learning is an integral part of the education process at NCCC. NCCC has a genuine interest in continuing an ongoing assessment of student learning as a way of measuring its success in meeting its mission and enhancing its academic programs. Student input constitutes the critical source of assessment data. All students will be expected at various junctures during their educational career at NCCC to contribute to the assessment program by completing surveys, standardized tests, and exit interviews as required by

their curriculum.

ATTENDANCE POLICY

NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class), the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.

Absences that occur due to the students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

CHANGE OF SCHEDULE

Adding or Dropping Courses

Students may elect to change their course schedule without penalty and without permission during the first week of classes for full semester courses (contact the registrar's office for add/drop dates for courses lasting less than a full semester). After the first week of classes the vice president for student learning on the Chanute campus, the dean of the Ottawa campus, or their designees, must approve all exceptions.

Students who wish to add or drop selected courses after the add/drop window has closed should follow these procedures:

1. Obtain a Drop/Add Form from the student services office,
2. Obtain the instructor's signature,
3. Obtain the advisor's approval, and
4. Return the form to the student services office to complete the process.
5. If you are off campus, you may email from your student email account to your advisor requesting permission to drop/add. If you are non-degree seeking, you can email Registration at Registration@neosho.edu.

A student's financial aid may be adversely affected by numerous drops.

Students are expected to complete the courses for which they register. Failure to properly withdraw from classes may result in the assignment of "F" grades for their classes. Students who wish to withdraw from courses should review the withdraw procedure later in this section.

Withdrawing From Courses

The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class. Unless the procedure described below is followed, the student's name will remain on the class roster, and the instructor will be required to submit a grade other than "W," often times resulting in a grade of "F." In addition, the student will be charged all appropriate tuition and fees.

If a student wishes to withdraw from one or more courses, he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar's office. The completed withdraw form must be on file in the registrar's office before the withdrawal is official.

Withdraw From All Classes		
Business Days in Class Period	Refund	Transcript
1% to 13%	Full refund	No notation on transcript
14% to 24%	No refund	No notation on transcript
25% to 75%	No refund	"W" on transcript
76% on	Course drop not allowed, grade earned in course	

Under extenuating circumstances, the student may appeal to the vice president for student learning on the Chanute campus or the dean of the Ottawa campus to withdraw with the grade of "W" after 75% of the class has been completed.

Students who find it necessary to withdraw from their entire enrollment at NCCC are asked to meet with the dean of student development on the Chanute campus or the dean of the Ottawa campus. Completing this process helps to avoid any future holds on student records that may make it difficult to return to NCCC or transfer to another college. Students receiving any type of federal financial assistance must also complete an exit interview and should contact a staff member in the financial aid office.

EARLY ACADEMIC WARNING SYSTEM

NCCC's Early Academic Warning System was implemented to alert students, advisors, and activity sponsors when a student is struggling in a course. An "early warning notification" is issued for all students earning a "D," "F" or "NP" at designated reporting dates set throughout the semester. Notification is sent to the student with a copy to the advisor and activity sponsor. Students are encouraged to contact their instructor and/or advisor when they receive an early warning notification.

FINAL EXAMINATIONS

Final examinations are considered an important part of each course. All courses are required to hold substantial final examinations, and all students are required to take them. All final examinations will be conducted at such times and places as designated by College officials.

FOOD AND DRINK POLICY

Food and drink are not allowed in classrooms and labs. Students with a medical condition that would require them to have food and/or drink with them at all times must provide documentation of such condition.

GRADE POINTS

Students will have their grade point averages (GPA) computed on the following basis: for each credit hour of "A," 4 points; "B," 3 points; "C," 2 points; "D," 1 point; "F," 0 points, "XF," 0 points. In order for students to have a "C" average and be eligible for graduation, they must have a minimum of 64 credit hours and 128 grade

points. The GPA is the quotient obtained by dividing the number of grade points earned by the number of credit hours for which grades “A,” “B,” “C,” “D,” “F” or “XF” is recorded. *See the Academic Honesty section for an explanation of the “XF” grade.*

The grade of “W” (Withdraw) or “WA” (Withdrawn by Administration) is not reflected in the computation for the student’s GPA, but is a permanent part of the student’s academic transcript.

Students must maintain a GPA of 2.0 or higher in order to graduate.

GRADING SYSTEM

Grades are issued and recorded as “A” (Superior), “B” (Good), “C” (Satisfactory), “D” (Poor), “I” (Incomplete), “F” (Failure), “XF” (Failure due to violation of Academic Honesty policy), “P” (Pass), or “NP” (No Pass). No grades are recorded with a plus or a minus. The grade of “W” (Withdraw) is recorded on the academic transcript for courses from which a student has withdrawn and a “WA” (Withdrawn by Administration) when the student has been withdrawn from the course by the instructor or administrator.

The Pass/No Pass grade is not calculated in the student GPA, but the course(s) will count as college credit and be counted toward hours for graduation. Courses may utilize this type of grading when recommended and approved by the vice president for student learning and the Curriculum Committee.

Incomplete Grades

An incomplete (“I”) grade may be issued by an instructor for a course when a student is making satisfactory progress, but the student is unable to complete the work due to unavoidable circumstances. Every grade of “I” must be removed within the first nine weeks of the semester following the receipt of this grade (excluding summer); otherwise, the “I” automatically becomes the grade indicated by the instructor on the incomplete contract. A contract must be completed between the student and faculty member prior to the last day of the semester and signed by both in order to acquire a grade of incomplete. In emergency cases, a petition for exceptions to this rule may be made to the vice president for student learning on the Chanute campus or the dean of the Ottawa campus.

KANSAS TRANSFER ARTICULATION AGREEMENT

A student who completes an Associate of Arts or Associate of Science degree at NCCC and whose program of study has met the Kansas Transfer Articulation Agreement will be accepted with junior standing and will have satisfied the general education requirements of all Regent universities. Students transferring to Regent universities 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 the community college.

The following courses will transfer as equivalents between all Kansas Community Colleges.

Course	Hours
English Composition I	3
English Composition II	3
Public Speaking	3
College Algebra	3
U.S. History to 1877	3
U.S. History Since 1877	3
Introduction to Literature	3
Macroeconomics	3
Microeconomics	3
Introduction to Psychology	3
Introduction to Sociology	3
World Regional Geography	3
General Biology & Lab	4-5
Chemistry I & Lab	4-5

Physical Science & Lab	5
Physics (Non-General) & Lab	4-5
American Government	3
Total Hours	56-59

All courses taken at NCCC transfer to all other accredited institutions, however, credits may not transfer towards individual majors at specific institutions. Your advisor can assist in this process to insure a seamless transfer. Additional information regarding the transfer and articulation agreement is available in the student services office.

REPEATING COURSES

Students receiving unsatisfactory grades will be allowed to repeat the course for credit. For a course repeat, the student need not obtain approval from the vice president for student learning on the Chanute campus or the dean of the Ottawa campus to re-enroll. However, students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Students who wish to attempt a course three or more times must receive approval from the vice president for student learning on the Chanute campus or the dean of the Ottawa campus. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and the GPA. However, the original grade will remain on the student's transcript to be considered by any receiving institution to which the student may transfer.

Courses which have been designated to be taken for additional credit may not be taken for more than six credit hours to apply toward a one-year certificate, or for 12 credit hours to apply toward a two-year certificate or associate degree. Students should check with financial aid to determine whether repeating a course for grade replacement will affect their award. Any exceptions to this policy must be petitioned by the student to the vice president for student learning on the Chanute campus or the dean of the Ottawa campus.

STUDENT GRADES

Student grades will be made available directly to the student. Grades are not issued by phone or by e-mail. Student grades may not be released or discussed with parents or others unless a release signed by the student is presented or is in the student file. Students may access their grades via their Inside NC account. *See the Privacy Rights of Students section.*

PRIVACY RIGHTS OF STUDENTS (FERPA, GLBA, HIPAA)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

NCCC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-431-2820 ext. 212.

Upon request, any student of NCCC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than 45 days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within ten working days of receipt of a written request for said hearing.

No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

- a. school officials, including teachers and administrators, who have a legitimate educational interest;
- b. officials of schools to which the student wishes to transfer;
- c. authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
- d. in connection with the student's application, receipt or continued eligibility/status for financial aid, or
- e. a court order.

Exceptions to this rule exist within the law. Additional information and guidance may be found at the FPCO's website <http://www.ed.gov/policy/gen/guid/fpc/index.html>. Please review the act for more information.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name, address and telephone number of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(800) 872-5327

GRAMM-LEACH-BLILEY ACT OF 1999 (GLBA)

Overview: This document summarizes NCCC's comprehensive written information security policy (the "policy") mandated by the Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The policy incorporates by reference, the College's existing policies and procedures and is in addition to any College policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The institution's chief information officer is designated as the program officer who shall be responsible for coordinating and overseeing the policy. The chief information officer at NCCC is the director of technology services. The program officer may designate representatives of the Institution to oversee and coordinate particular elements of the policy. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the program officer or his or her designees.

Scope of Policy: The policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Policy:

Risk Identification and Assessment.

The Institution intends, as part of the policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the policy, the program officer will establish procedures for identifying and assessing such

risks in each relevant area of the Institution's operations, including:

Employee Training and Management.

The program officer will coordinate with representatives in the Institution's student/financial services and financial aid offices to evaluate the effectiveness of the Institution's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area.

Information Systems and Information Processing and Disposal.

The program officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution's current policies and procedures relating to acceptable use policy, information technology security policy, and records retention policy. The program officer will also assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

Detecting, Preventing and Responding to Attacks.

The program officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies.

Designing and Implementing Safeguards.

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

Overseeing Service Providers.

The program officer shall coordinate with those responsible for the third party service procurement activities among the department of technology services and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.

Adjustments to Program

The program officer is responsible for evaluating and adjusting the program based on the risk identification and assessment activities undertaken pursuant to the program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the program.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

This notice describes how medical information about students may be used and disclosed. Please review it carefully. If students have any questions, please contact an athletic trainer, the director of nursing, or dean of student development officer at 800 West 14th Street, Chanute, Kansas 66720 or by phone at 620-431-2820.

The NCCC athletic department provides healthcare to their student-athletes in partnership with physicians and other professionals and organizations. The information privacy practices in this notice will be followed by all departments and all employed associates, staff or volunteers.

Medical record information and the relationship with medical staff are considered private. With proper written consent, the College will make every effort to give family medical updates as appropriate. The College creates a record of the care and services received to provide quality care and to comply with legal requirements. This notice applies to all of the records of care that the College maintains, whether created by their training staff or by the student's doctor. A personal doctor may have different policies or notices regarding the doctor's use and disclosure of medical information created in the doctor's office. The College is required by law to keep medical information about the student private, give this notice of our legal duties and

privacy practices with respect to medical information about the student, and follow the terms of the notice that is currently in effect.

The College may use and disclose medical information for treatment (such as sending medical information to a specialist as part of a referral); to obtain payment for treatment (such as sending billing information to an insurance company or Medicare); and to support the College's healthcare operations (such as comparing patient data to improve treatment methods). The College may disclose medical information and/or participation status to athletic coaches for health and safety. The College may disclose information to administrators and academic counselors to support academic progress. The College may release information to sports information staff and members of the media regarding participation status.

Regarding medical information, the student has the right to look at or obtain a copy of medical information that the College uses to make decisions about care. The student has the right to a personal representative to assist in reviewing medical information. If the student believes that information in the records is incorrect or incomplete, the student has the right to request that the College amend the records. The student has the right to a list of those instances where the College has disclosed medical information about the student, other than for treatment, payment, healthcare operations or where the student specifically authorized a disclosure.

The College reserves the right to change the terms of this notice at any time. Changes will apply to medical information the College already holds, as well as new information they receive after the change occurs. If the College changes their notice, they will post the new notice in their athletic training facilities. The student can receive a copy of the current notice at any time. The student will also be asked to acknowledge in writing the receipt of this notice on the College's Student-Athlete Authorization/Consent for Disclosure of Protected Health Information.

HOMELAND SECURITY PROCEDURES

In conjunction with parameters set by National Homeland Security, NCCC is considering actions that they might take to address threat levels. The following policy functions as a guide only and the same is subject to change as needed. The Safety and Security Committee will be responsible for the implementation of specific actions under these guidelines.

Specific guidelines can be found in the NCCC Emergency Action Plan available from the administration office at either campus location or on the NCCC website at www.neosho.edu.

OUTREACH AND WORKFORCE DEVELOPMENT

The principal goal of outreach and workforce development is to provide opportunities whereby the patrons of the College service area may enrich their lives through educational experiences. Individuals may choose to develop new skills, ideas, or attitudes and derive satisfaction from personal accomplishments gained by attending and completing continuing education classes. These classes are designed to meet the needs of local citizens, business and industry, other community institutions, organizations, and groups. Through such classes the College is able to help many individuals enjoy a fuller, more profitable life and to assist the community in the training and education of its citizenry.

The mission of the NCCC outreach and workforce development is to enhance lifelong learning and partnerships and to provide educational opportunities for the community. This mission will be fulfilled by:

1. engaging in community activities,
2. offering courses of interest to the general public of all ages,
3. providing allied health courses and certificate programs,
4. establishing workforce development training and retraining,
5. extending outreach education, and
6. responding to the needs and requests of constituents in the College's service area.

ADULT EDUCATION

The Adult Education Center provides basic skills training for adults who may or may not have a high school diploma. Classes consist of reading, writing, mathematics, computer basics, and workplace skills. Students take part in small group classes that are designed to help them identify and meet their goals and objectives. One of these objectives might be the completion of the Kansas State High School Diploma program (GED)*. A three-day orientation is required for enrollment. The six-week class sessions run Monday through Thursday, with various class times available. The cost of the class is \$25. Call 620-431-2820, ext. 276, for more information. Students must be at least 16 years of age and 16-17 year olds must have compulsory exemption forms from the school district of current residence.

*The GED test does have an additional associated fee with testing scheduled monthly.

ALLIED HEALTH

At NCCC many health-related classes and certificate courses are housed in the allied health unit within the outreach and workforce development department. These classes are short-term and are offered multiple times throughout the semester in Chanute, Garnett, Lawrence, Ottawa, and other communities within the NCCC service area. Allied health classes offer quick training, certifiable skills, and entry into high-demand health fields. Specific courses include:

- CPR
- Emergency Medical Technician (EMT) training
- First Aid
- First Responder
- Home Health Aide
- Medication Aide
- Medication Aide Update
- Nurse Aide

Online options are available for many allied health courses.

Other Allied Health programs available are:

- Health Information Technology
- Medical Assistant
- Healthcare Coding
- Medical Transcription
- Occupational Therapy Assistant
- Paramedic (through partnership with Cowley College)
- Phlebotomy
- Surgical Technician

BUSINESS AND INDUSTRY SERVICES

NCCC offers a variety of specialized courses in both credit and non-credit format to serve the educational needs of individuals, businesses, industries, and other groups in its service area. Specialized courses are designed and offered at requested locations and a time convenient to the specific industry or group educational training needs. Dedicated instructors provide the highest quality instruction in a wide variety of instructional areas.

On-Site Training

Credit and non-credit courses are taught at the business site. Courses can be designed to fit the needs of individual businesses, using their own equipment and facilities so that employees can learn under actual work conditions.

On-Campus Training

Credit and non-credit courses, seminars, workshops, and programs in technology and business are offered on both the Chanute and Ottawa NCCC campuses. Courses and programs can be designed to meet the specifications of individual businesses.

Consulting

Local employers may call upon NCCC's experienced instructors with a variety of business needs including consulting and coaching.

Business and Industry Training Topics

Topics available for delivery on-site or on-campus include, but are certainly not limited to, the following:

- OSHA Certified and Authorized General Industry Safety Training – CRF1903, 1904, and 1910
- Industrial Trades
- Human Resources
- Customer Service
- Management and Supervision
- Technical Training
- Energy Management
- Computer Software

EDUCATIONAL TALENT SEARCH (TRiO Student Support Services)

Educational Talent Search is a federally funded Trio program. Through early intervention and with services provided, ETS encourages students to remain in school, graduate from high school, and pursue college or vocational technical education. ETS serves students in middle school, high school, and those with a desire to return to school. All services are FREE and provided by trained, professional staff. ETS serves 655 students in Southeast Kansas and one school in Oklahoma. To be eligible for ETS a student must apply and meet any one or more of the following:

- be at least 11 years old and have completed the fifth grade
- a high school student
- a middle school student
- an adult interested in receiving a GED or going back to college
- be a potential first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)

ENERGY AUDITOR TRAINING

One of three institutions authorized to provide energy auditing training recognized by the Kansas Corporation Commission of the State Energy Office, NCCC offers a seven-day Fast Track auditing course every other month. Successful participants earn the Building Performance Institute, Inc. certificate.

GENERAL EDUCATION DEVELOPMENT (GED)

Individuals desiring to earn the equivalence of a high school diploma may do so by satisfactorily completing the test of General Education Development (GED). Arrangements to complete the test must be made through the Center for Academic and Vocational Excellence (CAVE) located in the lower level of Chapman Library at NCCC.

HIGH SCHOOL OUTREACH PARTNERSHIPS

NCCC provides secondary schools within the College service area the opportunity to expand educational opportunities for high school students by offering college courses on-site at the high school. Courses taught at

the high schools use the approved College syllabus, textbook, and outcomes. Qualified instructors for these courses must meet the same criteria as instructors teaching on the NCCC campus and are hired by NCCC. The courses are evaluated in the same manner as classes conducted on the NCCC campus. Daytime classes and evening classes are available in local high schools. Students interested in the high school partnership program may contact their high school counselor or call the NCCC outreach and workforce development department for more information.

Jump Start

The Jump Start program is designed to assist high school juniors and seniors get a start on their college education. College courses are brought to the high school enabling high school students to obtain up to 24 credit hours while continuing their high school studies.

Fast Track

Once high school students graduate with up to 24 college credit hours, they are already on the Fast Track! The Fast Track allows students to complete their associate degree in one year at NCCC. Students on the Fast Track should work closely with their advisors to ensure proper guidance to stay on the Fast Track and complete their degrees in a timely manner.

KIDS' COLLEGE

The annual Kids' College offers a wide variety of classes to children 7-14 years of age. Typically held the third week in June, Kids' College exposes youth to the College campus and to an assortment of learning experiences such as science, art, computer, writing, and more.

LIFETIME LEARNING

NCCC provides courses for students of all ages. Senior citizens, age 62 and older, who have been residents of Neosho County for more than six months are eligible to have their tuition and fees paid from the in-district scholarship fund. Senior citizens, age 62 and older, living outside Neosho County may apply for scholarships from the NCCC Foundation. Application and eligibility requirements are available from the NCCC Foundation. The senior citizen scholarship does not cover course fees, materials, special class fees, and book expenses that may be associated with some classes.

NON-CREDIT ONLINE COURSES

NCCC offers a variety of non-credit, online courses. Over 300 instructor-facilitated courses are available to assist in updating skills, discovering new talents, or training for a new career path. These courses start every month and run for approximately six weeks. Weekly assignments are required. General subject areas include computer programming and software, writing and publishing, health and fitness, business, history, art, continuing education for healthcare professionals, family and personal enrichment and many more. To review the complete list of courses and to see instructor biographies and course outcomes, go to www.ed2go.com/nccc.

ON-STREET MOTORCYCLE TRAINING

Offered several times throughout the year, this two-credit-hour training provides classroom and on-street instruction. Successful participants earn a Kansas Driver Education Certificate.

PROFESSIONAL CONTINUING EDUCATION

Professional continuing education is a requirement of many occupations. Staying current in new occupational knowledge and research is critical for today's professional employee. NCCC assists by providing a variety of training sessions, classes, and workshops designed for the professional. Examples include computerized/online insurance CEU's and online nursing CEU's. Other programs and classes are appropriate for submission to various state and national boards for CEU hours. Courses can be created to meet specific occupational needs.

UPWARD BOUND (TRiO Student Support Services)

NCCC Upward Bound is a federally funded education program serving high school students in Southeast Kansas. The goals of Upward Bound are to help students improve their overall high school performance and prepare students for entry into college. To be eligible, a student must apply and meet any one or more of the following:

- be a potential first-generation college student (neither parent received a four-year Bachelor's degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)
- have a documented disability

Upward Bound serves 55 students in 4 area high schools. Services available to participants include one-on-one and small group tutoring, academic advising, and weekly school meetings and Saturday activities covering a variety of topics such as test-taking skills, critical thinking skills, ACT test preparation, and study skills. Students will also be exposed to aspects of college through area college campus visits, assistance with financial aid applications and college admission applications, and a comprehensive summer college simulation experience. The NCCC Upward Bound offices are located in the Chapman Library on the Chanute campus, where a paper application may also be obtained. For more information, visit our website at <http://www.neosho.edu/Departments/UpwardBound.aspx>.

STUDENT SERVICES

ACCESS SERVICES FOR STUDENTS WITH DISABILITIES

NCCC is committed to its students and has various types of assistance available to support qualified students with disabilities. Appropriate documentation of a disability is required. Students are responsible to forward their documentation and schedule an appointment with the director of advising and articulation, 620-431-2820, ext. 280, or the assistant dean of the Ottawa campus, 785-242-2067, ext. 305. Reasonable accommodations are made based on the documentation. Available support services include, but are not limited to, note takers, scribes, extended time exams, alternative testing, tutorial services, readers, study skills instruction, computer-assisted instruction, consultation with faculty addressing individual issues, assistance in obtaining auxiliary aids and adaptive computer technology.

BOOKSTORE

Rental textbooks, purchased textbooks, and school supplies are available at the NCCC bookstore, located in the Student Union on the Chanute campus and on the Ottawa campus. The College bookstore also carries basic school supplies, College logo items such as mugs, hats, clothing and many other items. A full range of food and drink options are also available. In Chanute, the bookstore is open daily Monday through Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 5:00 p.m. The Ottawa bookstore hours are Monday through Thursday, 8:00 a.m. – 6:45 p.m., and Friday 8:00 a.m. to 5:00 p.m.

A textbook rental system is used at NCCC. The fee for the textbook rental is charged to each student's account and most textbooks are available. This system saves the student several hundreds of dollars each semester. The books that are rented are distributed through the NCCC bookstore and must be returned to the bookstore no later than 3:00 p.m. the Monday following the completion of a course or when a class has been dropped. If the book(s) are not returned on time, a late fee will be charged to the student's account and all grades and transcripts will be placed on hold until the fine has been paid.

Not all textbooks are available to rent. Lab books, computer books, workbooks, class notebooks, allied health and nursing books, among others, are not available for this service. Please check with the bookstore to see if books are available for rental or must be purchased.

Books may be picked up, ordered, and/or purchased through the Chanute and Ottawa campus bookstores or on - line at www.NCCCBookstore.neosho.edu. VISA and MasterCard cards are accepted.

The Chanute campus phone number is 620-431-2820, ext. 247, in Ottawa call 785-242-2068, ext. 356.

CENTER FOR ACADEMIC AND VOCATIONAL EXCELLENCE (CAVE)

The Center for Academic and Vocational Excellence (CAVE) is located in the basement of Chapman Library on the Chanute campus. It houses an open computer lab for students and members of the public, the developmental classes, Adult Basic Education, and STARS. The CAVE offers many services, which includes, but is not limited to, free tutoring, placement testing, GED preparation, adult basic education classes, developmental class work in reading, writing, math, and test proctoring.

FOOD SERVICE

The Chanute campus cafeteria is run by professional caterers and meets all federal, state, and local regulations. The cafeteria's all-you-can-eat menu offers an excellent variety of choices for 19 meals per week. A full range of vending options is available during the hours the cafeteria is not serving. Vending services only are available at the Ottawa campus.

HOUSING

Students on the Chanute campus may have the full "college experience" by living on campus. Students in our residence halls have cable TV and high speed Internet access. Study lounges are located on each floor, and TV and game rooms as well as a 24-hour study hall with computer access are also available. A residence life professional is on call 24 hours a day to insure the safety of our residents. Our suite-style residence hall, Bideau Hall, was built in 2000, and is home to around 200 students each semester.

Unmarried students less than 21 years of age who are enrolled full-time and not living with a parent or legal guardian are required to live in the College housing when space is available. Unmarried students under 21 years of age with dependents who live with them are not required to live in campus housing. When space is limited, College housing will be filled as follows:

- First, by date of paid application;
- Second, with international students;
- Third, with scholarship students;
- Fourth, with freshmen students;
- Fifth, with sophomore students.

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the dean of student development. This application must specify the basis for exemption. Generally, exemptions are limited to physical disability, medical, or emotional problems. The dean of student development or designee will respond in writing within five business days. If the request is denied, the request may be appealed to the president or his/her designee who will respond within five business days. This decision will be final. The housing requirement will not apply to exchange students required to reside with a host family by the exchange program. **Students who have been convicted of a felony in Kansas, or equivalent offense in another jurisdiction, shall not be eligible to live in student housing.**

INSIDE NC

Inside NC is NCCC's web portal. NCCC students may log in to Inside NC to enroll for classes, view grades, obtain course handouts, chat with classmates, receive financial aid and billing information and to check out upcoming campus events. Students should contact the student services office for a user name and password.

INTERNET ACCESS

NCCC provides on-campus access to the Internet to all students, faculty, and staff. Chanute campus locations include the Chapman Library, the CAVE, Student Union, Residence Halls, and various computer labs. Ottawa campus locations include the library, lobby, and computer labs. The Independence location is in the nursing classroom located on the fourth floor of Mercy Hospital. Wireless Internet is available throughout both campuses.

LOST AND FOUND

Lost and Found is located in the Welcome Center in the Student Union at the NCCC Chanute campus or the Administrative Office at the NCCC Ottawa campus.

All articles turned into Lost and Found (“lost items”) will be recorded with a description of the item, the date turned in, and where it was found if known. For information at the Chanute campus, contact 620-431-6222. For information at the Ottawa campus, contact 785-242-2067. Lost items that have not been claimed and picked up by the end of the semester during which they were turned into Lost and Found will be disposed of as provided in this policy.

“Lost items” as used herein shall only refer to personal property believed to be lost which is found on an NCCC campus or in NCCC vehicles.

Persons finding lost items shall turn them in at the designated location. Lost items shall not be held in departments. Staff may not claim lost items found as part of their official duties. Neosho County Community College is not responsible for lost items not turned in to Lost and Found or that have not been timely claimed and picked up. Personal property is the responsibility of the owner, and it is the responsibility of the owner to promptly contact NCCC and upon request present satisfactory proof of ownership of a lost item that has been turned into Lost and Found.

Any textbooks not claimed will be given to the bookstore. Any keys not claimed will be discarded. Other clothing and personal belongings that are not claimed within the allotted time will be donated to local charities or otherwise disposed of in the sole discretion of NCCC. Unclaimed cash will be turned into the Cashier.

STARS (TRiO Student Support Services)

Students Thriving Achieving and Recognizing Success (STARS) is a federally funded Student Support Services project. The goals of STARS are to help students stay in college, graduate from NCCC, and transfer to a four-year institution to complete their education. To be eligible for STARS a student must be a United States citizen, apply and meet any one or more of the following:

- be a first-generation college student (neither parent received a four-year Bachelor’s degree)
- meet federal income guidelines (as determined by the U.S. Department of Education)
- have a documented disability (on file with the NCCC Dean of Student Development)

STARS actively serves 160 students. Services available to participants include one-on-one and small group tutoring, academic/transfer/career advising, weekly workshops on a variety of topics, four-year campus visits, additional financial aid, cultural enrichment activities and other support services. Our purpose is to connect students with opportunity through academic achievement and personal growth. We do not succeed unless our students do!

Apply online at <http://www.neosho.edu/Departments/STARSSStudentSupportServices.aspx>. The STARS office are located in the CAVE, located in the lower level of Chapman Library on the Chanute campus, where a paper application may also be obtained.

STUDENT HEALTH

The Chanute campus provides limited on-campus medical services. Panacea Family Medicine provides healthcare services for students on campus twice a week for those experiencing colds, sore throats, need personal attention and/or have other minor medical issues. The healthcare office’s hours of operation are posted at the beginning of each semester.

NCCC does not assume responsibility for injuries incurred by students while participating in college activities. Medical services are available at local clinics and hospitals.

NCCC encourages students to update all immunizations prior to enrolling at NCCC. Students living in residence halls are strongly encouraged to obtain the meningitis vaccination.

The College reserves the right to require a medical examination of any student at any time. When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the dean of student development on the Chanute campus or the assistant dean on the Ottawa campus. The dean of student development on the Chanute campus or the assistant dean on the Ottawa campus will review the medical record and may deny permission for a student to participate in a program, course, or activity. Student athletes must provide evidence of current primary medical insurance in order to participate in a varsity sport.

There are specific health requirements for students accepted into the nursing program. For more information see the nursing program policy for student health and immunizations on the nursing program webpage located at www.neosho.edu/Departments/Nursing/Handbook.aspx (Immunization Policy at the bottom of the page).

The College does not provide general health and accident insurance for students. Some programs require student insurance. Students must contract for this type of coverage on an individual basis.

STUDENT UNION

The Student Union at Chanute is the focal point for social activity during the day. It houses the cafeteria, bookstore, Cyber Café, and Penner Lounge area. It provides areas for studying, Internet access, snacks, breaks, and meetings. The Student Union offers free WIFI and computer use as well as multiple flat-screen TVs. A lounge and vending facilities are located at the Ottawa campus. A variety of refreshments and drinks are also available in the bookstores on both campuses.

STUDENT POLICIES

CODE OF STUDENT CONDUCT AND DISCIPLINE

Current information regarding student conduct and discipline is available in the NCCC Student Handbook, and at www.neosho.edu. For more information, contact the dean of student development on the Chanute campus or the assistant dean on the Ottawa campus.

DISCIPLINARY PROBATION AND DISMISSAL

A student may be placed on disciplinary probation for behavior deemed to be detrimental to the wellbeing of the offending student or the student body, or for the infraction(s) of College rules and regulations. Should disciplinary action be deemed necessary, the student will receive in writing from the dean of student development or dean of the Ottawa campus the reason(s) for the disciplinary action and the conditions of the probationary period. For additional information, please refer to the NCCC Student Handbook.

Students may be suspended temporarily or expelled depending on the scope and nature of the infraction(s). During probation, participation in extracurricular activities may not be permitted.

DRUG-FREE CAMPUS

The possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus by students, staff, or visitors will not be tolerated. Such possession, use, sale, distribution, or manufacture by students may lead to dismissal from school. The possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus by staff may lead to termination of employment. Students, staff, or visitors involved in the possession, use, sale, distribution, or manufacture of drugs and/or alcohol on campus will be subject to prosecution under appropriate state statutes. Students are urged to be familiar with the Drug-Free Campus Policy available in the office of the dean of student development on the Chanute campus or the assistant dean on the Ottawa campus.

STUDENT GRIEVANCE PROCEDURE

See Code of Student Conduct and Discipline in the NCCC Student Handbook for all formal student appeals. See the appropriate sections of this catalog for grade appeals and for financial aid appeals.

SEXUAL HARASSMENT

Sexual harassment is defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation of an intimidating, hostile, or offensive working educational environment through repetitive verbal or physical conduct of a sexual nature by any member of the College community. *See the Sexual Harassment and Grievance Policy in the NCCC Student Handbook for more information.* The NCCC Student Handbook contains the procedure for reporting sexual harassment.

STUDENT-RIGHT-TO-KNOW

NCCC adheres to the Student Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are available upon request through the dean of student development on the Chanute campus or the assistant dean on the Ottawa campus. Campus crime statistics for calendar years are listed and categorized in the most recent NCCC Student Handbook, at www.neosho.edu, at <http://ope.ed.gov/security/index.asp>, through the dean of student development on the Chanute campus or the assistant dean on the Ottawa campus.

TOBACCO USE ON CAMPUS

Tobacco use is prohibited within any College vehicle or building, owned, leased, or rented by the College, including all distant campuses, sites, or locations. Smoking is prohibited within 35 feet from any College building with the exception of designated smoking areas identified by appropriate signage. Additionally, smoking is prohibited in the center of the Chanute main campus in the area known as the "quad" or "breezeway." This is the area between Chapman Library, the Student Union/gym, Stoltz Hall, and Sanders Hall.

AWARDS AND HONORS

HONOR ROLLS

Students who complete 12 semester credit hours or more and achieve a 4.0 GPA are placed on the President's Honor Roll at the close of each semester. Students who complete 12 semester credit hours or more and achieve a 3.50 to 3.99 GPA are placed on the Vice-President's Honor Roll. Course numbers under 100 cannot be counted in determining either honor roll.

HONORS SCHOLAR

Students who complete 12 hours of honors courses while at NCCC, maintain a minimum GPA of 3.3, and participate in Honors Program activities will be recognized at graduation and on their transcript as Honors Scholars.

OUTSTANDING GRADUATE BY DEPARTMENT

Each division may present Outstanding Student Awards based upon their own criteria. These awards are given each year at the end of the spring semester.

SIGMA ALPHA

Sigma Alpha is an honorary scholastic society. Its purpose is to promote scholarship among the students of

NCCC. Members of the society are chosen from the upper ten percent of the graduating class who qualify with a minimum GPA of 3.5. Course numbers under 100 cannot be counted in determining membership.

WHO'S WHO

"Who's Who Among Students in American Community and Junior Colleges" is an honorary organization open to all NCCC students. Membership selection is determined by staff recommendations after consideration of several elements: academic performance, participation in activities/community engagement, leadership, and other demonstrations of citizenship. Students name to this organization are listed in the annual publication of the organization.

STUDENT ACTIVITIES – CHANUTE CAMPUS

ATHLETICS

NCCC is a member of the Kansas Jayhawk Community College Conference (KJCCC). This allows NCCC to maintain a regular intercollegiate athletic schedule in basketball, volleyball, baseball, soccer, wrestling, softball, cross country, and track. All athletes on any intercollegiate athletic team must meet the requirements set forth by the conference and the National Junior College Athletic Association (NJCAA). The KJCCC, as well as the NJCAA, is organized for the purpose of controlling, maintaining, and promoting intercollegiate athletics as a vital part of the curriculum of the member colleges.

NCCC is a member of the NJCAA, a non-profit organization. The primary purpose of the NJCAA is to promote and foster junior college athletics on intersectional and national levels so results are consistent with the total educational programs of the member college.

The KJCCC recognizes all-conference teams each year from each division. The NJCAA also honors All-American and Academic All-American Teams. NCCC athletes have won numerous All-American and Academic All-American honors.

INTRAMURALS

NCCC offers intramural activities for students at the Chanute campus. Activities vary from year to year based on student requests. Some popular offerings are flag football, pool tournaments, basketball and Texas Hold'Em tournaments.

NC PANTHER SPIRIT PROGRAM

The NC Panther Spirit Program consists of co-ed cheer and the dance team. Tryouts are held in the spring to fill the team for the following year. Each squad attends summer camp, performs and appears at numerous sporting events, and participates in community service activities.

SOCIAL EVENTS

The Student Senate provides dances and other social functions for the student body. Clubs also provide activities that may include only members of the particular club or group.

STUDENT ACTIVITIES

A variety of activities are offered for students. Admission to all student activities is free with an NCCC ID.

STUDENT PARTICIPATION

Students are given an opportunity to participate in institutional decision making as members of many

institutional committees. Membership is determined by the Student Senate.

THEATRICAL PRODUCTIONS

Theatrical productions are regularly scheduled throughout the school year. Anyone is eligible to audition for the productions. Experience is not necessary or critical. Each production is different and requires new faces for new challenges. Credit by enrolling in theatre workshop is encouraged for those who participate. All students are encouraged to take part in these productions.

VOCAL MUSIC

Bella Voce, a select women's ensemble, open to all female students by audition, performs secular and sacred music from various time periods, folk songs, spirituals, and contemporary favorites. This group presents at least two on-campus concerts per year, and also participates in various regional and national choral festivals.

In addition, the St. Cecilia Community Choir (listed as MUSI 187 Concert Choir) is open to all students without audition. Every ensemble carries one semester hour of credit. Vocal music scholarships are available to qualified students.

CLUBS AND ORGANIZATIONS – CHANUTE CAMPUS

Neosho County Community College is dedicated to the personal development of each student. Getting involved with student life on campus is one way to develop yourself as a whole person, gain valuable out-of-the-classroom experience and connect with fellow students, faculty and staff in a friendly supportive environment.

A valuable component of your college community is through clubs and organizations sponsored by different departments or faculty members. Students interested in joining a club or organization should contact the dean of student development. The following clubs and organizations are active on the NCCC Chanute campus.

ACADEMIC EXCELLENCE CHALLENGE TEAM

The Academic Excellence Challenge Team is a group of students from NCCC who compete against other students from Kansas community colleges in a scholar bowl format. The students spend the year practicing in mock competitions and in scrimmage competitions with other community colleges. The official competitions take place in the spring and consist of preliminary, regional, sub-state, and state final competition. Each year NCCC recruits a team of eight members to participate in the program. To be eligible to compete, students must be enrolled in at least six credit hours. A team member must have earned at least a 2.0 cumulative GPA, have completed no more than 72 semester hours, and may not have a college degree. A team member may participate for a maximum of two years.

ART CLUB

The Art Club is a campus organization that provides educational activities in the visual arts for club members and the College community. Club activities promote the practical and cultural value of art, the development of personal creativity and art career awareness. The Art Club is open to all students who have an interest in art.

CRAFTING OF YARN CLUB

The purpose of the Crafting of Yarn Club is to promote the understanding of the needle arts, specifically knitting and crocheting, to foster creative potential and growth, and to promote healthy social interaction through the needle arts. At least one community service project will be done during the school year at a time determined by club members. Membership is open to all students.

FELLOWSHIP OF CHRISTIAN ATHLETES

The mission of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowships and in the fellowship of the Church.”

HONORS PROGRAM

The Honors Program challenges students to take honors level courses, practice leadership skills, and experience being a member of an exciting learning community.

NCCC’s Honors Program offers a unique and challenging learning experience to students with the desire to excel. Members of the program have the opportunity to enroll in special sections (via contract basis) of select general education courses that will provide a stimulating learning experience. Members will also be encouraged to realize their full potential and responsibility for leadership by studying leadership skills using current research and classic examples. They will share these experiences as a member of an exciting and committed learning community.

To graduate from NCCC as an Honors Scholar the student will:

- complete 12 or more hours of honors courses,
- have a minimum GPA of 3.3, and
- fulfill all other requirements of the Honors Program.

For more information refer to the College web site or the honors program coordinator.

INTERNATIONAL STUDENT CLUB

It is the mission of the International Student Club to promote understanding and good will among students of different nations and cultures, to share ideas and diverse perspectives in solutions to identified problems.

To immerse themselves in the community, international club members participate in a variety of community services – Chanute Public Library annual book sale, Chanute Chamber of Commerce and Office of Tourism annual pancake breakfast, various radio programs and community organizations where information about specific cultures are shared.

Membership is open to all students.

LITERATURE AND THE MOVIES CLUB

Literature and the Movies is a club that meets once a month during the spring and fall semesters. First, students read a piece of literature. Then, the group meets to watch the movie based on the work and to compare and contrast the two.

MARY GRIMES STUDENT NURSE ASSOCIATION (MGSNA)

Nursing students are encouraged to become active members in MGSNA. Membership in MGSNA gives the student an opportunity to learn and practice leadership skills at a local level. MGSNA is open to students currently enrolled in the nursing program. Activities are related to school, social, and community projects. Nursing students are members of the Kansas Association of Nursing Students (KANS) organization. This organization offers the students an opportunity to develop leadership skills and become active in legislative concerns that face the nursing profession. Organizational activities may include school, social, and community projects. Health insurance coverage is available to members at a reasonable rate. Membership in KANS give the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. It also prepares the student to be active in a professional organization after graduation. KANS is open to all pre-nursing students in addition to those enrolled in the nursing program. Activities are related to school, social and community projects.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The purpose of the National Technical Honor Society at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Members are students who excel in school work and in the community. Members are rewarded for going above and beyond what is required as a student.

Membership in NTHS can consist of members, provisional members, alumni members, and honorary members. *See the Student Handbook for membership rules.*

PANTHER HISTORIAN CLUB

The Panther Historian Club is a campus organization open to all students. Its objective is to provide social, career, and educational activities as they relate to the field of history and social sciences.

PANTHER PLAYERS

For anyone interested in participating in theatre or those who just enjoy attending theatre. Panther Players helps support NCCC's theatre productions as well as attend other theatre productions from high school, community, college and professionals. The group meets at least once a month to discuss club business and upcoming events.

PHI THETA KAPPA (ΦΘΚ)

The purpose of the Omega Iota Chapter of Phi Theta Kappa at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Each year Phi Theta Kappa, in cooperation with *USA Today*, encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American Team that is recognized each year at an awards ceremony.

Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. *See the Student Handbook for membership rules.*

SCIENTIFICALLY MINDED ADVENTURER'S CLUB

This organization is for students who have an interest and/or curiosity in the various fields of biology, chemistry and physics. All students are eligible for membership and are encouraged to join and become involved in the club. The club offers opportunities for participation in professional activities featuring guest speakers, technical demonstrations, journal article reviews, science fair participation, and field trips. Several social activities and fundraisers will be planned each year. This organization is interested in promoting the college and personal growth through science and activities. This club meets on the Chanute Campus.

STUDENT AMBASSADORS

NCCC Student Ambassadors are students selected by the student services staff to represent the College at various College and community functions. Student Ambassadors also participate in various community service projects, such as reading to students at local elementary schools.

STUDENT SENATE

The Student Senate is the governing agency of the student body. Its goal is to promote student interests in all

phases of campus life. The executive council of this body consists of president, vice-president, and secretary-treasurer elected by the student body in a general election.

The senators consist of two sophomores and two freshmen. One representative from each of the active clubs of the College is also a voting member. The Student Senate has the responsibility of coordinating the social functions of the College and cultivating a desirable College spirit through extracurricular activities. Each of the clubs on campus is chartered by the Student Senate.

STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS – OTTAWA CAMPUS

Neosho County Community College is dedicated to the personal development of each student. Getting involved with student life on campus is one way to develop yourself as a whole person, gain valuable out-of-the-classroom experience and connect with fellow students, faculty and staff in a friendly supportive environment.

A valuable component of your college community is through clubs and organizations sponsored by different departments or faculty members. Students interested in joining a club or organization should contact the assistant dean of the Ottawa campus. The following clubs and organizations are active on the NCCC Ottawa campus.

HONORS PROGRAM

The Honors Program challenges students to take honors level courses, practice leadership skills, and experience being a member of an exciting learning community.

The Neosho County Community College Honors Program offers a unique and challenging learning experience to students with the desire to excel. Members of the program have the opportunity to enroll in special sections (via contract basis) of select general education courses that will provide a stimulating learning experience. Members will also be encouraged to realize their full potential and responsibility for leadership by studying leadership skills using current research and classic examples. They will share these experiences as a member of an exciting and committed learning community.

To graduate from NCCC as an Honors Scholar the student will:

- complete 12 or more hours of honors courses,
- have a minimum GPA of 3.3, and
- fulfill all other requirements of the Honors Program.

For more information refer to the College web site or the honors program coordinator.

MARY GRIMES STUDENT NURSE ASSOCIATION (MGSNA)

Nursing students are encouraged to become active members in MGSNA. Membership in MGSNA gives the student an opportunity to learn and practice leadership skills at a local level. MGSNA is open to students currently enrolled in the nursing program. Activities are related to school, social, and community projects. Nursing students are members of the Kansas Association of Nursing Students (KANS) organization. This organization offers the students an opportunity to develop leadership skills and become active in legislative concerns that face the nursing profession. Organizational activities may include school, social, and community projects. Health insurance coverage is available to members at a reasonable rate. Membership in KANS give the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. It also prepares the student to be active in a professional organization after graduation. KANS is open to all pre-nursing students in addition to those enrolled in the nursing program. Activities are related to school, social and community projects.

NC SCRUB CLUB

The NC Scrub Club is the surgical technology student organization that fosters growth and strength of its members through learning and practicing leadership skills, teamwork and humanitarianism. Group activities are directed toward service to the community and promotion of the education and profession of surgical technology.

OCCUPATIONAL THERAPY ASSISTANT STUDENT ORGANIZATION (OTASO)

All students accepted into the occupational therapy assistant program have the opportunity to participate in the NCCC Occupational Therapy Assistant Student Organization (OTASO). Involvement in this organization gives OTA student members opportunities for: professional leadership, promoting professional awareness, promoting professional collaboration (KOTA) and organize community services opportunity. Officers are elected yearly.

OTTAWA BIOLOGY CLUB

The Ottawa Biology Club is open to all students who wish to deepen their understanding of biological concepts and broaden their experience with hands on activities. Each month the club will select various activities, projects, or field trips that students can directly participate in. The club will focus on activities that may not be taught in the classroom, or performed in the lab, so students gain additional exposure to new concepts. The biology club is a great way to get involved in science, meet new people, and open new doors to the world of biology.

PANTHER STAMPERS CLUB

The Panther Stampers Club is a campus organization that is open to all students, particularly those interested in helping others. The mission of the club is to provide an avenue for students to participate in a philanthropic activity as well as to foster humanitarianism in students. During meetings, members use creative skills to make greeting cards which are then donated to various charities. This club meets on the Ottawa campus.

PHI THETA KAPPA (ΦΘΚ)

The purpose of the Beta Nu Iota Chapter of Phi Theta Kappa at NCCC is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this College.

Each year Phi Theta Kappa, in cooperation with *USA Today*, encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American Team that is recognized each year at an awards ceremony.

Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. *See the Student Handbook for membership rules.*

STUDENT SENATE

The Student Senate represents and serves the student body in order to enhance the college experience through the empowerment of all students. The Senate is committed to providing students the opportunity to be heard about current issues on campus, to propose changes for the future and to become involved in community service. The Senate promotes student, faculty and staff interaction on the Ottawa campus through a variety of social, academic and philanthropic activities.

Elections are held at the beginning of each academic year.

GENERAL EDUCATION MISSION AND OUTCOMES

GENERAL EDUCATION MISSION

General education is viewed as the knowledge, perspectives, attitudes, and skills that become a part of the educational experience of all students, whatever their chosen fields of study. In keeping with the mission of the College, general education courses are designed to enrich our communities and our students' lives. These courses are intended to provide the foundation for success in the classroom and beyond.

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

DEGREE REQUIREMENTS

The Board of Trustees grants the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees. Requirements for the degrees include the successful completion of a minimum of sixty-four (64) semester hours credit and a minimum cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least eighteen (18) credit hours from NCCC. Requirements for graduation may be completed during any semester. Any change in graduation requirements must be approved by the vice president for student learning.

Course numbers under 100 will not count toward the sixty-four (64) credit hours required for the associate degrees.

All currently enrolled students who plan to graduate at the conclusion of any given semester must file an Intent to Graduate form at the time they enroll for their final semester so that their records may be checked to ensure that all graduation requirements have been met.

Candidates for the Associate of Applied Science in Nursing have additional requirements for graduation. *See the AAS in Nursing program sheet for more information.*

Students choosing to graduate under the Kansas Transfer Articulation Agreement must meet additional course requirements in completing the AS and AA Degrees.

CERTIFICATE REQUIREMENTS

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful

completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate.

All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file an Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Candidates for the Licensed Practical Nursing certificate have additional requirements. *See the Licensed Practical Nursing program sheet for more information.*

CATALOG COMPLIANCE

Students have six years to complete their associate degree or certificate requirements under the NCCC catalog that was in use at the time of their first date of attendance. Students have the option of following the degree requirement of any subsequent catalog in place after they begin their studies at NCCC. NCCC uses an annual catalog, beginning with the 2012-13 academic year. Students beginning their college enrollment in the fall 2013 semester under this six year provision will have until the summer of 2019 to complete their degrees under this catalog.

DEGREES OFFERED

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

The Associate of Applied Science degree is designed for individuals who wish to begin a career upon graduation. Students completing this program will receive an Associate of Applied Science degree and a two-year certificate in the occupational specialty.

Specialization and Related Courses/Competencies42-48 hours

- A. Specialization courses/competencies from major technical specialty
- B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines

Computer Literacy Proficiency 1-3 hours

Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

General Education Courses/Competencies12-25 hours

- A. English Composition I and Interpersonal Communication – required
- B. Other general education courses selected from: communication, math, science, social or behavioral science, arts and humanities, or physical education

First Year Seminar (or approved substitute)..... 1 hour

(May be waived for transfer students with 15+ hours)

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours of the last twenty-four (24) credit hours must be in residence at NCCC
- C. Total of sixty-four (64) to seventy-two (72) credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC.

ASSOCIATE OF ARTS (AA) DEGREE

The Associate of Arts degree is designed for students planning to transfer to pursue a bachelor's degree in a liberal arts field.

Communications **9 hours**
English Composition I, English Composition II, Fundamentals of Speech

Computer Literacy Proficiency..... **3 hours**
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics **11-13 hours**
A. Two science courses with one course having a lab component; additionally, one of the science courses must be considered a biological science and the other must be considered a physical science; and
B. One mathematics course, including College Algebra or a higher level math course

Social and Behavioral Sciences **9 hours**
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

Arts and Humanities..... **12 hours**
Choose from *at least* three areas: art*, music*, theatre*, history, language, literature, or philosophy (*performance/participation classes do not meet this requirement)

Physical Education..... **1 hour**
Lifetime Fitness

First Year Seminar (or approved substitute)..... **1 hour**
(May be waived for transfer students with 15+ hours)

Appropriate Field of Study..... **16-18 hours**
Appropriate field of study in liberal arts
For example: study in English, fine arts, education, history, humanities, language, music, social science, or general liberal arts

- Other Requirements**
- A. Pre- and post-assessments as required by NCCC
 - B. Eighteen (18) credit hours must be in residence at NCCC
 - C. Total of sixty-four 64 credit hours
 - D. Cumulative GPA of 2.0 or higher
 - E. Must clear all holds and obligations to NCCC

ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE

The Associate of General Studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.

Communications **6 hours**
English Composition I required, plus English Composition II or Fundamentals of Speech or Interpersonal Communications

Computer Literacy Proficiency..... **1-3 hours**
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics **8-10 hours**
One biological or physical science and a science lab course, and one mathematics including Intermediate Algebra or a higher level math course

Social and Behavioral Sciences **9 hours**

Arts and Humanities..... 9 hours

Physical Education 1 hour
Lifetime Fitness

First Year Seminar (or approved substitute)..... 1 hour
(May be waived for transfer students with 15+ hours)

The remaining credits may be selected from various program emphasis areas recommended by the student's academic advisor**25-29 hours**

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours must be in residence at NCCC
- C. Total of sixty-four (64) credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science degree is designed for students planning to transfer to pursue a bachelor's degree in business, education, engineering, mathematics, social or behavioral science, biological science, or related technologies.

Communications 9 hours
English Composition I, English Composition II, Fundamentals of Speech

Computer Literacy Proficiency 3 hours
Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hours

Science and Mathematics 13-15 hours
A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a biological science and the other must be considered a physical science; and
B. One mathematics including College Algebra or a higher level math course

Social and Behavioral Sciences 9 hours
General Psychology and six credit hours from two of the following areas: economics, geography, political science, psychology, and/or sociology

Arts and Humanities..... 9 hours
Choose from three areas: art*, history, drama*, language, literature, music* and humanities (*performance/participation classes do not meet this requirement)

Physical Education 1 hour
Lifetime Fitness

First Year Seminar (or approved substitute)..... 1 hour
(May be waived for transfer students with 15+ hours)

Appropriate Field of Study 17-19 hours
A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

Other Requirements

- A. Pre- and post-assessments as required by NCCC
- B. Eighteen (18) credit hours must be in residence at NCCC
- C. Total of sixty-four (64) credit hours
- D. Cumulative GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

DEGREE REVOCATION POLICY

It is the policy of NCCC that a degree may be revoked when it is demonstrated by clear and convincing evidence that:

1. A degree has been erroneously conferred when all requirements had not been satisfied at the time the degree was granted.
2. A degree has been erroneously conferred as a result of an act of academic dishonesty.

PROGRAM EMPHASIS GUIDES FOR DEGREES AND CERTIFICATES

Kansas Transfer Articulation Agreement Associate of Arts and Associate of Science

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 study has met the requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will have satisfied the general education requirements of all Regents' universities. Students transferring to Regents' institutions who have not completed an Associate of Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college.

Points of Clarification

1. This agreement applies only to Associate of Arts and Associate of Science 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 an Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
 - a) Each receiving institution has the right to determine admission standards to the 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.

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

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

Course Sequence

The listing that follows is the recommended sequence of courses for full-time students. All students should generally complete the courses listed under Semester I before moving on to Semester II. Be sure to consult the course descriptions. It is very important to select the four-year college or university to which transfer is intended as soon as possible, preferably before completion of 30 credit hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
MATH 113/110	College Algebra or College Algebra w/review	3-5
PSYC 155	General Psychology	3
Total		16-18

(Spring) Semester II		
HPER 150	Lifetime Fitness	1
ENGL 289	English Composition II	3
	Laboratory Science Elective	5
	Arts and Humanities Elective	3
	Social/Behavioral Science Elective	3
Total		15

(Fall) Semester III		
	Laboratory Science Elective	5
	Social/Behavioral Science Elective	3
	Arts and Humanities Elective	3
	Program Elective	3
	Program Elective	3
Total		17

(Spring) Semester IV		
	Social/Behavioral Science Elective	3
	Arts and Humanities Elective	3
	Arts and Humanities Elective	3
	Program Elective	3
	Program Elective	1-3
	Program Elective	3
Total		16-18

Total Program Credits **64-68**

For more information contact:

Registrar
Susan Haddan, 620-431-2820, ext. 217
shaddan@neosho.edu

Accounting

Level I and Level II Certificates Associate of Applied Science

The Associate of Applied Science in Accounting is a two-year degree with stackable credentials for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts which could be encountered while employed. Level II certification provides more in depth business content and an internship. The Accreditation Council for Business Schools and Programs (ACBSP) accredits the AAS degree. Career areas may include: accounting clerk, staff accountant, bookkeeper, payroll clerk, cashier, treasurer, administrative assistant, and office manager.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, PSYC 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

ACCT 108 College Accounting, ACCT 201 Financial Accounting I, ACCT 202 Managerial Accounting, ACCT 107 Payroll Accounting, ACCT 205 QuickBooks Accounting, OTEC 107 Office Systems and Procedures, OTEC 123 Office Machines, and MGMK 147 Intro to Management.

Program Elective Courses

MGMK 135 Human Relations and Supervision, BUSI 106 Business Math or other approved math course, ECON 200 Microeconomics or ECON 201 Macroeconomics, BUSI 114 Business Law, or other approved electives.

Program Outcomes

1. List and perform the steps in the accounting cycle.
2. Prepare basic external financial statements, including the income statement, balance, and statement of cash flows.
3. Evaluate a company's performance using financial statement analysis tools and techniques.
4. Perform accounting procedures for a firm's internal information needs.
5. Explain and employ the accrual basis of accounting.
6. Define basic generally accepted accounting principles.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
9. Prepare the required Federal and Kansas payroll reports.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
ACCT 108	College Accounting	3
MGMK 101	Intro to Business	3
BUSI 106	Business Math or Approved Math Course	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
OTEC 107	Office Systems and Procedures	3
PSYC 100	First Year Seminar	1
Total		16

(Spring) Semester II

ACCT 205	QuickBooks Accounting	3
MGMK 135	Human Relations and Supervision	3
OTEC 123	Office Machines	2
BUSI 118	Business Communications	3
SOSC 101	American Government	3
	Approved Business Program Elective	3
Total		17

Level I Certificate Credits

30 - 33

(Fall) Semester III

ACCT 201	Financial Accounting I	3
ACCT 107	Payroll Accounting	3
MGMK 147	Intro to Management	3
ENGL 101	English Composition I	3
HPER 150	Lifetime Fitness	1
	Approved General Ed Course	3
Total		16

Level II Certificate Credits

46 - 49

(Spring) Semester IV

ACCT 202	Managerial Accounting	3
COMM 213	Interpersonal Communications	3
ECON 200/201	Microeconomics or Macroeconomics	3
BUSI 114	Business Law	3
CSIS 111	Spreadsheet Applications	1
BUSI 112	Business Field Study or Approved Business Program Elective	2
Total		15

Associate of Applied Science Degree Program Credits

64

For more information contact:

Program advisor
Linda Jones, 620-431-2820, ext. 227
ljones@neosho.edu

Art

Associate of Arts

The Associate of Arts with an emphasis in Art at NCCC offers two major areas of study in the visual arts. The fine arts area is designed to serve as an introduction to creative art via actual work in drawing, painting, sculpture, photography and special projects; to provide the student an understanding of the practical and cultural values of appreciation in art and to serve as an introductory study for those students who plan to major in art, design, architecture or related fields. The computer graphics area serves as an introduction to computer assisted graphic design and desktop publishing via the medium of the computer. Both areas offer students ample opportunities for creative development and career orientation.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

ART 100 Design, ART 113 Drawing I, ART 277 Painting I. ART 266 Sculpture, ART 121 Computer Graphics, ART 102 Art Appreciation.

Program Elective Courses

ART 123 Intro to Graphic Design, ART 155 Basic Printmaking, ART 220 Digital Photography I, ART 244 Ceramics, ART 209 Creative Art: Digital Video.

Program Outcomes

1. Students will develop competence in learned technique/processes of traditional and computer assisted art media.
2. Students will develop an understanding of the use of the elements and principles of design in the creative process.
3. Students will become expressively fluent in one or more of the following media including drawing, painting, printmaking, graphic design, photography, sculpture and ceramics.
4. Students will identify various art forms from civilizations throughout history with special emphasis on understanding the significance of art to the culture in which it was produced.
5. Students will be capable of critically examining and evaluating works of visual art.
6. Students will become aware of the unique role that the visual arts play in contemporary society.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
ART 113	Drawing I	3
ART 100	Design	3
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
MATH 113	College Algebra	3
PSYC 100	First Year Seminar	1
Total		16

(Spring) Semester II		
ENGL 289	English Composition II	3
ART 121	Computer Graphics	3
ART 277	Painting I	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
HUM 110	Humanities I	3
HPER 150	Lifetime Fitness	1
Total		16

(Fall) Semester III		
PSYC 155	General Psychology	3
	Physical Science w/Lab or Biological Science w/Lab*	5
ART 102	Art Appreciation	3
HIST 201	U.S. History I	3
	Program Electives	3
Total		17

(Spring) Semester IV		
HIST 207	World Geography	3
COMM 105	Theatre Appreciation	3
	Physical Science w/out Lab or Biological Science w/out Lab*	3
SOSC 100	Intro to Sociology	3
ART 266	Sculpture	3
Total		15

Total Program Credits **64**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
Brad Wilkinson, 620-431-2820, ext. 223
bwilkinson@neosho.edu

Biology

Associate of Science

The Associate of Science with an emphasis in Biological Science at NCCC offers undergraduate training in biology. Emphasis may include botany and zoology, as well as preparation for professional schools such as nursing, allied health, pre-med, and veterinary medicine.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

BIOL 251/252 Biology I/Lab, CHEM 215/216 College Chemistry I/Lab, BIOL 255/256 Biology II/Lab, CHEM 225/226 College Chemistry II/Lab, MATH 150 Analytic Geometry and Calculus I.

Program Elective Courses

BIOL 115/116 Environmental Life Sciences/Lab, BIOL 205 Prehistoric Life, BIOL 299 Independent Study, PHYS 100/130 Introductory College Physics I/Lab.

Program Outcomes

Students will develop an understanding of the following:

1. Scientific method and the history of science.
2. Metric system and microscopy.
3. Basic chemistry of life.
4. Cellular structures and functions.
5. Mitosis and meiosis.
6. Patterns of inheritance.
7. Cellular respiration and photosynthesis.
8. Organismal classification.
9. Principles of ecology.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
BIOL 251	Biology I	3
BIOL 252	Biology I Lab	2
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 113	College Algebra	3
	Social/Behavioral Science Elective	3
	Total	15

(Spring) Semester II		
BIOL 255	Biology II	3
BIOL 256	Biology II Lab	2
ENGL 289	English Composition II	3
HPER 150	Lifetime Fitness	1
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
	Arts/Humanities Elective	3
	Arts/Humanities Elective	3
	Total	18

(Fall) Semester III		
MATH 150	Analytic Geometry and Calculus I	5
PSYC 155	General Psychology	3
COMM 207	Fundamentals of Speech	3
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
	Total	16

(Spring) Semester IV		
CHEM 225	College Chemistry II	3
CHEM 226	College Chemistry II Lab	2
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Program Elective	5
	Total	16

Total Program Credits **65**

For more information contact:

Program advisors
Steve Yuza, 620-431-2820, ext. 242
syuza@neosho.edu
Sarah Robb, 620-431-2820, ext. 266
srrobb@neosho.edu
Andrew Ouellette, 620-431-2820, ext. 225
aouellette@neosho.edu
Michael Campbell, 785-242-2067, ext. 328
mcampbell@neosho.edu
Eric Row, 785-242-2067, ext. 340
erow@neosho.edu

Business Administration

Associate of Science

The Associate of Science with an emphasis in Business Administration is a two-year degree for students who intend to transfer to a university upon graduation from NCCC. Upon transfer, chosen majors may include accounting, business administration, computer information systems, economics, finance, management, or marketing.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MGMK 101 Intro to Business, CSIS 100 Computer Concepts and Applications or CSIS 130 Intro to Computer Information Systems, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, ECON 200 Microeconomics, and ECON 201 Macroeconomics.

Program Elective Courses

BUSI 114 Business Law, MGMK 136 Marketing, MGMK 147 Intro to Management or MGMK 105 Small Business Management, and BUSI 118 Business Communications.

Important Note: Students should contact transfer institutions of their choice to determine if these courses transfer directly as a degree requirement or as elective credit.

Program Outcomes

1. Display adequate human relation skills and recognize the relationship to customer service, employee relations, teamwork, and productivity.
2. Recognize the importance of attendance and personal appearance in achieving organizational and career goals.
3. Demonstrate the proper use of different forms of electronic communications.
4. Display a set of personal and business standards/values that are socially acceptable in regard to family, work, and diverse cultural situations.
5. Demonstrate a basic knowledge of marketing.
6. Demonstrate the use of basic accounting terminology, principles, and practices involving business situations.
7. Prepare and evaluate basic external financial statements, including an income statement, balance sheet, and statement of cash flows.
8. Discuss the basic principles and problems of economics.
9. Describe the function of money, money development, and operations of the money and banking system.
10. Utilize computer application software.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
MGMK 101	Intro to Business* or Transfer Course	3
ACCT 108	College Accounting* (if no previous accounting) or Transfer Course	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
PSYC 100	First Year Seminar	1
Total		16

(Spring) Semester II

ACCT 201	Financial Accounting I	3
ENGL 289	English Composition II	3
MATH 113	College Algebra or higher level math	3
PSYC 155	General Psychology	3
HPER 150	Lifetime Fitness	1
	Arts/Humanities Approved Course	3
Total		16

(Fall) Semester III

ECON 200	Microeconomics	3
	Biological Science with Lab	5
	Social Science Approved Course	3
	Arts/Humanities Approved Course	3
	Business Transfer Courses	4
Total		18

(Spring) Semester IV

ACCT 202	Managerial Accounting	3
ECON 201	Macroeconomics	3
MATH 143	Elementary Statistics or Business Transfer Course	3
	Arts/Humanities Approved Course	3
	Physical Science with Lab	5
Total		17

Total Program Credits

67

*Course may not be required for business degrees at Kansas Regents' universities. Students should determine transfer institution requirements.

For more information contact:

Program Advisors

Accounting: Linda Jones, 620-431-2820, ext. 227

ljones@neosho.edu

Computer Science: Charles Babb, 620-431-2820, ext. 275

cbabb@neosho.edu

Computer Science: Chad DeVoe, 620-431-2820, ext. 226

cdevoe@neosho.edu

Management/Marketing: Richard Webber, 620-431-2820, ext. 284

rwebber@neosho.edu

Chemistry and Pre-Chemical Engineering

Associate of Science

The Associate of Science with an emphasis in Chemistry and Pre-Chemical Engineering at NCCC provides the general education courses normally taken in the first two years at a four-year college or university, with major in chemistry or chemical engineering. Study in college chemistry, calculus, and physics will prepare the student for the junior level at four-year universities. Furthermore, it will equip a student with the basic chemistry techniques and technology used in chemistry labs.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

CHEM 215/216 College Chemistry I/Lab, CHEM 225/226 College Chemistry II/Lab, MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses

For biochemistry: BIOL 251/252 Biology I/Lab, BIOL 255/256 Biology II/Lab.

For chemical engineering: MATH 253 Analytic Geometry and Calculus III.

Program Outcomes

1. Demonstrate an understanding of chemical calculations and in solving stoichiometry problems.
2. Describe atomic structure, periodicity, chemical reactions, chemical bonds and name chemical compounds.
3. Define matter and demonstrate an understanding of the properties of solids, liquids, and gases in relation with energy.
4. Define and classify acids and bases and the different reactions they undergo.
5. Demonstrate an understanding in measuring; mechanics of motion and thermal properties of matter by application in problem solving.
6. Demonstrate an understanding of electricity, magnetism, and optics by application in problem solving.
7. Gather and record qualitative and quantitative data accurately, and master basic lab techniques such as the use of graphing calculators in mathematics and in physics.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 150	Analytic Geometry and Calculus I*	5
CSIS 100/130	Computer Concepts and Applications or Intro Computer Information Systems	3
Total		17

(Spring) Semester II

CHEM 225	College Chemistry II	3
CHEM 226	College Chemistry II Lab	2
MATH 155	Analytic Geometry and Calculus II	5
ENGL 289	English Composition II	3
PSYC 155	General Psychology	3
Total		16

(Fall) Semester III

PHYS 104	Engineering Physics I**	4
PHYS 140	Engineering Physics I Lab**	1
COMM 207	Fundamentals of Speech	3
HPER 150	Lifetime Fitness	1
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
Total		18

(Spring) Semester IV

PHYS 105	Engineering Physics II	4
PHYS 145	Engineering Physics II Lab	1
	Biological Science and Lab	5
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
Total		16

Total Program Credits

67

*Assuming the student has passed the equivalent of College Algebra, if not, enroll in MATH 125 College Algebra and Trigonometry (5 cr hrs), or MATH 122 Plane Trigonometry (3 cr hrs) instead.

**The student could enroll in PHYS 100/130 Introductory College Physics I/Lab (5 cr hrs) instead. However, PHYS 104/140 Engineering Physics I/Lab (5 cr hrs) are strongly recommended.

For more information contact:

Program Advisor
Luka Kapkiai, 620-431-2820, ext. 530
lkapkiai@neosho.edu

Computer Information Systems

Associate of Applied Science

The Associate of Applied Science in Computer Information Systems is a two-year degree for students who intend to seek immediate employment upon graduation. Career areas will depend upon which programming languages and recommended electives the student chooses and may include: computer programmer, data base administrator, office manager, network administrator, web-page designer, and data entry clerk.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, PSYC 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 117 Intro to Web Page Design, CSIS 100 Computer Concepts and Applications or CSIS 130 Intro to Computer Information Systems, CSIS 250 Advanced Programming Methods, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, or approved business electives.

Program Elective Courses

Program electives should be discussed with an advisor and may be selected to fit specific goals and requirements. Choose from the following list: ACCT 108 College Accounting, ECON 200 Microeconomics, ECON 201 Macroeconomics, MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, BUSI 106 Business Mathematics, MATH 113 College Algebra, ETEC 194 Intro to Technology Systems, BUSI 114 Business Law, BUSI 118 Business Communications, or approved business electives.

Program Outcomes

1. Demonstrate effective written and oral communication skills.
2. Make ethical decisions incorporating the standards of the profession.
3. Collaborate with others in a team project setting.
4. Identify the function and use of common hardware and software components
5. Apply principles of accounting, economics, management, and marketing in the workplace
6. Utilize computer application software
7. Demonstrate entry-level programming skills

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
MGMK 101	Intro to Business	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
MATH 113	College Algebra or	3
BUSI 106	Business Mathematics	
CSIS 230	Visual Basic Programming	3
Total		16
(Spring) Semester II		
ETEC 194	Intro to Technology Systems	3
CSIS 240	C++ Programming	3
BUSI 118	Business Communication	3
CSIS 117	Intro to Web Page Design	1
	Approved Business/Computer Elective	3
	Approved General Education Elective	3
Total		16
(Fall) Semester III		
ACCT 201	Financial Accounting	3
CSIS 237	Java Programming	3
ECON 200	Microeconomics	3
	Approved Business/Computer Elective(s)	3-6
	Approved General Education Elective	3
Total		15-18
(Spring) Semester IV		
ACCT 202	Managerial Accounting	3
CSIS 250	Advanced Programming Methods	3
ECON 201	Macroeconomics	3
COMM 213	Interpersonal Communications	3
	Approved Business/Computer Electives	4-6
Total		16-18
Total Program Credits		64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisors
Charles Babb, 620-431-2820, ext. 275
cbabb@neosho.edu
Linda Jones, 620-431-2820, ext. 227
ljones@neosho.edu
Chad DeVoe, 620-431-2820, ext. 226
cdevoe@neosho.edu

Computer Support Specialist

Associate of Applied Science

The Associate of Applied Science in Computer Support Specialist is a two-year degree for students who intend to seek immediate employment upon graduation. The Computer Support Specialist installs, maintains, and repairs computer hardware, software, and networks, and provides support services to system users. Duties of a computer support specialist typically include the diagnosis of system hardware and software failures and the performance of actions necessary to correct such problems.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, PSYC 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

CSIS 100 Computer Concepts and Applications or CSIS 130 Intro to Computer Information Systems, CSIS 117 Intro to Web Page Design, CSIS 229 Advanced Web Page Design, ETEC 105 Intro to Networking, ETEC 106 CISCO Networking II, ETEC 146 Microcomputer Repair – Hardware, ETEC 147 Microcomputer Repair – Software, CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming or CSIS 237 Java Programming, ENGL 265 Technical Writing, and three credits in Marketing, Accounting, or Entrepreneurship.

Program Elective Courses

ETEC 205 and 206 CISCO Networking III and IV, ETEC 275 Computer and Network Security, Computer Programming (CSIS 230 Visual Basic Programming, CSIS 240 C++ Programming, CSIS 237 Java Programming), MGMK 101 Intro to Business, MGMK 135 Human Relations and Supervision, MGMK 148 Intro to Total Quality Management, ACCT 108 College Accounting, and ETEC 194 Intro to Technology Systems.

Program Outcomes

1. Install, maintain, and repair computer hardware.
2. Install, maintain, and repair computer software and systems.
3. Provide support services to system users.
4. Communicate effectively using verbal, written, and electronic means.
5. Demonstrate the fundamentals of computer programming.
6. Design, install, troubleshoot, and maintain computer networks.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
PSYC 100	First Year Seminar	1
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
ETEC 105	Intro to Networking	3
MGMK 101	Intro to Business	3
	Approved Program Elective	3
	Approved General Education Elective	3
	Total	16

(Spring) Semester II

ETEC 106	CISCO Networking II	3
MGMK 135	Human Relations and Supervision	3
COMM 213	Interpersonal Communications	3
	Programming Language Elective	3
	Approved Program Electives	4
	Total	16

(Fall) Semester III

CSIS 117	Intro to Web Page Design	1
ETEC 146	Microcomputer Repair – Hardware	3
MATH 113	College Algebra	3
ENGL 101	English Composition I	3
MGMK 147	Intro to Management	3
	Marketing, Accounting or Entrepreneurship Course	3
	Total	16

(Spring) Semester IV

ETEC 147	Microcomputer Repair – Software	3
ETEC 275	Computer and Network Security	3
CSIS 229	Advanced Web Page Design	3
ENGL 265	Technical Writing	3
	Approved General Education Elective	3
	Approved Program Elective	1
	Total	16

Total Program Credits

64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program Advisors
Chad DeVoe, 620-431-2820, ext. 226
cdevoe@neosho.edu
Linda Jones, 620-431-2820, ext. 227
ljones@neosho.edu

Construction Technology – Level I & II

Certificates with Associate of Applied Science Option

The Construction Technology program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Industrial Engineering Technology. The Level I Construction Technology certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I.

The curriculum utilizes National Center for Construction Education and Research (NCCER) a nationally-recognized credentialing and certification system. This National Registry system assures portability of skills by providing transcripts, certificates, and wallet cards to students who successfully complete the program.

Career areas can include carpenter, electrician,, brick and block mason,, plumber,, drywall installer,, construction laborer,, construction supervisor, and more.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes.

General Education (GE) Courses

In order to obtain the Associate of Applied Science degree in Industrial Engineering Technology, general education courses must be taken. The student's program advisor will recommend appropriate general education courses based upon the student's background and career objectives.

Program Elective Courses

The Level I Construction Technology certificate requires the completion of 18 credit hours of courses in the technical career area. The Level II Construction Technology certificate requires the completion of 32 credit hours of courses in the technical career area. Additional technical courses should be discussed with the student's academic advisor and may be selected based upon specific goals and requirements.

Level I Program Outcomes

1. Demonstrate the fundamentals of basic safety.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly use of hand and power construction tools.
4. Demonstrate the ability to read and utilize blueprints.
5. Demonstrate basic rigging.
6. Demonstrate basic employability & communication skills.
7. Demonstrate the use of building materials, fasteners & adhesives.
8. Demonstrate the ability to layout and construct floor, wall, ceiling and roof framing
9. Demonstrate knowledge of OSHA.
10. Demonstrate the ability to layout and construct stairs.
11. Demonstrate ability to create roof systems.
12. Explain the types and uses of current windows & exterior doors.

Level II Program Outcomes

1. Demonstrate basic drywall installation.
2. Demonstrate the ability to install window, door & ceiling trim.
3. Demonstrate site layout competency.

4. Demonstrate the ability to handle and place concrete.
5. Demonstrate the ability to complete roofing applications
6. Demonstrate the ability to finish exteriors.
7. Demonstrate electrical safety.
8. Demonstrate knowledge of residential wiring.
9. Demonstrate knowledge of drain, waste, and vent systems.
10. Demonstrate an understanding of plastic and copper pipe and fittings.
11. Demonstrate knowledge of HVAC systems.
12. Demonstration of site layout processes.

Sequence of Courses

Level I Certificate

Semester I		Cr Hrs
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
CMCT 107	Carpentry Basics	4
	Total	8

Semester II

CMCT 110	Floors, Walls & Ceiling Framing	4
CMCT 111	Roof Framing	3
CMCT 112	Windows, Doors and Stairs	3
	Total	10

Total Level I Certificate Credits **18**

Level II Certificate

Level I Certificate requirements **18**

Semester III

CMCT 205	Site Layout & Handling & Placing Concrete	4
CMCT 206	Drywall, Window, Door & Ceiling Install.	2
	Total	6

Semester IV

CMCT 210	Roofing & Exterior Finishes	4
CMCT 211	Electrical, HVAC, Drain, Waste & Vent	4
	Total	8

Total Level II Certificate Credits **32**

To earn a certificate, students must successfully pass all courses and have a cumulative GPA of at least 2.0 on all courses within the certificate.

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology with an emphasis in welding should visit with an advisor to determine general education and additional technical education requirements. Degrees require completion of 64 credit hours.

For more information contact:

Program Advisor
 Bobbie Forrest, 620-249-9471
bforrest@neosho.edu

Criminal Justice

Associate of Science

Citizen safety depends on the police officers, detectives, and special agents responsible for enforcing statutes, laws, and regulations. Correctional officers oversee individuals who have been arrested, are awaiting trial or other hearing, or who have been convicted and sentenced. Security officers protect against fire, theft, vandalism, and illegal entry.

The career opportunities in criminal justice, public safety, and private protective services are increasing at the federal, state, and local levels. Criminal justice related occupations are shifting from a semi-professional status to professional.

Promotions usually are made according to a candidate's position on a promotion list, as determined by written examination and on-the-job performance. Collegiate training helps police officers, detectives, and special agents improve their job performance.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral sciences.

Program Core Courses

CRIM 121 Intro to Criminal Justice, CRIM 122 Criminal Law, CRIM 123 Criminal Investigation, CRIM 128 Criminal Procedure, CRIM 129 Criminal Justice Administration.

Program Elective Courses

CRIM 126 Interviewing and Report Writing, CRIM 130 Juvenile Justice, CRIM 134 Law Enforcement Seminar, CRIM 247 Criminology, SOSC 220 Social Problems*, SOSC 243 Race and Ethnicity.

*Intended for PSU transfer – if transferring to ESU, see advisor.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

It is very important to select the four-year college or university to which transfer is intended no later than the completion of 30 credits hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

	Cr Hrs
(Fall) Semester I	
CRIM 121 Intro to Criminal Justice	3
PSYC 100 First Year Seminar	1
ENGL 101 English Composition I	3
COM 207 Fundamentals of Speech	3
CSIS 100 Computer Concepts and Applications	3
SOSC 100 Intro to Sociology	3
Total	16
(Spring) Semester II	
PSYC 155 General Psychology	3
ENGL 289/299 English Composition II	3
MATH 113 College Algebra	3
CRIM 128 Criminal Procedure	3
SOSC 102 State and Local Government	3
Total	15
(Fall) Semester III	
CRIM 122 Criminal Law	3
HPER 150 Lifetime Fitness	1
BIOL 111 General Biology	3
BIOL 112 General Biology Lab	2
ART 102 Art Appreciation	3
Program Elective	3
Program Elective	3
Total	18
(Spring) Semester IV	
CRIM 123 Criminal Investigation	3
CRIM 129 Criminal Justice Administration	3
ENGL 113 General Literature or	
ENGL 221 Intro to Western Literature	3
HIST 201/202 U.S. History I or II or	
HIST 200 Recent American History	3
PHYS 171 Physical Science	3
PHYS 172 Physical Science Lab	2
Total	17
Total Program Credits	66

For more information contact:

Kevin Blackwell, 785-242-2067, ext. 303
kblackwell@neosho.edu

Elementary and Secondary Education

Associate of Science

The Associate of Science with an emphasis in Elementary and/or Secondary Education curriculum at NCCC provides the first two years of general education courses for most bachelor degree programs in elementary or secondary education. Students entering a teacher education program at a four-year institution should have a 2.75 GPA in a minimum of 50 college credit hours. The student must apply for admittance to most teacher education programs after completing the first two years of college.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses for Elementary Education

EDUC 104/105 Intro to Teaching/Lab, PSYC 263 Developmental Psychology, EDUC 252 Children’s Literature, MATH 204 Math for Educators I, MUSI 140 Music in the Elementary Classroom.

Program Core Courses for Secondary Education

EDUC 104/105 Introduction to Teaching/Lab, PSYC 263 Developmental Psychology.

Program Elective Courses for Education

Elective courses should be selected from major areas of study.

Program Outcomes

1. Evaluate the varied aspects of teaching as a profession.
2. Discuss the different experiences encountered at the secondary and elementary level.
3. Demonstrate an understanding of theories of human physical, cognitive and social development.
4. Students will be able to utilize appropriate skills to enhance teaching and learning.
5. Analyze effective classroom management and communication skills.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I	Cr Hrs
EDUC 104 Intro to Teaching	2
EDUC 105 Intro to Teaching Lab	1
PSYC 100 First Year Seminar	1
ENGL 101 English Composition I	3
COMM 207 Fundamentals of Speech	3
CSIS 130 Intro to Computer Information Systems	3
HIST 201/202 U.S. History I or II or	
HIST 200 Recent American History	3
Total	16

(Spring) Semester II	Cr Hrs
BIOL 111 General Biology or	
BIOL 115 Environmental Life Sciences	3
BIOL 112 Gen Biology Lab or	
BIOL 116 Environmental Life Sciences Lab	2
HPER 150 Lifetime Fitness	1
ENGL 289 English Composition II	3
PSYC 155 General Psychology	3
MATH 113/110 College Algebra or	
College Algebra w/review or	
MATH 204 Mathematics for Education I	3-5
Total	15-17

(Fall) Semester III	Cr Hrs
PHYS 171 Physical Science	3
PHYS 172 Physical Science Lab	2
ART 102 Art Appreciation or	
ART 178 Intro to Visual Arts or	
MUSI 120 Music Appreciation	3
SOSC 100 Intro to Sociology	3
PSYC 263 Developmental Psychology	3
Program Elective	3
Total	17

(Spring) Semester IV	Cr Hrs
HIST 207 World Geography	3
EDUC 252 Children’s Literature or	
ENGL 113 General Literature or	
ENGL 221 Intro to Western Literature	3
MUSI 140 Music in the Elementary Classroom	3
SOSC 101 American Government	3
Program Elective	3
Program Elective	1-3
Total	16-18

Total Program Credits 64-68

For more information contact:

Program advisor
 Mindy Ayers, 620-431-2820, ext. 239
mayers@neosho.edu

Energy Management

Associate of Applied Science

Energy Management program teaches students construction techniques and the ability to analyze energy production and consumption, and to recommend appropriate improvements to increase efficiencies in residential and light commercial construction.

The curriculum includes the construction foundation necessary for understanding residential energy efficiencies. The program teaches home auditing skills and solar, photovoltaic, and geothermal energy options. Students will have the opportunity to receive the OSHA 10 Safety certification as well as The Building Performance Institute, Inc.'s Building Analyst Certification along with the National Center for Construction Education and Research's Core Curriculum and Carpentry Fundamentals Level One credentials.

The curriculum for the photovoltaic systems course and the solar hot water and heat systems course were developed using s competencies provided by the North American Board of Certified Energy Practitioners.

Prerequisites

Full-time, degree-seeking students will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores.

General Education (GE) Courses

The associated of applied science degree in energy management requires the following general education courses: English Composition I, Interpersonal Communication, other general education courses selected from communication, math, science, social or behavioral science, arts and humanities, or physical education. Computer literacy proficiency must be proven through a course or test-out. Some students may be required to take First Year Seminar.

Program Outcomes

1. Evaluate energy use residential and commercial structures.
2. Understand traditional energy sources.
3. Understand sustainable energy sources.
4. Demonstrate an understanding of energy monitoring equipment.
5. Measure costs associated with energy usage.
6. Demonstrate the ability to analyze efficient water use.
7. Evaluate energy consuming appliances, lighting, HVAC.
8. Demonstrate the ability to analyze indoor environmental quality.
9. Develop data collection skills.
10. Demonstrate the ability to analyze data and make sound conclusions.

11. Make energy efficiency and energy cost savings recommendations.
12. Demonstrate the ability to construct technical reports and presentations.
13. Demonstrate the ability to install and test appropriate energy saving systems.

Sequence of Courses

(Fall) Semester I		Cr Hrs
* CMCT 105	OSHA 10 Safety Orientation	1
* CMCT 106	Introduction to Craft Skills	3
* CMCT 107	Carpentry Basics	4
* ENRG 110	Introduction to Energy Management	3
ENGL 101	English Composition I	3
PSYC 100	First Year Seminar	1
Total		15

(Spring) Semester II		
* CMCT 110	Floors, Walls & Ceiling Framing	4
* CMCT 111	Roof Framing	3
* CMCT 112	Windows, Doors and Stairs	3
* ETEC 115	Blueprint Reading	3
* MATH 114	Industrial Math	3
Total		16

(Fall) Semester III		
* ENRG 101	Building Analyst/Auditor	3
* ENRG 106	Residential HVAC Systems Analysis	3
* SUST 102	Electrical Theory I	3
COMM213	Interpersonal Communication	3
CSIS 100	Computer Concepts and Applications	3
	General Education Course	3
Total		18

(Spring) Semester IV		
* SUST 104	Photovoltaic Systems	3
* SUST 204	Solar Hot Water and Heat Systems	3
* SUST 230	Geothermal Systems	3
	General Education Course	3
	General Education Course	3
Total		15

Total AAS Degree Program Credits	64
*Total Certificate Program Credits	42

For more information contact:

Program advisors
 Craig Knight and C.W. Moore, 620-431-2820, ext. 541
cknight@neosho.edu or cwmoore@neosho.edu

English

Associate of Arts

The Associate of Arts with an emphasis in English is designed for students who intend to transfer to a four year institution to complete an English degree.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

REQUIRED: ENGL 101 English Composition I, ENGL 113 General Literature, ENGL 220 American Literature I or ENGL 230 American Literature II, ENGL 240 English Literature I or ENGL 241 English Literature II, ENGL 289 English Composition II or ENGL 299 English Composition II-Honors.

Program Elective Courses

AT LEAST 4 REQUIRED: ENGL 200 Topics in Literature: Women's Voices, ENGL 215 Introduction to Mythology, ENGL 221 Introduction to Western Literature, ENGL 220 American Literature I, ENGL 230 American Literature II, ENGL 240 English Literature I, ENGL 241 English Literature II, ENGL 250 Introduction to Fiction Writing, ENGL 260 Short Fiction, ENGL 265 Technical Writing, ENGL 298 Independent Study.

Program Outcomes

1. Demonstrate the ability to compose well-crafted essays on a variety of topics for a variety of audiences.
2. Demonstrate the ability to incorporate research effectively into one's own writing.
3. Analyze the use of literary conventions in a variety of genres, including fiction, poetry, and drama.
4. Demonstrate the ability to compose a written analysis of a literary work within the context of its historical and cultural background.
5. Demonstrate an understanding of the literary heritage of the English language, including its British and American authors.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to his or her academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
ENGL 101	English Composition I	3
ENGL 113	General Literature	3
PSYC 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications or	3
CSIS 130	Intro to Computer Information Systems	
PSYC 155	General Psychology	3
Total		16

(Spring) Semester II		
ENGL 289	English Composition II or	3
ENGL 299	English Composition II-Honors	
ENGL 240	English Literature I or	3
ENGL 241	English Literature II	
HPER 150	Lifetime Fitness	1
MATH 113	College Algebra	3
	Biological Science w/Lab or	5
	Physical Science w/Lab*	
Total		15

(Fall) Semester III		
ENGL 220	American Literature I or	3
ENGL 230	American Literature II	
	English Elective	3
	Arts and Humanities Elective	3
	Biological Science w/out Lab or	3
	Physical Science w/out Lab*	
	Social/Behavior Science Elective	3
Total		15

(Spring) Semester IV		
	English Elective	3
	Arts and Humanities Elective	3
	Social/Behavior Science Elective	3
	Free Electives	9
Total		18

Total Program Credits **64**

***One of the science courses must be biological, and one must be physical.**

For more information contact:

Program Advisors
 Ruth Zollars, 620-431-2820, ext. 505
rzollars@neosho.edu
 Ethan Smilie, 620-431-2820, ext. 237
esmilie@neosho.edu
 Nancy Hindle, 785-242-2067, ext. 352
nhindle@neosho.edu

Forensic Science

Associate of Science

The Associate of Science with an emphasis in Forensic Science is a two-year degree for students who intend to transfer to a university upon graduation. Students should consult their transfer institution for specific transfer requirements. Forensic scientists apply scientific principles to examine evidence and to obtain and interpret data used to solve problems related to legal and regulatory systems.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

The major core courses are outlined in the recommended sequence of course section.

Program Elective Courses

Program electives may include CRIM 123 Criminal Investigation, CRIM 247 Criminology, MATH 143 Elementary Statistics, PHYS 100/130 Introductory College Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Outcomes

Upon completion of the program, the student will be able to:

1. Explain and apply the scientific method.
2. Explain the basic chemistry of life.
3. Gather and record qualitative and quantitative data accurately, and master basic qualitative lab techniques.
4. Use effective oral and written communication.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
BIOL 251	Biology I	3
BIOL 252	Biology I Lab	2
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
ENGL 101	English Composition I	3
MATH 113	College Algebra	3
PSYC 100	First Year Seminar	1
Total		17

(Spring) Semester II		
BIOL 255	Biology II	3
BIOL 256	Biology II Lab	2
CHEM 225	College Chemistry II	3
CHEM 226	College Chemistry II Lab	2
ENGL 289	English Composition II	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
HPER 150	Lifetime Fitness	1
Total		17

(Fall) Semester III		
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
CRIM 121	Intro to Criminal Justice	3
PSYC 155	General Psychology	3
COMM 207	Fundamentals of Speech Arts/Humanities Course	3
Total		17

(Spring) Semester IV		
CRIM 122	Criminal Law	3
	Social/Behavioral Science Course	3
	Social/Behavioral Science Course	3
	Arts/Humanities Course	3
	Arts/Humanities Course	3
Total		15

Total Program Credits **66**

For More Information Contact:

Program Advisors
 Steve Yuza, 620-431-2820, ext. 242
syuza@neosho.edu
 Sarah Robb, 620-431-2820, ext. 266
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 Andrew Ouellette, 620-431-2820, ext. 225
aouellette@neosho.edu
 Luka Kapkiai, 620-431-2820, ext. 530
lkapkiai@neosho.edu
 Michael Campbell, 785-242-2067, ext. 328
mcampbell@neosho.edu
 Eric Row, 785-242-2067, ext. 328
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Healthcare Coding

Certificate

The Healthcare Coding Certificate program of study prepares individuals for employment in coding positions including; physician offices, hospitals, outpatient surgery facilities, health departments and other areas where diagnosis and procedures are coded utilizing ICD-10 and CPT for reimbursement and reporting purposes. The courses in this program are offered online with the exception of Anatomy & Physiology.

Completion of this Healthcare Coding Certificate program will prepare students to sit for the Certified Physician Coding (CPC) an examination offered through AAPC and the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist Physician (CCS-P) examinations.

<http://www.aapc.com/certification/medical-coding-certification.aspx>

<http://www.ahima.org/certification/credentials.aspx>

Prerequisites

The student will need to be proficient in English; reading and writing. Some of the courses in this curriculum have specific prerequisites. Students are not required to take placement exams before enrollment in this certificate program.

Program Staff Recommendation

Students planning to work as a professional coder should also consider completing the Health Information Technology Associate of Applied Science degree program.

General Education (GE) Courses

Certificate students are not required to take specific elective courses for this program. But should work with an advisor to find an appropriate track for career objectives. Students are not required to take placement exams before enrollment. Students completing this program will earn credit hours that can be applied to the Associate in Applied Science (AAS) degree in Health Information Technology.

Program Core Courses

ALHE 105 Medical Terminology, BIOL 257/258 Anatomy & Physiology Lecture/Lab, NURS 230 Pathophysiology, ALHT 210 Legal & Ethical Issues in Healthcare

Program Outcomes

1. Demonstrate a thorough knowledge of anatomy, physiology pathophysiology and medical terminology.
2. Demonstrate a thorough knowledge of physician office and facility health data content, requirements and standards.
3. Demonstrate a thorough knowledge of physician office and facility clinical classification reimbursement methodologies.
4. Demonstrate a thorough knowledge of physician office and facility information technology and healthcare delivery.
5. Demonstrate a thorough knowledge of legal and ethical issues in healthcare.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation and flexibility of course sequencing order

Recommended Sequence of Courses

		Cr Hrs
Semester I		
CSIS 100	Computer Concepts and Applications	3
ALHE 105	Medical Terminology	3
ALHT 110	Intro to Health Information Technology	3
ALHT 210	Legal & Ethical Issues in Healthcare	3
Total		12
Semester II		
*BIOL 257	Anatomy & Physiology Lecture	3
*BIOL 258	Anatomy & Physiology Lab	2
NURS 230	Pathophysiology	3
ALHE 122	Intro to Pharmacology	3
ALHT 225	International Classification of Disease(ICD-10-CM)	4
Total		15
Semester III		
ALHT 230	Current Procedural Terminology Coding	3
ALHT 170	Electronic Health Record	3
ALHT 150	Reimbursement Methodologies	3
ALHT 180	Healthcare Coding Practicum	2
ALHT 145	National Coding Exam Review	1
Total		12

Total Certificate Credits

39

*A&P has a prerequisite for General Biology: BIOL 111 or test out

Optional Additional Study

Students completing the Healthcare Coding certificate are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact:

Richard Ryan, Program Director, 785-242-2067, ext. 355
rryan@neosho.edu

Healthcare Documentation and Medical Transcription

Certificate

The Healthcare Documentation and Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Registered Medical Transcriptionist (RMT) Examination administered by the Association for Healthcare Documentation Integrity. <http://www.ahdionline.org>.

Program Prerequisites

The student must demonstrate proficiency in reading, English writing and grammar, by scoring into English Composition I based on the COMPASS assessment test, ACT, SAT scores, or by successfully completing (grade C or better) ENGL 100 Pre-Composition.

The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor. The student must complete BIOL 111 to fulfill the prerequisite for BIOL 257 & 258 Anatomy & Physiology and A&P Lab.

General Education (GE) Courses

The Healthcare Documentation and Medical Transcription program is designed as a terminal certificate program and is not intended to integrate into an associate degree. Students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALHE 105 Medical Terminology, ALMA 110 Medical Professional Issues, ALMT 110 Medical Style and Grammar, ALHE 122 Intro to Pharmacology, ALHT 210 Legal and Ethical Issues in Healthcare, NURS 230 Pathophysiology, BIOL 257 Human Anatomy & Physiology, BIOL 258 Anatomy & Physiology Lab, ALMT 135 Healthcare Documentation and Medical Transcription I, ALMT 235 Healthcare Documentation & Medical Transcription II, ALMT 236 Healthcare Documentation & Medical Transcription Practicum, ALMT 237 Healthcare Documentation Technology.

Program Outcomes

1. Demonstrate knowledge of anatomy and physiology, etc.
2. Demonstrate thorough knowledge of medical terminology.
3. Transcribe and create an accurate medical transcript.
4. Demonstrate a thorough knowledge of human diseases.
5. Demonstrate a thorough knowledge of pharmacology.
6. Demonstrate a thorough knowledge of laboratory tests and diagnostic procedures.
7. Create an accurate surgical medical transcript.

Suggested Additional Courses

Students not proficient in keyboarding must take OTEC 101 Keyboarding I.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

	Cr Hrs
1) Test into English Composition I (based on test scores) or Successfully (grade C or better) complete ENGL 100 Pre-Composition	0-3
2) CSIS 100 Computer Concepts and Applications or test out	0-3
3) BIOL 111 General Biology (lecture)	3

Semester I

ALHE 105 Medical Terminology	3
ALMA 110 Medical Professional Issues	2
ALMT 110 Medical Style and Grammar	3
ALHE 122 Intro to Pharmacology	3
ALHT 210 Legal and Ethical Issues in Healthcare	3
Total	14

Semester II

NURS 230 Pathophysiology	3
BIOL 257 Human Anatomy & Physiology	3
BIOL 258 Human Anatomy & Physiology Lab	2
ALMT 135 Healthcare Documentation & Medical Tran I	6
Total	14

Semester III

ALMT 235 Healthcare Documentation & Medical Tran II	6
Total	6

Semester IV

ALMT 236 Healthcare Documentation & Medical Transcription Practicum	2
ALMT 237 Healthcare Documentation Technology	3
Total	5

Total Certificate Credits

39

Optional Additional Study

Students completing the Healthcare Documentation and Medical Transcription program are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more and/or current information contact:

Richard Ryan, Program Director, 785-242-2067, ext. 355
rryan@neosho.edu

Health Information Technology

Associate of Applied Science

The Health Information Technology program trains health information technicians to provide reliable and valid information that drives the healthcare industry. The program utilizes standards established by the American Health Information Management Association to train entry-level technicians to effectively work with health information systems, manage medical records, and code information for reimbursement and research. Students will leave the program with the knowledge and skills necessary to use, analyze, present, abstract, code, store and/or retrieve healthcare data for the support of departmental operations, and clinical and business decision making in healthcare or related organizations.

Employment is available in a variety of settings including hospitals, managed care organizations, long-term care facilities, consulting and law firms, skilled nursing facilities, physician practices, insurance companies, and more. In addition, graduates of associate degree programs in HIT may transfer into HIA baccalaureate degree programs. Graduates of baccalaureate degree programs are known as health information administrators.

NCCC's HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Accreditation was obtained on November 13, 2009.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

Students must complete BIOL 102 Intro to Human Biology or BIOL 111 General Biology or BIOL 251 Biology I or pass a test-out examination prior to taking BIOL 257/258 Human Anatomy & Physiology/Lab. Students with low computer skills must take CSIS 130 Intro to Computer Information Systems.

General Education (GE) Courses

The health information technology program is designed as either a terminal program or as a transfer program into a health information administration baccalaureate program. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Outcomes

1. Demonstrate an understanding of healthcare data management.
2. Demonstrate an understanding of health statistics, biomedical research and quality management.
3. Describe health services organization and delivery.
4. Demonstrate a thorough knowledge of information technology and systems.
5. Demonstrate an understanding of organizational resources, including human, financial, and physical.

Course Sequence

The listing that follows is a required sequence of courses. The student should work with their advisor regarding their course schedule.

Required Sequence of Courses

Prerequisite		Cr Hrs
CSIS 130	Intro to Computer Information Systems (for students who are in need of computer skills)	3
Semester I		
PSYC 100	First Year Seminar	1
CSIS 100	Computer Concepts and Applications	3
ALHT 110	Intro to Health Information Technology	3
ALHE 105	Medical Terminology	3
ALHT 210	Legal & Ethical Issues in Healthcare	3
ENGL 101	English Composition I	3
	Total	16
Semester II		
ALHE 122	Intro to Pharmacology	3
PSYC 155	General Psychology	3
ALHT 200	Health Info Technology Clinical Affiliation I	3
NURS 230	Pathophysiology	3
*BIOL 257	Human Anatomy and Physiology	3
*BIOL 258	Human Anatomy and Physiology Lab	2
	Total	17
Semester III		
ALHT 150	Reimbursement Methodologies	3
ALHT 170	Electronic Health Records	3
ALHT 205	Healthcare Statistics	3
COMM 213	Interpersonal Communication	3
ALHT 225	International Classification of Disease (ICD-10-CM)	4
	Total	16
Semester IV		
ALHT 215	Quality Improvement	3
ALHT 220	Management and Supervision	3
ALHT 221	Current Events in Health Info Technology	3
ALHT 230	Current Procedural Terminology	3
ALHT 256	Alternative Healthcare Systems in HIT	3
	Total	15
Semester V		
ALHT 255	Health Information Technology Clinical Affiliation II	3
	Total Program Credits	67

*Prerequisite required: BIOL 102 Intro to Human Biology or BIOL 111 General Biology or BIOL 251 Biology I or test-out.

The health information technology program is designed as either a terminal program or as a transfer program into a health information administration baccalaureate program. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

For More Information Contact:

Richard Ryan, Program Director, 785-242-2067, ext. 355
rryan@neosho.edu

History

Associate of Arts

The Associate of Arts with an emphasis in History curriculum at NCCC provides the prerequisites for most bachelor degree programs in History. Students interested in Secondary Education Certification in History should follow this degree program, with the addition of EDUC 104/105 Intro to Teaching/Lab. This is also a useful degree program for students interested in the Law and Museum studies.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

US History: HIST 201 US History I (to 1877), HIST 202 U.S. History II (1877 to present) or HIST 200 Recent American History

World History: HIST 101 World Civilization I (to 1500) or HUM 204 Western Civilization I or HUM 206 Eastern Civilizations, HIST 102 World Civilization II (since 1500) or HUM 205 Western Civilization II or HUM 206 Eastern Civilizations.

Program Elective Courses

SOSC 200 Intro to Cultural Anthropology, ECON 200 Microeconomics, ECON 201 Macroeconomics, and SOSC 220 Social Problems are some of the elective courses for this program.

Program Outcomes

1. Demonstrate ability to frame an inquiry and gather and present information using basic research methodology.
2. Develop an understanding of theoretical foundations of social and behavioral sciences.
3. Analyze the role that differences in culture plays in history.
4. Demonstrate the ability to think critically and analyze information.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
SOSC 101	American Government	3
HIST 201	U.S. History I (to 1877)	3
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
CSIS 130	Intro to Computer Information Systems	3
Total		16

(Spring) Semester II		
HIST 202/200	U.S. History II (1877 to present) or Recent American History	3
SOSC 102	State and Local Government	3
ENGL 289	English Composition II	3
MATH 113/110	College Algebra or College Algebra w/review	3-5
PSYC 155	General Psychology	3
	Program Elective	3
Total		18-20

(Fall) Semester III		
HIST 101	World Civilization I (to 1500) or	
HUM 204	Western Civilization I or	
HUM 206	Eastern Civilizations	3
SOSC 100	Intro to Sociology	3
	Biological Science w/Lab or Physical Science w/Lab*	5
HPER 150	Lifetime Fitness	1
ART 178	Intro to Visual Arts or	
MUSI 120	Music Appreciation or	
COMM 105	Theatre Appreciation	3
Total		15

(Spring) Semester IV		
HIST 207	World Geography	3
HIST 102	World Civilization II (since 1500) or	
HUM 205	Western Civilization II or	
HUM 206	Eastern Civilizations	3
ENGL 113/221	General Literature or Intro to Western Literature	3
	Biological Science w/out Lab or Physical Science w/out Lab*	3
	Program Elective	3
Total		15

Total Program Credits **64-66**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
Mindy Ayers, 620-431-2820, ext. 239
mayers@neosho.edu

Industrial Engineering Technology – Welding

Associate of Applied Science

The Associate of Applied Science in Industrial Engineering Technology is a two-year degree for students who intend to seek employment upon graduation.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENGL 101 English Composition I, COMM 213 Interpersonal Communication, PSYC 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

MFGT 112 Welding Safety/OSHA 10, MFGT 114 Welding Cutting Processes, MFGT 116 Gas Tungsten Arc Welding, MFGT 122 Welding Blueprint Reading, MFGT 118 Shielded Metal Arc Welding, MFGT 120 Gas Metal Arc Welding, MFGT 124 Advanced Gas Tungsten Arc Welding, MFGT 126 Advanced Gas Metal Arc Welding, MFGT 128 Advanced Shielded & Metal Arc Welding, MFGT 130 Specialized Welding.

Program Elective Courses

MGMK 101 Intro. to Business, BUSI 114 Business Law, ACCT 108 College Accounting, MGMK 132 Principles of Salesmanship, MGMK 105 Small Business Management, MGMK 147 Intro. to Management

Program Outcomes

1. Demonstrate the fundamentals of basic safety.
2. Demonstrate competence in technical skills of the trade.
3. Demonstrate an understanding of basic employability skills.
4. Communicate effectively through developing effective oral and written communication skills.
5. Think analytically through utilizing quantitative information in problem solving.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 116	Gas Tungsten Arc Welding	3
CSIS 130	Intro to Computer Information Systems	3
ENGL 101	English Composition I	3
MATH 122	Plane Trigonometry or	
MATH 110	College Algebra with Review or higher	3
PSYC 100	First Year Seminar	1
Total		17

(Spring) Semester II		
MFGT 118	Shielded Metal Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
COMM 213	Interpersonal Communication	3
	Approved General Education Course	3
Total		15

(Fall) Semester III		
MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 126	Advanced Gas Metal Arc Welding	4
PHYS 100	Introductory College Physics I or	
	approved General Education course	3
PHYS 130	Introductory College Physics I Lab or	
	approved General Education course	2
HPER 150	Lifetime Fitness	1
	Approved Technical Course	3
Total		17

(Spring) Semester IV		
MFGT 128	Advanced Shielded & Metal Arc Welding	4
MFGT 130	Specialized Welding	4
MGMK 101	Intro. to Business	3
OTEC 108	Career Life Skills	1
	Approved Technical Course	3
Total		15

Total Program Credits **64**

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program Advisors
 Will Jordan, 785-979-0108
wjordan@neosho.edu
 Brenda Krumm, 620-2820, ext. 234
bkrumm@neosho.edu

Industrial Engineering Technology/Pre-Engineering Technology

Associate of Science

The Associate of Science with an emphasis in Industrial Engineering Technology/Pre-Engineering Technology is a two-year degree for students who intend to transfer upon graduation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MATH 150 Analytic Geometry and Calculus I, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses

Industrial Engineering program electives should be chosen based on the requirements of the transfer institution. Students should consult the transfer institution of their choice to determine transfer institution requirements and transferability of courses. Electives could include ETEC 194 Intro to Technology Systems, ETEC 125 Computer Applications in Manufacturing, ETEC 121 Engineering Graphics I, ETEC 115 Blueprint Reading, ETEC 153 Computer-Aided Design I, ETEC 111 Tools and Machines – Maintenance and Safety.

Program Outcomes

1. Demonstrate technical skills and application in mathematics to support planning, analyzing, and problem solving.
2. Apply the scientific method and principles to support planning, analyzing, and problem solving.
3. Demonstrate effective oral, written, and interpersonal communication skills to support their role in industry.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

Availability of technology courses will depend upon demand.

(Fall) Semester I		Cr Hrs
MATH 150	Analytic Geometry and Calculus I*	5
CHEM 215	College Chemistry I	3
CHEM 216	College Chemistry I Lab	2
COMM 207	Fundamentals of Speech	3
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
Total		17

(Spring) Semester II		
ENGL 289	English Composition II	3
PSYC 155	General Psychology	3
MATH 143	Elementary Statistics	3
HPER 150	Lifetime Fitness	1
CSIS 100/130	Computer Concepts and Applications** or Intro to Computer Information Systems	3
	Approved Arts/Humanities Course	3
Total		16

(Fall) Semester III		
PHYS 104	Engineering Physics I	4
PHYS 140	Engineering Physics I Lab	1
ACCT 201	Financial Accounting I or Program Course	3
	Program or Transfer Course	3
	Approved Social Science Course	3
	Approved Arts/Humanities Course	3
Total		17

(Spring) Semester IV		
PHYS 105	Engineering Physics II	4
PHYS 145	Engineering Physics II Lab	1
	Biological Science and Lab or Program or Transfer Course(s)	5
	Approved Social Science Course	3
	Approved Arts/Humanities Course	3
Total		16

Total Program Credits **66**

*Assuming the student has passed the equivalent of MATH 113 College Algebra, and MATH 122 Plane Trigonometry. If not, the student must enroll in these courses.

**If not required by transfer institution, student may satisfy this requirement by passing a computer proficiency exam.

For more information contact:

Program Advisor
Linda Jones, 620-431-2820, ext. 227
ljones@neosho.edu

Management

Level I and Level II Certificates Associate of Applied Science

The Associate of Applied Science in Management is a two-year degree with stackable credentials for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts which could be encountered while employed. Level II certification provides more in depth business content and an internship. The Accreditation Council for Business Schools and Programs (ACBSP) accredits the degree. Career areas may include: administrative assistant, office manager, assistant personnel manager, wholesale and retail sales, service manager, production supervisor, real estate salesperson, assistant purchasing agent, and insurance agent.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, students are required to take certain general education courses. These include PSYC100 First Year Seminar, and ENGL101 English Composition I, COMM213 Interpersonal Communication or MGMK135 Human Relations and Supervision, CSIS100 Computer Concepts and Applications. Other general education electives may be required to meet degree requirements.

Program Core Courses

MGMK101 Intro to Business, CSIS100 Computer Concepts and Applications, ACCT108 College Accounting, MGMK147 Intro to Management, and MGMK136 Marketing are core requirements for this degree.

Program Elective Courses

Several electives are available in Marketing/Management, Accounting, Computer Science, and Office Technology. In some cases general education hours may be allowed as electives by the program coordinator.

Program Outcomes

All program outcomes are included in Level I certification. Level II certification provides more in depth content for program outcomes 2-7.

1. Evaluate several theories of management.
2. Discuss different kinds of planning as related to different levels of management.
3. Describe the importance of conducting an environmental scan and/or a SWOT analysis as related to proactive planning.
4. Evaluate elements of the organizing process.
5. Compare the informal organization to the formal organization.
6. Explain the role of managers and employees in creating an organizational culture.
7. Evaluate elements of the staffing function.
8. Contrast several theories of motivation.
9. Evaluate the benefits and costs of team-based management.
10. Analyze the main elements of a control process.

Course Sequence

The following list is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. The student should consult with an advisor for information specific to their academic situation. Many courses are offered day and evening on both campuses and online.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MGMK 101	Intro to Business	3
ACCT 108	College Accounting	3
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
PSYC 100	First Year Seminar	1
	Approved Business Program Electives	3
	Total	16

(Spring) Semester II

COMM 213	Interpersonal Communications or	
MGMK 135	Human Relations and Supervision	3
MGMK 147	Intro to Management	3
ACCT 201	Financial Accounting I	3
MGMK 136	Marketing	3
ECON 201	Macroeconomics	3
	Total	15

Level I Certificate Credits **30-33**

(Fall) Semester III

MGMK 141	Mid-Management Field Study	2
CSIS 117	Intro to Web Page Design	1
ACCT 202	Managerial Accounting	3
MGMK 105	Small Business Management	3
BUSI 118	Business Communications	3
	Approved Business Program Electives	5
	Total	17

Level II Certificate Credits **46-49**

(Spring) Semester IV

COMM 207	Fundamentals of Speech	3
SOSC 101	American Government	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
	Approved Business Program Electives	4
	Total	16

Associate of Applied Science Degree Program Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisor
Richard Webber, 620-431-2820, ext. 284
rwebber@neosho.edu

Marketing

Level I and Level II Certificates Associate of Applied Science

The Associate of Applied Science in Marketing is a two-year degree with stackable credentials for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental marketing concepts which could be encountered while employed. Level II certification provides more in depth marketing content and an internship. The Accreditation Council for Business Schools and Programs (ACBSP) accredits the degree. Career areas may include: administrative assistant, office manager, assistant personnel manager, wholesale and retail sales, service manager, warehouse manager, assistant purchasing agent, media specialist, and real estate salesperson.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include PSYC100 First Year Seminar, ENGL101 English Composition I, MGMK135 Human Relations and Supervision or COMM213 Interpersonal Communication, and CSIS100 Computer Concepts and Applications. Other general education electives may be required to meet degree requirements.

Program Core Courses

MGMK101 Intro to Business, CSIS100 Computer Concepts and Applications, ACCT108 College Accounting, MGMK132 Principle of Salesmanship, and MGMK136 Marketing are core requirements for this degree.

Program Elective Courses

Several electives are available in Marketing/Management, Accounting, Computer Science, and Office Technology. In some cases general education hours may be allowed as electives by the program coordinator.

Program Outcomes

All program outcomes are included in Level I certification. Level II certification synthesizes and applies these program outcomes.

1. Describe the importance of conducting an environmental scan and/or a SWOT analysis as related to proactive planning.
2. Contrast differences that exist between consumer and organizational buying behavior.
3. Evaluate methods for identifying market segments and targets.
4. Explain the product life-cycle concept and relate a marketing strategy to each stage.
5. Discuss several pricing strategies.
6. Explain what is meant by a marketing channel of distribution.
7. Describe factors considered by marketing executives when selecting and managing a marketing channel.
8. Evaluate the unique characteristics of each promotional mix element.
9. Discuss the main elements of the personal selling process.
10. Explain the relationship of supply to demand as related to pricing.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. Part-time students or those that have transferred courses from another school should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. The student should consult with an advisor for information specific to their academic situation. Many courses are offered day and evening on both campuses and online.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MGMK 101	Intro to Business	3
ACCT 108	College Accounting	3
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
PSYC 100	First Year Seminar	1
	Approved Business Program Electives	3
	Total	16

(Spring) Semester II

COMM 213	Interpersonal Communications or	
MGMK 135	Human Relations and Supervision	3
MGMK 132	Principles of Salesmanship	3
ACCT 201	Financial Accounting I	3
MGMK 136	Marketing	3
ECON 201	Macroeconomics	3
	Total	15

Level I Certificate Credits **30-33**

(Fall) Semester III

MGMK 138	Marketing Education Field Study	2
CSIS 117	Intro to Web Page Design	1
ACCT 202	Managerial Accounting	3
MGMK 105	Small Business Management	3
BUSI 118	Business Communications	3
	Approved Business Program Electives	5
	Total	17

Level II Certificate Credits **46-49**

(Spring) Semester IV

COMM 207	Fundamentals of Speech	3
SOSC 101	American Government	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
	Approved Business program Electives	4
	Total	16

Associate of Applied Science Degree Program Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program advisor
Richard Webber, 620-431-2820, ext. 284
rwebber@neosho.edu

Mathematics

Associate of Science

The Associate of Science with an emphasis in Mathematics is a two-year degree for students who intend to transfer to a university to complete a mathematics or mathematics education degree. Students should consult their transfer institution for specific transfer requirements.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, MATH 253 Analytic Geometry and Calculus III, Math 143 Elementary Statistics, and MATH 255 Differential Equations.

Program Elective Courses

CSIS 230 Visual Basic Programming or CSIS 240 C++ Programming.

Program Outcomes

Students will be able to:

1. Define arithmetic, algebraic, geometric, spatial, and statistical concepts.
2. Calculate arithmetic, algebraic, geometric, spatial, and statistical quantities using appropriate technology.
3. Estimate arithmetic, algebraic, geometric, spatial, and statistical solutions.
4. Solve arithmetic, algebraic, geometric, spatial, and statistical expressions, equations, functions, and problems using appropriate technology.
5. Represent mathematical information numerically, symbolically, graphically, verbally, and visually using appropriate technology.
6. Develop mathematical and statistical models such as formulas, functions, graphs, tables, and schematics using appropriate technology.
7. Interpret mathematical and statistical models such as formulas, functions, graphs, tables, and schematics, drawing conclusions and making inferences based on those models.
8. Explore mathematical systems utilizing rich experiences that encourage independent, nontrivial, constructive exploration in mathematics.
9. Communicate mathematical thoughts and ideas clearly and concisely to others in the oral and written form.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
COMM 207	Fundamentals of Speech	3
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 150	Analytic Geometry and Calculus I Arts/Humanities Elective or General Ed Elective	5 3
Total		15
(Spring) Semester II		
ENGL 289	English Composition II	3
MATH 143	Elementary Statistics	3
MATH 155	Analytic Geometry and Calculus II	5
PSYC 155	General Psychology Arts/Humanities Elective	3 3
Total		17
(Fall) Semester III		
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3 3
MATH 253	Analytic Geometry and Calculus III Arts/Humanities Elective Social/Behavioral Science Elective Physical Science Elective Physical Science Elective Lab	3 3 3 3 2
Total		17
(Spring) Semester IV		
MATH 255	Differential Equations	3
HPER 150	Lifetime Fitness Biological Science Elective Biological Science Elective Lab Social/Behavioral Science Elective Arts/Humanities Elective	1 3 2 3 3
Total		15
Total Program Credits		64

For more information contact:

Program Advisors
 Paul Walcher, 620-431-2820, ext. 232
hgort@neosho.edu
 Charles Babb, 620-431-2820, ext. 275
cbabb@neosho.edu
 Nathan Stanley, 785-242-2067, ext. 341
nstanley@neosho.edu

Medical Assistant Certificate

The Medical Assistant certificate program prepares students to be proficient in their profession and to demonstrate successful competence in the outcomes established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs.

Upon successful completion of this program the student will have the skills required to pass the RMA (Registered Medical Assistant) examination and to obtain an entry-level position in the medical assisting profession.

General Education (GE) Courses

The medical assistant program is designed as a terminal certificate program. Certificate students are not required to take specific elective courses for this program, but should work with an advisor to find an appropriate track for career objectives. Students are not required to take placement exams before enrollment, so they should work closely with their advisor to determine appropriate electives and the most efficient method of obtaining career goals, as students completing this program will earn several credit hours that can be applied to an associate degree in a related field.

Program Core Courses

ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects, ALMA 155 Emergency Preparedness, ALMA 160 Clinical Aspects of Medical Assisting, ALMA 125 Human Body in Health and Disease, and ALMA 180 Medical Assistant Externship. All courses included in the program must be passed with a "C" or better; a GPA of 2.0 or higher is required for graduation.

Program Outcomes

1. Perform clerical functions and bookkeeping functions.
2. Discuss and process insurance claims.
3. Explain and apply fundamental clinical medical office procedures.
4. Compare and perform specimen collection.
5. Evaluate and perform diagnostic testing.
6. Perform quality control and safety measures.
7. Discuss and provide medical office patient care.
8. Communicate effectively.
9. Analyze and apply legal and ethical concepts.
10. Provide patient instruction.
11. Perform medical office operational functions.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for individualized needs specific to their academic situation and flexibility of course sequencing order.

Recommended Sequence of Courses

	Cr Hrs
(Summer)	
CSIS 100 Computer Concepts and Applications	3
ALHE 105 Medical Terminology	3
Total	6
(Fall) Semester I	
ALHE 102 Nurse Aide	6
ALMA 110 Medical Professional Issues	2
ALMA 120 Medical Administrative Aspects (Lab 1)	4
ALMA 125 Human Body in Health and Disease	3
Total	15
(Spring) Semester II	
ALMA 155 Emergency Preparedness (Lab 2)	1
ALMA 160 Clinical Aspects of Medical Assisting (Lab 2)	3
ALHE 104 Medication Aide	5
ALHT 225 International Classification of Disease Coding (ICD-10-CM)	4
Total	13
(Summer) Semester III	
*Elective as recommended	3
#ALMA 180 Medical Assistant Externship	4
Total	7
Total Certificate Credits	41

*Recommended course electives must also be taken and passed with a "C" or better.

#Must show proof of CPR certification prior to beginning.

Recommended Electives (need only meet minimum credits)

ALMT 135 Healthcare Documentation and Medical Transcription I	6
ALMA 126 Fundamentals of Phlebotomy I	4
ALMA 161 Fundamentals of Phlebotomy II	4
ALHT 110 Intro to Health Information Technology	3
ALHT 150 Reimbursement Methodologies	3
ALHT 170 Electronic Health Records	3
ALHT 230 Current Procedural Terminology Coding	3
OTEC 102 Keyboarding II	3
OTEC 107 Office Systems and Procedures	3
BIOL 111 General Biology	3
BIOL 112 General Biology Lab	2
ALHE 118 Home Health Aide	2
CURR 101 Study Skills/Test Taking Strategies	2

For more information contact:

Program advisor
Jennifer Williams, 620-431-2820, ext. 214
jwilliams@neosho.edu

Music

Associate of Arts

The Associate of Arts with an emphasis in Music is designed to prepare students for a transfer to a four-year institution. The courses required are a basic foundation on which one can build.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MUSI 109 Applied Music, MUSI 120 Music Appreciation or MUSI 123 Music in America, MUSI 140 Music in the Elementary Classroom, MUSI 187 Concert Choir. These courses are the fundamental building blocks to work toward a four-year degree.

Program Elective Courses

MUSI 104 Theory Block I, MUSI 114 Vocal Ensemble, MUSI 206 Theatre Workshop (Music).

Program Outcomes

Students will develop an understanding of the following:

1. Basic elements of music, including sound, pitch, dynamics, and tone color.
2. Combining basic elements of music to construct melodies, harmonies, rhythm, and meter.
3. Using melody, harmony, rhythm, and meter to determine form and texture.
4. How form and texture, along with societal mores, determine historical style.
5. The multiple function of music for individuals and societies.
6. The notation system of Western music in composing and performing music.
7. Role and nature of various performing ensembles.
8. Role and nature of solo performance.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 120	Music Appreciation or	
MUSI 123	Music in America	3
ENGL 101	English Composition I	3
PSYC 100	First Year Seminar	1
COMM 207	Fundamentals of Speech	3
CSIS 100	Computer Concepts and Applications or	
CSIS 130	Intro to Computer Information Systems	3
Total		16

(Spring) Semester II		
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 120	Music Appreciation or	
MUSI 123	Music In America or	
MUSI 140	Music in the Elementary Classroom	3
ENGL 289	English Composition II	3
HPER 150	Lifetime Fitness	1
PSYC 155	General Psychology	3
MATH 113	College Algebra	3
Total		16

(Fall) Semester III		
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
	Biological Science w/Lab or	
	Physical Science w/Lab	5
	Arts/Humanities Elective	3
	Social Science Elective	3
	Free Elective	2
Total		16

(Spring) Semester IV		
MUSI 187	Concert Choir	1
MUSI 109	Applied Music (Voice/Instrument)	1
MUSI 109	Applied Music (Piano)	1
MUSI 120	Music Appreciation or	
MUSI 123	Music In America or	
MUSI 140	Music in the Elementary Classroom	3
	Social Science Electives	3
	Biological Science w/out Lab or	
	Physical Science w/out Lab*	3
	Free Electives	4
Total		16

Total Program Credits **64**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
David Smith, 620-431-2820, ext. 515
dsmith@neosho.edu

Nursing

Licensed Practical Nursing

Certificate

Registered Nursing

Associate of Applied Science

The nursing degree prepares the student to practice as a Licensed Practical Nurse (following the first three semesters of the nursing program) and as a Registered Nurse (AAS degree) after completing the second year of the nursing program. Graduates are eligible to sit for the NCLEX exam. See the Nursing Admission section of the College Catalog for nursing admission requirements.

Prerequisites

A Certified Nurse Aide (CNA), Certified Medication Aide (CMA), Certified Medical Assistant (CMA) or Licensed Mental Health Technician (LMHT) course must be successfully completed prior to the first day of Introduction to Nursing (NURS 101). General education courses required prior to admission are: BIOL 257/258 Human Anatomy and Physiology with lab (must be taken within seven years of entry into the nursing program), PSYC 155 General Psychology, PSYC 263 Developmental Psychology, and ENGL 101 English Composition I. Students must achieve a "C" or better on the prerequisites to count toward a nursing degree.

General Education (GE) Courses

Additional general education courses required are: FCS 203 Nutrition, BIOL 271/272 Microbiology with lab (must be taken within seven years of entry into the nursing program), COMM 213 Interpersonal Communications, SOSOC 100 Intro to Sociology, and computer literacy test out or completion of CSIS 105 Computer Literacy or CSIS 100 Computer Concepts and Applications or CSIS 130 Computer Information Systems. These courses must be taken prior to or during the semester listed.

Program Core Courses

The nursing courses begin with introduction to nursing and dosage calculation courses and progress to fundamentals, first level med/surg, obstetrics, pediatrics and pharmacology to complete the first level practical nursing requirements. The second level begins with OB and mental health in the first semester and advanced med/surg the final semester to complete the AAS or associate degree in nursing.

The clinical component of nursing courses that have a clinical component at NCCC must be passed to successfully complete the course and fulfill the requirements of the program. Nursing students admitted to the program must be able to perform activities that are comparable to those required for employment in the clinical setting. A list of these activities is available upon request.

Program Elective Courses

NURS 100 Problem Solving and Test-Taking Skills for Nursing Students, NURS 010 Nursing Math Skills, ALHE 105 Medical Terminology, ALHE 122 Intro to Pharmacology, NURS 220 Intravenous Therapy, NURS 123 Controversial Issues in Women's Health, NURS 230 Pathophysiology, NURS 150 Nursing

Roles in the Hospital, NURS 151 Nursing Roles in the Community, NURS 152 Nursing Care of the Dying Patient, and NURS 210 Introduction to Wound Care.

Student learning Outcomes

We believe the purpose of associate degree nursing education is to prepare graduates to practice as a Professional Nurse. The graduate with the Associate Degree in Nursing will:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.
4. Adapt through the use of the nursing process the ability to think critically and make safe and effective clinical judgments incorporating evidenced-based practice.
5. Manage Care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

Course Sequence

The listing that follows is the sequence of courses for full-time students. All courses must be taken in sequence and a student's success ("C" or better) in each course is required to continue in the program. Students are encouraged to take the required general education courses prior to entrance into the nursing program. Evidence of completion of general education courses with a "C" or better or proof of enrollment in the required general education course is required at the beginning of each semester.

NOTE: Students admitted to the nursing program that are requesting special accommodations in nursing courses must follow the "Guidelines for Accommodations for NCLEX Testing" as outlined by the Kansas State Board of Nursing (<http://www.ksbn.org/licensing/nclextestingguidelines.htm>).

Nursing (cont.)

CHANUTE & INDEPENDENCE CAMPUSES Licensed Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses	Cr Hrs
BIOL 257 Human Anatomy and Physiology	3
BIOL 258 Human Anatomy and Physiology Lab	2
PSYC 155 General Psychology	3
PSYC 263 Developmental Psychology	3
ENGL 101 English Composition I	3
Total	14
(Summer) Semester I	
NURS 101 Intro to Nursing	2
NURS 102 Dosage Calculation	1
Total	3
(Fall) Semester II	
NURS 111 Foundations of Nursing	6
NURS 121 Nursing Care of the Adult I	5
FCS 203 Nutrition	3
Total	14
(Spring) Semester III	
NURS 131 Nursing Care of the Adult II	5
NURS 141 Family Nursing I	6
Total	11
(Summer) Semester IV	
NURS 122 Pharmacology for Nursing	3
Total LPN Level I Credits (includes prerequisites)	45

LPNs from another institution bridging into RN Level II must complete:

(Summer)		
NURS 200	Intro to Associate Degree Nursing	5

Registered Nursing – Level II – AAS Sequence of Courses

Prerequisite Courses	Cr Hrs
All courses listed for Level I	45
(Fall) Semester IV	
NURS 251 Family Nursing II	4
NURS 261 Mental Health Nursing	4
BIOL 271 Microbiology	3
BIOL 272 Microbiology Lab	2
Total	13
(Spring) Semester V	
NURS 273 Nursing Care of the Complex Adult	5
NURS 274 Clinical Care of the Complex Adult	3
COMM 213 Interpersonal Communications	3
SOSC 100 Intro to Sociology	3
CSIS 105 Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total	14
Total RN Level II Credits	27
Total Program Credits for AAS Degree	72

For more information contact:

Chanute Campus
620-431-2820, ext. 254
nursing.chanute@neosho.edu

OTTAWA CAMPUS Licensed Practical Nursing – Level I – Certificate Sequence of Courses

Prerequisite Courses	Cr Hrs
BIOL 257 Human Anatomy and Physiology	3
BIOL 258 Human Anatomy and Physiology Lab	2
PSYC 155 General Psychology	3
PSYC 263 Developmental Psychology	3
ENGL 101 English Composition I	3
Total	14
(Fall) Semester I	
NURS 101 Intro to Nursing	2
NURS 102 Dosage Calculation	1
Total	3
(Spring) Semester II	
NURS 111 Foundations of Nursing	6
NURS 121 Nursing Care of the Adult I	5
FCS 203 Nutrition	3
Total	14
(Summer) Semester III	
NURS 122 Pharmacology for Nursing	3
(Fall) Semester IV	
NURS 131 Nursing Care of the Adult II	5
NURS 141 Family Nursing I	6
Total	11
Total LPN Level I Credits (includes prerequisites)	45

LPNs from another institution bridging into RN Level II must complete:

(Summer)		
NURS 200	Intro to Associate Degree Nursing	5

Registered Nursing – Level II – AAS Sequence of Courses

Prerequisite courses	Cr Hrs
All courses listed for Level I	45
(Spring) Semester IV	
NURS 251 Family Nursing II	4
NURS 261 Mental Health Nursing	4
BIOL 271 Microbiology	3
BIOL 272 Microbiology Lab	2
Total	13
(Fall) Semester V	
NURS 273 Nursing Care of the Complex Adult	5
NURS 274 Clinical Care of the Complex Adult	3
COMM 213 Interpersonal Communications	3
SOSC 100 Intro to Sociology	3
CSIS 105 Computer Literacy test-out or 1 cr hr if choose to complete course	0
Total	14
Total RN Level II Credits	27
Total Program Credits for AAS Degree	72

For more information contact:

Ottawa Site Coordinator: Mary Lisa Joslyn, 785-242-2067, ext. 327
mjoslyn@neosho.edu or
Administrative Assistant: Kelly Hamm, 785-242-2067, ext. 314
khamm@neosho.edu

Occupational Therapy Assistant

Associate of Applied Science

The Occupational Therapy Assistant program is a two-year program.

The Occupational Therapy Assistant (OTA) works under the direction of an Occupational Therapist to provide rehabilitative services to persons with mental, physical, emotional or developmental impairments with the ultimate goal to improve the client's quality of life and ability to perform daily activities.

In 2007 occupational therapy assistants held approximately 25,000 jobs. Employment is expected to grow much faster than average. The mean hourly compensation at the national level was \$21.72 or a mean average salary of \$45,180. Source: US Department of Labor.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

Students must complete BIOL 111 General Biology prior to taking BIOL 257/258 Human Anatomy & Physiology/Lab. Students must complete BIOL 257/258 Anatomy and Physiology/Lab prior to taking OTA 110 Human Structure and Function in Occupational Therapy.

General Education (GE) Courses

The occupational therapy assistant program is designed as either a terminal program or as a transfer program into an occupational therapy baccalaureate program.

Program Outcomes

1. Demonstrate an understanding of the history and philosophical base of the profession of occupational therapy.
2. Demonstrate an understanding of the dynamics of occupation and activity, including the interaction of areas of occupation, performance skills and patterns, activity demands, context, and client factors.
3. Describe models of practice and frames of reference that are used in occupational therapy.
4. Demonstrate a thorough knowledge of occupational therapy interventions and procedures to enhance safety, wellness, and performance in activities of daily living (ADL).
5. Demonstrate an understanding of the role of the occupational therapy assistant in care coordination, case management, and transition services in traditional and emerging practice environments.
6. Demonstrate the ability to effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.
7. Describe the contexts of health care, education, community, and social models or systems as they relate to the practice of occupational therapy.
8. Identify the varied roles of the occupational therapy assistant as a practitioner, educator, and research assistant.

Course Sequence

The listing that follows is a required sequence of courses. The student should work with their advisor regarding their course schedule.

Required Sequence of Courses

Prerequisite	Cr Hrs	
Developmental Reading/English, if test scores indicate need		
COMM 213	Interpersonal Communication	3
Semester I		
PSYC 100	First Year Seminar	1
CSIS 100	Computer Concepts and Applications	3
ENGL 101	English Composition I	3
BIOL 111	General Biology	3
PSYC 155	General Psychology	3
ALHE 105	Medical Terminology	3
	Total	16
APPLY FOR OTA PROGRAM ACCEPTANCE		
Semester II		
PSYC 263	Developmental Psychology	3
*BIOL 257	Human Anatomy and Physiology	3
*BIOL 258	Human Anatomy and Physiology Lab	2
OTA 100	Intro to Occupational Therapy	3
OTA 102	Occupational Therapy Skills Through the Lifespan	3
OTA 104	Occupational Disruption and Activity Analysis	3
	Total	17
Semester III		
OTA 106	Core Skills and Modalities in Occupational Therapy Assistant	3
OTA 108	Fieldwork and Practice Issues – Level I	1
*OTA 110	Human Structure and Function in OT	2
OTA 111	Human Structure and Function in OT Lab	1
OTA 200	Mental Health and Psychosocial Practice	3
OTA 210	Theory and Practice in Physical and Occupational Disabilities	3
OTA 212	Management and Legal Issues in Occupational Therapy	3
	Total	16
Summer		
SOSC 100	Introduction to Sociology	3
	Electives	2
	Total	5
Semester IV		
OTA 214	OTA Clinical Fieldwork – Level II-A	3
OTA 216	Fieldwork in the Community – Level II-B	4
	Total	7
Total Program Credits		64
*Prerequisite required		

Office Assistant Certificate

The office assistant plays a supportive role in the function of any successful business. Often this position involves key responsibilities in the daily success of the enterprise. A student has the capability of studying for a certificate in Medical Office Support, Legal Support, and Administrative Support. This 16-hour certificate is considered an entry level position and will afford the opportunity for the student to gain experience while continuing to pursue further educational opportunities.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to obtain a certificate in an office assistant area, a student's program of study may include certain general education courses. The student's program advisor will recommend appropriate general education courses based upon the student's background and career objectives.

Program Elective Courses

Requirements for an Office Assistant certificate include the completion of 10 hours of credit from selected courses and electives for a minimum of 16 hours. The elective hours are selected from the courses given below. Should a student test out of any required course or transfer in coursework towards the OAC, they are required to complete 16 hours at NCCC. The student, in consultation with an advisor, will select course work from the *Recommended Electives List*.

Program Outcomes

1. Demonstrate the use of basic office machines.
2. Demonstrate effective oral and written communication skill.
3. Utilize computer application software.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

Required Courses for all Office Assistant Students		Cr Hrs
OTEC 108	Career Life Skills <i>(held during Intersession directly before or after the semester of enrollment)</i>	1
OTEC 101/102	Keyboarding I or Keyboarding II (on-line 8 weeks)	3
BUSI 106	Business Math	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information System	3
Required for Medical Office Support Option		
ALMA 110	Medical Professional Issues	2
ALMA 120	Medical Administrative Aspects	4

Required for Legal Support Option		Cr Hrs
BUSI 118	Business Communications	3
CRIM 122	Criminal Law	3

Required for Administrative Support Option		Cr Hrs
OTEC 102/107	Keyboarding II or Office Systems and Procedures	3
BUSI 118	Business Communication	3

Total Certificate Credits 16

Should a student have transferable college credit that includes any of the above classes the student may substitute any of the following for the specific certificate option.

Recommended Electives List

Medical Office Support		Cr Hrs
ALHE 105	Medical Terminology	3
ALMT 135	Healthcare Documentation and Medical Transcription I	6
ALHT 110	Intro to Health Information Technology	3
ALHT 210	Legal and Ethical Issues in Healthcare	3
OTEC 102	Keyboarding II	3
OTEC 107	Office Systems and Procedures	3
COMM 213	Interpersonal Communication	3
BIOL 102	Intro to Human Biology	3
MGMK 135	Human Relations and Supervision	3

Legal Support		Cr Hrs
ALHT 210	Legal and Ethical Issues in Healthcare	3
OTEC 102	Keyboarding II	3
OTEC 107	Office Systems and Procedures	3
BUSI 114	Business Law	3
COMM 213	Interpersonal Communication	3
CRIM 126	Interviewing and Report Writing	3
CRIM 123	Criminal Investigation	3
MGMK 135	Human Relations and Supervision	3

Administrative Support		Cr Hrs
OTEC 102	Keyboarding II	3
COMM 213	Interpersonal Communication	3
MGMK 135	Human Relations and Supervision	3
CSIS 101	Microcomputer Applications I	3

Note: 16-hour certificates in specific options may require additional courses.

For more information contact:

Program Advisors
 Administrative Support Option: Linda Jones
 620-431-2820, ext. 227
ljones@neosho.edu
 Legal Support Option: Dale Ernst
 785-242-2067, ext. 312
dernst@neosho.edu
 Medical Office Support: Brenda Krumm
 620-431-2820, ext. 234
bkrumm@neosho.edu

Office Technology

Level I and Level II Certificates

Associate of Applied Science

The Associate of Applied Science in Office Technology is a two-year degree with stackable credentials for students who intend to seek employment upon graduation rather than transfer to a university. Level I certification exposes students to fundamental business concepts which could be encountered while employed. Level II certification provides more in depth business content and an internship. The Accreditation Council for Business Schools and Programs (ACBSP) accredits the degree. Career areas may include: administrative assistant, office manager, office clerk, executive assistant, and office professional.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include ENCL 101 English Composition I, COMM 213 Interpersonal Communication, PSYC 100 First Year Seminar, and a 3 credit hour computer literacy proficiency course. Other general education electives may be required to meet degree requirements.

Program Core Courses

O TEC 101 Keyboarding I, O TEC 102 Keyboarding II, O TEC 123 Office Machines, O TEC 107 Office Systems and Procedures, ACCT 205 QuickBooks Accounting, MGMK 147 Intro to Management, ACCT 107 Payroll Accounting, CSIS 117 Intro to Web Page Design.

Program Elective Courses

ACCT 108 College Accounting, ALHT 135 Intro to Medical Transcription, ALMT 135 Healthcare Documentation and Medical Transcription I BUSI 106 Business Math or other approved math course, BUSI 114 Business Law, BUSI 118 Business Communications, ECON 201 Macroeconomics, MGMK 101 Intro to Business, and MGMK 135 Human Relations and Supervision.

Program Outcomes

1. List and perform the steps in the accounting cycle.
2. Use basic office machines.
3. Demonstrate effective oral and written communication skills.
4. Utilize computer application software.
5. Collaborate with others in a team project setting.
6. Explain the role of managers and employees in creating an organizational culture.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
9. Prepare the required Federal and Kansas payroll reports.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
O TEC 101/102	Keyboarding I or II	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
ACCT 108	College Accounting	3
BUSI 106	Business Math or Approved Math Course	3
PSYC 100	First Year Seminar	1
PSYC 155	General Psychology	3
Total		16

(Spring) Semester II		
O TEC 123	Office Machines	2
BUSI 118	Business Communications	3
MGMK 101	Intro to Business	3
MGMK 135	Human Relations and Supervision	3
ACCT 205	QuickBooks Accounting	3
	Approved Business Program Course	3
Total		17

Level I Certificate **30-33**

(Fall) Semester III		
O TEC 107	Office Systems and Procedures	3
O TEC 102	Keyboarding II or	
ACCT 107	Payroll Accounting	3
CSIS 117	Intro to Web Page Design	1
ECON 201	Macroeconomics	3
COMM 213	Interpersonal Communications	3
ENGL 101	English Composition I	3
Total		16

Level II Certificate **46-49**

(Spring) Semester IV		
CSIS 229	Advanced Web Page Design	3
BUSI 114	Business Law	3
MGMK 147	Intro to Management	3
HPER 150	Lifetime Fitness	1
	Field Study or other Business Course	2
	Approved General Ed Elective	3
Total		15

Associate of Applied Science Degree Program Credits 64

This curriculum is not designed for students who wish to transfer.

For more information contact:

Program Advisor
Linda Jones, 620-431-2820, ext. 227
ljones@neosho.edu

Personal Trainer Certificate

NCCC offers a one-year program that will train students to be a Personal Trainer. The courses will prepare students to take the exam given by the American Council on Exercise.

The program will prepare the student for a career in the fitness field or allow them to work in health clubs while the student finishes a four-year degree.

The student will receive a good background in nutrition, strength training, and physiology.

Program Core Courses

HPER 150 Lifetime Fitness, FCS 203 Nutrition, HPER 130 Principles of Strength Training, HPER 170 Exercise Science for Fitness Professionals, HPER 222 Personal Training.

Program Outcomes

The student will be able to demonstrate an understanding of:

1. nutrition,
2. strength training,
3. exercise science,
4. exercise program design,
5. fitness evaluation,
6. and training adaptations.

The courses will prepare the individual to take a national certification test.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
HPER 150	Lifetime Fitness	1
FCS 203	Nutrition	3
HPER 130	Principles of Strength Training	3
Total		7
(Spring) Semester II		
HPER 170	Exercise Science for Fitness Professionals	3
HPER 222	Personal Training	3
Total		6
Total Certificate Credits		13

For more information contact:

Program advisor
Kevin Blackwell, 620-431-2820, ext. 303
kblackwell@neosho.edu

Phlebotomy

Certificate

The Phlebotomy certificate program prepares students to be proficient in their profession and to demonstrate successful competence in the outcomes as established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs that mandate phlebotomy training.

Upon successful completion of this program the student will have the skills to pass the RPT (Registered Phlebotomy Technician) examination administered by American Medical Technologists (AMT) and to obtain an entry-level position in the laboratory technician profession.

General Education (GE) Courses

The phlebotomy program is designed as a terminal certificate program. Certificate students are not required to take specific elective courses for this program. If students choose to pursue continued education, the certificate will assist with skills needed in the medical assisting and nursing occupations. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 182 Phlebotomy Clinical Lab, ALMA 181 Phlebotomy Practicum, ALMA 185 Phlebotomy National Exam Review.

Program Outcomes

1. Demonstrate fundamental safety procedures.
2. Discuss and perform specimen collections.
3. Process requisitions for tests performed in the laboratory.
4. Discuss the circulatory system.
5. Perform capillary punctures.
6. Communicate effectively.
7. Instruct patients.
8. Demonstrate patient preparation for procedure(s).

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Upon completion, the student will be awarded a 16-credit hour Certificate of Phlebotomy issued by the college.

Recommended Sequence of Courses

Semester I		
ALHE 105	Medical Terminology	3
ALMA 126	Fundamentals of Phlebotomy I	4
	Total	7
Semester II		
ALMA 161	Fundamentals of Phlebotomy II	4
ALMA 182	Phlebotomy Clinical Lab	2
	Total	6
Semester III		
ALMA 181	Phlebotomy Practicum	2
ALMA 185	Phlebotomy National Exam Review	1
	Total	3
	Total Certificate Credits	16

For more information contact:

Program advisor
 Jennifer Williams, 620-431-2820, ext. 214
jwilliams@neosho.edu

Physics and Pre-Engineering

Associate of Science

The Associate of Science with an emphasis in Physics and Pre-Engineering is a two-year degree for students who intend to transfer to a four-year university and major in engineering and physics.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MATH 150 Analytic Geometry and Calculus I, MATH 155 Analytic Geometry and Calculus II, MATH 253 Analytic Geometry and Calculus III, MATH 255 Differential Equations, PHYS 104/140 Engineering Physics I/Lab, PHYS 105/145 Engineering Physics II/Lab.

Program Elective Courses

Students interested in biochemistry should take BIOL 251/252 Biology I Lecture/Lab, BIOL 255/256 Biology II Lecture/Lab.

Program Outcomes

Students will develop an understanding of the following:

1. Show concept knowledge in measuring, mechanics of motion, the mechanical and thermal properties of matter, by application in problem solving.
2. Show concept knowledge in waves, simple harmonic motion, Electricity, magnetism, and optics, by application in problem solving.
3. Formulate problems in physics using the tools of mathematics.
4. Incorporation of graphing calculators in math and physics lab analysis.
5. Calculation in three-dimensional coordinate systems.
6. Apply the scientific method in lab work settings.
7. Analyze experimental error in lab work, and relate it to lab measurement.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
COMM 207	Fundamentals of Speech	3
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 150	Analytic Geometry and Calculus I*	5
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
Total		15

(Spring) Semester II		
ENGL 289	English Composition II	3
MATH 155	Analytic Geometry and Calculus II	5
PSYC 155	General Psychology	3
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
Total		17

(Fall) Semester III		
PHYS 104	Engineering Physics I	4
PHYS 140	Engineering Physics I Lab	1
MATH 253	Analytic Geometry and Calculus III	3
HPER 150	Lifetime Fitness	1
	Arts/Humanities Elective	3
	Biological Science and Lab	5
Total		17

(Spring) Semester IV		
PHYS 105	Engineering Physics II	4
PHYS 145	Engineering Physics II Lab	1
MATH 255	Differential Equations	3
	Social/Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Program Elective (s)	3-5
Total		17-19

Total Program Credits **66-68**

*Assuming the student has passed the equivalent of College Algebra and Trigonometry. If not, enroll first in MATH 125 College Algebra and Trigonometry (5 cr hrs).

For more information contact:

Program advisor
Luka Kapkiai, 620-431-2820, ext. 530
lkapkiai@neosho.edu

Psychology

Associate of Science

The Associate of Science program at NCCC with an emphasis in Psychology is designed to meet the basic requirements of students intending to transfer to a four-year college or university. This program may also benefit those individuals pursuing degrees in areas such as allied health, nursing, social services, criminal justice, and education, among others.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites, which are listed in the course catalog.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

PSYC 155 General Psychology, PSYC 263 Developmental Psychology, PSYC 274 Psychology of Adjustment. These courses should provide a foundation in the field of psychology upon which the student might build toward a baccalaureate or higher degree. Core courses should transfer readily to universities within the Kansas Regent's system.

Program Elective Courses

PSYC 200 Independent Study, PSYC 219 Child Development, PSYC 110 Chemical Dependency, MATH 143 Elementary Statistics, PSYC 253 Human Sexuality, SOSC 236 Marriage and the Family. These courses will supplement the core offerings in psychology but may not transfer to a four-year college or university except as elective credit. Consult the degree requirements of the transfer institution for clarification.

Program Outcomes

1. Identify and describe the major schools of psychological thought within an historical perspective.
2. Identify and demonstrate an understanding of the major methods of scientific inquiry utilized in psychological research.
3. Demonstrate an understanding of the biological basis of behavior, and the significance of developmental milestones.
4. Identify and describe the basic factors and processes that influence cognitive development.
5. Demonstrate an understanding of human life span developmental and distinguish among the biological, cognitive, and socioemotional domains.
6. Identify and describe the major classifications of psychological disorders and their treatment, including the major theories of personality development.
7. Demonstrate an understanding of how human behavior is influenced by interaction at the individual, group, and environment/societal levels.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. All students should generally complete the courses listed under Semester I before moving on to Semester II. Be sure to consult the course descriptions. It is very important to select the four-year college or university to which transfer is intended as soon as possible, preferably before completion of 30 credit hours. Knowing the degree requirements of the transfer institution could make a difference in which courses are selected.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
PSYC 100	First Year Seminar	1
PSYC 155	General Psychology	3
ENGL 101	English Composition I	3
MATH 113	College Algebra	3
CSIS 130	Intro to Computer Information Systems	3
	Arts/Humanities Elective	3
	Total	16

(Spring) Semester II		
PSYC 274	Psychology of Adjustment	3
ENGL 289	English Composition II	3
COMM 207	Fundamentals of Speech	3
HPER 150	Lifetime Fitness	1
	Laboratory Science Elective	5
	Total	15

(Fall) Semester III		
PSYC 263	Developmental Psychology	3
SOSC 100	Intro to Sociology	3
	Program Elective	3
	Program Elective	3
	Arts/Humanities Elective	3
	Social/Behavioral Science Elective	3
	Total	18

(Spring) Semester IV		
	Program Elective	3
	Arts/Humanities Elective	3
	Laboratory Science Elective	5
	Elective	3
	Program Elective	3
	Total	17

Total Program Credits **66**

For more information contact:

Program advisor
 Larry Anderson, 620-431-2820, ext. 236
landerson@neosho.edu
 Tina Oelke, 785-242-2067, ext. 351
toelke@neosho.edu

Social Science

Associate of Science

The Associate of Science with an emphasis in Social Science at NCCC prepares students for transfer programs in various fields of social science, including human services, public administration, and pre-law.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

HIST 201 U.S. History I or HIST 202 U.S. History II or HIST 200 Recent American History, SOSC 101 American Government, SOSC 100 Intro to Sociology.

Program Elective Courses

For human services: SOSC 220 Social Problems, SOSC 236 Marriage and the Family, PSYC 253 Human Sexuality, HUM 103 Intro to Philosophy, ECON 201 Macroeconomics, HIST 201/202 U.S. History I or II or HIST 207 World Geography, HUM 204/205 Western Civilization I or II, MATH 143 Statistics.

For public administration and pre-law: SOSC 102 State and Local Government, ECON 201 Macroeconomics, ECON 200 Microeconomics, HIST 207 World Geography, ACCT 108 College Accounting, SOSC 236 Marriage and the Family, SOSC 220 Social Problems, MATH 143 Elementary Statistics, CRIM 111 Principles of Criminal Justice, MGMK 101 Intro to Business.

Program Outcomes

1. Identify different areas/disciplines of the social sciences.
2. Explain the use of various research methods used in social scientific research.
3. Provide examples of the influence of social institutions such as family, education, religion, government and economy on social structure and social relations as outlined in history, political science, anthropology, sociology, and other social sciences.
4. Explain the differences and similarities of concepts related to living in a global society including but not limited to ethnocentrism, cultural relativity, cultural and political pluralism, multiculturalism, and globalization.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
MATH 113/110	College Algebra or College Algebra w/review	3-5
CSIS 130	Intro to Computer Information Systems	3
HIST 201/202	U.S. History I or II or	
HIST 200	Recent American History	3
	Program Elective	3
	Total	16-18

(Spring) Semester II		
BIOL 111/115	General Biology or Environmental Life Sciences	3
BIOL 112/116	General Biology Lab or Environmental Life Sciences Lab	2
HPER 150	Lifetime Fitness	1
ENGL 289	English Composition II	3
SOSC 101	American Government	3
PSYC 155	General Psychology	3
	Program Elective	3
	Total	18

(Fall) Semester III		
SOSC 100	Intro to Sociology	3
	Physical Science Course w/Lab	5
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Total	17

(Spring) Semester IV		
COMM 207	Fundamentals of Speech	3
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	3
	Total	15

Total Program Credits **66-68**

For More Information Contact:

Program Advisor
Kevin Blackwell, 785-242-2067, ext. 303
kblackwell@neoshu.edu

Sociology

Associate of Science

The Associate of Science with an emphasis in Sociology at NCCC is designed to prepare students for a transfer to a four-year institution. General sociology provides a desirable background, as either a sole or combined major, for further professional training in law, city planning, public administration, hospital administration, and medicine, as well as for advanced graduate work in sociology or other social sciences. It also prepares students for a wide variety of careers that involve problem-solving and gathering, organizing and analyzing information (i.e., data). Such careers may involve jobs ranging from sales and management to community services and government work.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

SOSC 100 Intro to Sociology, SOSC 220 Social Problems, SOSC 236 Marriage and the Family.

Program Elective Courses

HIST 201 U.S. History I, HUM 204 Western Civilization I, SOSC 101 American Government, HUM 110 Humanities I, MATH 143 Elementary Statistics, HUM 103 Intro to Philosophy, and SOSC 200 Intro to Cultural Anthropology.

Program Outcomes

1. Identify major theoretical perspectives or paradigms that make up sociology and distinguish among them.
2. Identify major research steps used by social scientists.
3. Identify major elements of culture.
4. The student will become acquainted with deviance and society's efforts to control deviant behavior.
5. Explain prejudice and discrimination.
6. Analyze major social institutions and their significance.
7. Define the importance of collective behavior.
8. Analyze the importance and dimensions of social change.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
SOSC 100	Intro to Sociology	3
PSYC 100	First Year Seminar	1
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
CSIS 130	Intro to Computer Information Systems	3
MATH 113	College Algebra	3
Total		16
(Spring) Semester II		
SOSC 220	Social Problems	3
PSYC 155	General Psychology	3
ENGL 289	English Composition II	3
SOSC 101	American Government or	
SOSC 102	State and Local Government	3
	Physical Science and Lab	5
Total		17
(Fall) Semester III		
HPER 150	Lifetime Fitness	1
SOSC 236	Marriage and the Family	3
ECON 201	Macroeconomics	3
	Biological Science and Lab	5
	Program Elective	3
Total		15
(Spring) Semester IV		
ENGL 113/221	General Literature or	
	Intro to Western Literature	3
HUM 110/120	Humanities I or II	3
	Arts and Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	1-3
Total		16-18
Total Program Credits		64-66

For more information contact:

Program advisor
 Kevin Blackwell, 785-242-2067, ext. 303
kblackwell@neosho.edu

Surgical Technology

Certificate with Associate of Applied Science Option

The Surgical Technology program trains individuals to become entry level surgical technologists. Surgical technicians prepare for and assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. Surgical technologists are critical members of operating room teams. This program prepares the student to sit for the National Board of Surgical Technology and Surgical Assisting, NBSTSA, Certification Exam.

Employment in surgical technology is expected to grow as the volume of surgeries increase and technology advances require expert assistance during those surgical procedures. Hospitals continue to be the primary employer of surgical technologists, although other career options include physicians' office assistant, obstetrical unit technician, and outpatient care centers, including ambulatory surgical center, sterile supply management and/or technician, surgical supply representatives, and surgical technology education instruction.

US Department of Labor 2010 reports median pay at \$39,920 per year and \$19.19 per hour with an expected 19% growth in job outlook for the future.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites as indicated.

Program Outcomes

The goal of the surgical technology program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as a surgical technologist and become contributing members of the health care team. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains:

Cognitive Domain

The Graduate will:

1. Correlate the knowledge of surgical procedures, anatomy and physiology, microbiology to their role as a surgical technologist and recognize their relationship to safe patient care.
2. Understand the principles of safe patient care in the preoperative, intraoperative and postoperative settings.

Psychomotor Domain

The Graduate will:

3. Develop and apply fundamental surgical assisting skills through practice and evaluation in the laboratory and clinical settings.
4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.

Affective Domain

The Graduate will:

5. Recognize the variety of patients' needs and the impact of their personal, physical, emotional, and cultural experiences on the rendering of patient care.
6. Demonstrate professional responsibility in performance, attitude and personal conduct.
7. Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

The program is a 64 credit hour (1159 clock hour) associate's degree program in applied science of surgical technology, which incorporates 36 credit hours (400 didactic and 75 lab clock hours) of general education and biology courses, with 29 credit hours (200 didactic, 56 lab and 476 clinical clock hours) of core surgical and clinical courses.

Course Sequence

The listing that follows is a recommended sequence of courses. Any of the pre/co-requisite courses may be taken prior to beginning the surgical courses. The surgical courses must be taken concurrently. The student should work with their advisor regarding their course schedule.

Sequence of Required Courses

Prerequisites	Cr Hrs
Developmental Reading/English, Math, if test scores indicate need.	
PSYC 100 First Year Seminar, (if required)	(1)
+ ALHE 105 Medical Terminology	3
BIOL 111 General Biology	3
+ BIOL 271 Microbiology	3
+ BIOL 272 Microbiology Lab	2
CSIS 100 Computer Concepts and Applications	3
Total	14-15

Semester I – Spring

ENGL 101 English Composition I	3
+ SURG 100 Introduction to Surgical Technology	4
+ ALHE 122 Introduction to Pharmacology	3
+ BIOL 257* Human Anatomy and Physiology	3
+ BIOL 258* Human Anatomy and Physiology Lab	2
ALHE 141** CPR	(1)
Total	15-16

Semester II – Summer

SOSC 100 Introduction to Sociology	3
PSYC 155 General Psychology	3
COMM 213 Interpersonal Communication	3
Total	9

Semester III – Fall

+ SURG 102 Principles and Practices of ST	5
+ SURG 103 Principles and Practices of ST Lab	3
+ SURG 202* Surgical Procedures I	3
+ SURG 106 Surgical Technology Clinical I	3
Total	14

Semester IV – Spring

+ SURG 204 Surgical Procedures II	4
+ SURG 206 Surgical Technology Clinical II	7
+ OTEC 108 Career Life Skills	1
Total	12

Total Program Credits	29
+Total Certificate Credits	46
Total AAS Degree Credits	64

*Prerequisite required: BIOL 111 General Biology for BIOL 257/258 Human A&P/Lab, BIOL 257/258 Human A&P/Lab for SURG 202 Surgical Procedures I **CPR Certification by American Heart Association, Healthcare Provider required for clinical entry but can be acquired elsewhere.

For More Information Contact:

Program Director
 Kelly Warren, 785-242-2067, ext. 311
kwarren@neosho.edu

Theatre

Associate of Arts

The Associate of Arts with an emphasis in Theatre at NCCC is designed to prepare students for a transfer to a four-year institution. The courses required are a basic foundation on which one can build in order to pursue a career in theatre.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

COMM 105 Theatre Appreciation, COMM 107 Stagecraft, and COMM 120 Fundamentals of Acting are the fundamental building blocks to work towards a four-year degree. COMM 206 Theatre Workshop (Drama) and COMM 108 Applied Theatre are intended to give students hands on experience in play production.

Program Elective Courses

Program elective courses are taken from the communication section of the college catalog.

Program Outcomes

Students will develop an understanding of the following:

1. The basic duties and history of the primary and secondary artist involved with producing a theatrical production and the etiquette of the audience while attending a theatrical production.
2. The basic use of the actor's instrument in movement and sound.
3. The acting process from auditioning to performing in front of an audience.
4. The design and technical process from conceptualizing to building and opening a production.
5. A diverse repertoire of plays from a variety of eras and styles.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

(Fall) Semester I		Cr Hrs
COMM 105	Theatre Appreciation	3
ENGL 101	English Composition I	3
PSYC 100	First Year Seminar	1
COMM 120	Fundamentals of Acting or	
COMM 107	Stagecraft	3
CSIS 100/130	Computer Concepts and Applications or	
	Intro to Computer Information Systems	3
	Social and Behavioral Science Elective	3
	Total	16

(Spring) Semester II		
ENGL 289	English Composition II	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
HPER 150	Lifetime Fitness	1
COMM 104	Theatre Design or	
COMM 216	Advanced Acting	3
	Arts/Humanities Elective	3
	Total	16

(Fall) Semester III		
COMM 207	Fundamentals of Speech	3
	Program Elective	3
	Biological Science w/Lab or	
	Physical Science w/Lab*	5
	Social and Behavioral Science Elective	3
	Arts/Humanities Elective	3
	Total	17

(Spring) Semester IV		
COMM 206	Theatre Workshop (Drama)	1
	Biological Science w/out Lab or	
	Physical Science w/out Lab*	3
	Arts/Humanities Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	2
	Total	15

Total Program Credits **64**

*One of the science courses must be biological and one must be physical.

For more information contact:

Program advisor
 Emily Kasprzak, 620-431-2820, ext. 229
ekasprzak@neosho.edu

Vocational Internship Program (VIP)

Certificate

The Vocational Internship Program (VIP) is designed to teach the skills necessary to gain entry-level employment in an industrial occupation. This program combines classroom knowledge with practical on-the-job experience working with an area employer.

Prerequisites

The student must complete an application and be accepted as a member of the VIP program. The student must also demonstrate proficiency in reading based on the COMPASS assessment test or ACT or SAT scores.

Program Core Courses

O TEC 108 Career Life Skills, ETEC 111 Tools and Machines – Maintenance and Safety, ETEC 136 Industrial Internship, ETEC 194 Intro to Technology Systems, ETEC 252 Manufacturing Processes I.

Program Elective Courses

BUSI 106 Business Math, COMM 213 Interpersonal Communications, CSIS 100 Computer Concepts and Applications, ENGL 101 English Composition I, ENGL 121 Reading in the Disciplines, ETEC 115 Blueprint Reading, ETEC 153 Computer-Aided Design I, ETEC 170 Computer Applications in Manufacturing II.

Program Outcomes

1. Demonstrate the ability to use and maintain common hand and power tools.
2. Apply safe work practices.
3. Demonstrate the ability to read and understand blueprints.
4. Demonstrate the ability to install plastic and copper piping.
5. Demonstrate the ability to accurately measure and cut wood.
6. Demonstrate the ability to wire a receptacle and switch.
7. Demonstrate cutting and welding.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Recommended Sequence of Courses

Semester I		Cr Hrs
O TEC 108	Career Life Skills	1
ETEC 111	Tools and Machine – Maintenance and Safety	3
ETEC 136	Industrial Internship	3
ETEC 194	Intro to Technology Systems	3
ETEC 252	Manufacturing Processes I	3

Total Certificate Credits **13**

For more information contact:

Program advisor
Mark Eldridge, 785-242-2067, ext. 317
meldridge@neosho.edu

Welding – Level I & II

Certificates

The Welding program allows students the opportunity to complete certificates at two levels and to transfer these certificates toward an Associate of Applied Science degree in Industrial Engineering Technology. The Level I Welding certificate is for students who intend to seek entry-level employment after completing a one-year program of study. The Level II certificate is for students interested in advancing their skill level beyond Level I.

The curriculum utilizes the American Welding Society’s “Schools Excelling through National Skills Standards” (SENSE) which is a nationally-recognized credentialing and certification system. The SENSE system defines skill levels as Entry Welder and Advanced Welder which correspond with NCCC’s Level I and Level II certificates.

Career areas in welding include welding, cutting, soldering, and brazing in the construction, manufacturing and utilities industries. Specific job titles include welding technician, supervisors, inspectors, instructors, and shop owners. The job outlook for welders in the construction, manufacturing, and utilities industries is increasing. Median earnings are \$15.10/hour.

Level I Program Outcomes

1. Demonstrate the fundamentals of basic welding shop safety.
2. Demonstrate the ability to perform construction math.
3. Demonstrate the ability to correctly use welding tools.
4. Demonstrate the ability to read weld blueprints.
5. Demonstrate basic employability skills.
6. Demonstrate an understanding of metallurgy.
7. Demonstrate an understanding of gas metal arc welding – short circuit. (overlay/pad and fillet)
8. Demonstrate an understanding of oxy-fuel cutting.
9. Demonstrate an understanding of shield metal arc welding. (overlay/pad and fillet)
10. Demonstrate an understanding of plasma arc cutting.
11. Demonstrate an understanding of flux cored arc welding – dual shield. (overlay/pad and fillet)
12. Demonstrate an understanding of gas tungsten arc welding. (overlay/pad and fillet)

Level II Program Outcomes

1. Demonstrate competence in gas metal arc welding – short circuit.
2. Demonstrate competence in flux cored arc welding – dual shield.
3. Demonstrate competence in gas tungsten arc welding.
4. Demonstrate competence in shielded metal arc welding.
5. Demonstrate competence in welder qualification for certification.

Sequence of Courses

Level I Certificate

		Cr Hrs
Semester I		
MFGT 112	Welding Safety/OSHA 10	1
MFGT 114	Welding Cutting Processes	3
MFGT 116	Gas Tungsten Arc Welding	3
	Total	7

Semester II		
MFGT 118	Shielded Metal Arc Welding	3
MFGT 120	Gas Metal Arc Welding	3
MFGT 122	Welding Blueprint Reading	3
	Total	9

Total Level I Certificate Credits **16**

Level II Certificate

	Cr Hrs
Level I Certificate requirements	16

Semester III		
MFGT 124	Advanced Gas Tungsten Arc Welding	4
MFGT 126	Advanced Gas Metal Arc Welding	4
	Total	8

Semester IV		
MFGT 128	Advanced Shielded and Metal Arc Welding	4
MFGT 130	Specialized Welding	4
	Total	8

Total Level II Certificate Credits **32**

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology with an emphasis in welding should visit with an advisor to determine general education and additional technical education requirements. Degrees require completion of 64 credit hours.

For more information contact:

Program Advisor
 Will Jordan, 785-979-0560
wjordan@neosho.edu

COURSE PREFIXES

ACCT	Accounting	Accounting	ACCT
AERO	Aerostructures	Aerostructures	AERO
ALHE	Allied Health	Allied Health	ALHE
ALHT	Health Information Technology	Art	ART
ALMA	Medical Assistant	Biological Science	BIOL
ALMT	Medical Transcription	Business	BUSI
ART	Art	Chemistry	CHEM
BIOL	Biological Science	Communication	COMM
BUSI	Business	Computer Science Information Systems	CSIS
CHEM	Chemistry	Construction Technology	CMCT
CMCT	Construction Technology	Criminal Justice	CRIM
COMM	Communication	Curriculum	CURR
CRIM	Criminal Justice	Economics	ECON
CSIS	Computer Science Information Systems	Education	EDUC
CURR	Curriculum	Energy Management	ENRG
ECON	Economics	English	ENGL
EDUC	Education	Entrepreneurship	ENTR
ENGL	English	Family and Consumer Science	FCS
ENRG	Energy Management	Foreign Language	FLAN
ENTR	Entrepreneurship	Health Information Technology	ALHT
ETEC	Industrial Engineering Technology	Health, Physical Education, and Recreation	HPER
FCS	Family and Consumer Science	History	HIST
FLAN	Foreign Language	Humanities	HUM
HIST	History	Industrial Engineering Technology	ETEC
HPER	Health, Physical Education, and Recreation	Management/Marketing	MGMK
HUM	Humanities	Manufacturing Technology	MFGT
MATH	Mathematics	Mathematics	MATH
MFGT	Manufacturing Technology	Medical Assistant	ALMA
MGMK	Management/Marketing	Medical Transcription	ALMT
MIL	Military Science and Advance	Military Science and Advance	MIL
MUSI	Music	Music	MUSI
NURS	Nursing	Nursing	NURS
OTA	Occupational Therapy Assistant	Occupational Therapy Assistant	OTA
OTEC	Office Technology	Office Technology	OTEC
PHYS	Physics	Physics	PHYS
PSYC	Psychology	Psychology	PSYC
SOSC	Social Science	Social Science	SOSC
SURG	Surgical Technology	Surgical Technology	SURG
SUST	Sustainable Energy	Sustainable Energy	SUST
TST	Technology Studies	Technology Studies	TST

COURSE DESCRIPTIONS

ACCT 107 PAYROLL ACCOUNTING

3 credit hours

This course is designed to provide comprehensive, yet practical instruction in payroll. Payroll systems, the preparation of payroll tax returns and reports, as well as payroll laws and regulations will be studied. Computer applications will be included.

ACCT 108 COLLEGE ACCOUNTING

3 credit hours

Basic accounting principles and procedures, the accounting cycle, and the records necessary in maintaining an accounting system for a small business organized as a sole proprietorship are surveyed in this course. *The course is an introductory course with no prerequisite. The course is not equivalent to ACCT 201 Financial Accounting and does not prepare the student for ACCT 202 Managerial Accounting.*

ACCT 201 FINANCIAL ACCOUNTING I

3 credit hours

This course provides an introduction to financial accounting concepts and theory, with emphasis on the use of external financial statements. Accounting for corporations and financial statement analysis are introduced. *Prerequisite: ACCT 108 College Accounting or high school accounting recommended, but may be waived by the instructor. This course is recommended for transfer students, as well as other students interested in accounting.*

ACCT 202 MANAGERIAL ACCOUNTING

3 credit hours

This course studies the basic concepts of accounting for a firm's internal information needs used in planning, controlling, and managing the organization. This course is recommended for students transferring in business as well as other students interested in accounting. *Prerequisite: ACCT 201 Financial Accounting I or the equivalent.*

ACCT 205 QUICKBOOKS ACCOUNTING

3 credit hours

Training in using the *QuickBooks®* accounting program is presented in this course, including accounting concepts and their relationship to *QuickBooks®*. *Prerequisite: ACCT 108 College Accounting or the equivalent.*

NOTE: ADDITIONAL COMPUTERIZED ACCOUNTING COURSES ARE OFFERED UNDER THE CSIS 101 COURSE NUMBER.

AERO 112 BASIC COMPUTER FOR AEROSTRUCTURE TECHNOLOGY

1 credit hour

This course is offered as part of the Aerostructures program and teaches the minimum computer skills required for work in aerospace technology. It includes the following topics: mouse functions, Windows operating system, Windows icons and shortcuts, moving throughout the window, menus, textboxes, drop down lists, options buttons, dialog boxes, starting and exiting a program.

AERO 113 AEROSPACE SAFETY

1 credit hour

This course is worth 1 hour of college credit. It provides an overview of OSHA regulations, information on safety tools, equipment, and safe procedures, hazardous waste, first aid and cardiopulmonary resuscitation, and blood borne pathogens.

AERO 114 PRECISION INSTRUMENTS

1 credit hour

This course is worth 1 hour of college credit. It includes basic concepts and terminology that is related to precision instruments. Students will learn to utilize a precision rule, dial caliper, vernier micrometer, small hole gauge, counter sink gauge, grip gauges, and rivet height gauges.

AERO 115 AEROSPACE BLUEPRINT READING**2 credit hours**

This course is worth 2 hours of college credit. It teaches basic concepts associated with blueprints including using a production line, understanding terminology, comparing blueprint elements, interpreting lines, identify dimension and tolerance, interpret common GD&T symbols, interpret fastener symbols and common aircraft symbols.

AERO 116 BASIC DRILLING AND RIVETING**1 credit hour**

This course provides specific technical skills necessary to safely drill and countersink quality holes for work as an assembly mechanic in the aerospace industry.

AERO 120 AEROSTRUCTURES ASSEMBLY**3 credit hours**

This course includes instruction and hands-on application of skills such as drilling holes, riveting, countersinking, and final product assessment.

AERO 122 INTRODUCTION TO SEALING**1 credit hour**

This course provides 1 hour of college credit. It covers the basic concepts associated with the aerospace sealant process including understanding the hazards and PPE associated with sealants, selecting the appropriate sealant, preparing the surface for sealing, and the process for using a sealing gun.

AERO 130 AEROSTRUCTURE MACHINING**5 credit hours**

This course provides technical skills necessary to understand the principles of computer numeric control including work holding, tooling, measurement, inspection, and testing.

ALHE 100 EMERGENCY MEDICAL TECHNICIAN**12 credit hours**

This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. It will provide the participant with opportunities to gain information, skills and attitudes necessary for certification and practice as an Emergency Medical Technician (EMT) in the State of Kansas. *Students must be 18 years old before testing for certification. Note: This class is not eligible for Federal Student Aid.*

ALHE 102 NURSE AIDE**6 credit hours**

This course includes a study of the aging process and its related conditions and the nursing skills required in assisting geriatric residents to reach and maintain their highest level of wellness consistent with the limitations imposed by the aging process. This 90 clock hour course includes 45 hours of theory, 20 hours of lab, and 25 hours of supervised clinical experience in a long-term care facility. This course prepares students for the Certified Nurse Aide Exam. *Note: This class may not be eligible for Federal Student Aid.*

ALHE 104 MEDICATION AIDE**5 credit hours**

This course includes the study of medications and their physiological effect on the body. Emphasis will be placed on the identification and abbreviations of drugs, weights and measures, and procedures used in dispensing medication. This 75 clock hour course includes 50 hours of lecture and 25 hours of supervised clinical experience in an adult care home. *Prerequisite: must be a Kansas State Certified Nurse Aide and pass the CASAS reading exam on the 8th grade reading level. Note: This class may not be eligible for Federal Student Aid.*

ALHE 105 MEDICAL TERMINOLOGY**3 credit hours**

This course provides the student with the basic tools for building a medical vocabulary. It emphasizes the building of medical terms from prefixes, suffixes, word roots and combining forms. Emphasis is also placed on correct pronunciation, spelling, and analysis of medical terms as they pertain to anatomy, physiology, and

diseases. The course provides an organized method for unlocking the mysteries of medical terms and building a working vocabulary. The various study methods used will enable the student to analyze medical terms and identify their relationship to specific medical categories.

ALHE 106 PAID NUTRITION ASSISTANT

1 credit hour

This course is designed for any individual who will be feeding residents in a long term care facility. This training program is designed to meet the federal and state regulations for the paid nutrition assistant. This course covers all of the information about all of the topics required by the federal/state rule as well as additional information and a practical experience with a competency skills check off.

ALHE 108 SEMINAR IN HEALTH CARE

.5,1,2,3 credit hours

This seminar will provide a structured program of study which emphasizes the acquisition of knowledge and/or skills in a specific area of healthcare. A specific title for the area to be covered will be announced. *This course may be repeated for additional credit.*

ALHE 114 MEDICATION AIDE UPDATE

1 credit hour

This course provides the student with a review of the basic principles and skills of medication administration for oral and external application. Information from these medication topics will be reviewed: elderly biological considerations; over medication/drug abuse; drug and food interactions; legal and ethical issues. The review of classifications will provide updated information for the major classifications such as action, side effects, and nursing implications. *Prerequisite: must be a Kansas State Certified Medication Aide and have a Certified Nurse Aide Certificate. This course may be repeated for credit. Note: This class may not be eligible for Federal Student Aid.*

ALHE 118 HOME HEALTH AIDE

2 credit hours

This course focuses on the role and responsibilities of a Home Health Aide within the home setting, with emphasis on maintaining a safe, healthy home environment. Providing a personal care regimen which meets the needs of the client is also discussed. *Prerequisite: must be a Kansas Certified Nurse Aide and pass the CASAS reading exam. Note: This class may not be eligible for Federal Student Aid.*

ALHE 122 INTRODUCTION TO PHARMACOLOGY

3 credit hours

The course will discuss basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems.

ALHE 130 CONCEPTS AND APPLICATIONS OF EMERGENCY RESPONSE (FIRST RESPONDER)

3 credit hours

This course addresses information and techniques currently considered to be the responsibilities of the Emergency First Responder according to the National Standard DOT Curriculum, as well as some additional responsibilities required by the Kansas Board of Emergency Medical Services for certification as First Responder in Kansas. *Note: This class is not eligible for Federal Student Aid.*

ALHE 140 COMMUNITY CPR

.5,1,3 credit hours

The CPR course prepares the student to administer first aid for choking as well as cardiopulmonary resuscitation (CPR) for adults, infants and children. Certificates in CPR may be earned. This course is designed for the general public.

ALHE 141 BASIC LIFE SUPPORT FOR THE PROFESSIONAL RESCUER

.5,1 credit hour

This course instructs the student in two-rescuer CPR, modified airway management skills, and the use of a resuscitation mask. This course is designed for the health care provider.

ALHE 200 EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE

5 credit hours

This course is designed for individuals interested in providing care to patients in the pre-hospital setting. The course will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an Emergency Medical Technician-Intermediate (EMT-I) in the State of Kansas. This course addresses information and techniques currently considered to be the responsibilities of the EMT-I according to the United States Department of Transportation, National Standard Curriculum, and the Kansas authorized activities for the Emergency Medical Technician-Intermediate. *Student must be a Kansas EMT-B.*
Note: This class is not eligible for Federal Student Aid.

ALHT 110 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY

3 credit hours

This is an Internet-based course designed to give the student a working knowledge of healthcare delivery systems; the health information profession; the definition and purpose of the medical record; the systems and processes for collecting, maintaining and disseminating health information; numbering, retention and storage of medical information; forms control and design; indexes and registers; release of patient information, security, privacy, confidentiality, and ethical issues; documentation requirements; regulatory requirements of healthcare organization, accrediting and licensing agencies, and computerized information management systems utilized by health information management departments.

ALHT 145 HEALTHCARE CODING NATIONAL EXAM REVIEW

1 credit hour

This seminar course will provide a structured program of study which emphasizes the acquisition of knowledge/or skills in a specific area of healthcare. This program has been designed to prepare the student for the Certified Professional coder Physician (CPC) administered by AAPC and/or Certified Coding Associate (CCA) by the American Health Information Management Association. Topics for review include Anatomy, Terminology, CPT Coding Guidelines, ICD-10-CM (Volume 1, 2 & 3) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

ALHT 150 REIMBURSEMENT METHODOLOGIES

3 credit hours

This course involves the study of the principles and practice of insurance and reimbursement processing. It includes the assignment and reporting of codes for diagnoses and procedures/services; completion of CMS-1450 and CMS-1500 claims for inpatient, outpatient, emergency department, and physician office encounters; and the review of inpatient and outpatient cases to identify issues of fraud and abuse. Textbook cases and redacted patient records will be used to code diagnoses/services/procedures and complete claims. Inpatient and outpatient reimbursement will be determined and source documents interpreted (e.g., explanation of benefits, Medicare Summary Notices, and so on).

ALHT 170 ELECTRONIC HEALTH RECORDS

3 credit hours

This is an Internet-based course designed to give the student a working knowledge of computerized information management systems utilized by health information management departments.

ALHT 180 HEALTHCARE CODING PRACTICUM

2 credit hours

This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in the application of ICD 10, CPT, and HCPCS coding. *Prerequisite: ALHT 225-International Classification of Disease (ICD-10-CM) and ALHT 230-Current Procedural Terminology Coding.*

ALHT 200 HEALTH INFORMATION TECHNOLOGY CLINICAL AFFILIATION I

3 credit hours

This is a 135 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in assembly, analysis, filing of health records, master patient index, introduction to coding, data entry and abstracting, record storage and retrieval, birth certification, tracking systems, cancer registry, ambulatory, long term care, mental health records, medical staff/hospital committee functions.

ALHT 205 HEALTHCARE STATISTICS

3 credit hours

This is an Internet-based course on basic hospital and healthcare statistics including the sources, definitions and calculation of common rates and percentages. Computerized and manual methods of collection, computation, and presentation of statistical data. Review of regulatory, accreditation, and vital statistics reporting.

ALHT 210 LEGAL AND ETHICAL ISSUES IN HEALTHCARE

3 credit hours

This course with laboratory components focuses study on medico-legal principles that govern health information management, sources of law and the legal system, the judicial process, liability, patient record requirements, access to health information, consent, confidentiality, privacy and security issues, special protections for patient records, fraud and abuse, Health Insurance Portability and Accountability Act (HIPAA) and electronic health information issues which allow for widespread access and integration of health data.

ALHT 215 QUALITY IMPROVEMENT

3 credit hours

This is an Internet-based course that is a study of contemporary management methodologies. The main topics studied include: different management philosophies, evolution of Total Quality Management, management functions, management's environment, the strategic planning process, organizational structures, and application of problem solving tools. The study will inform manager or worker what the individual can do to better assist organizations to compete in the global marketplace.

ALHT 220 MANAGEMENT AND SUPERVISION

3 credit hours

This course with laboratory components integrates basic health information science with fundamental management theory to develop management skills applicable to the health information environment. The course covers the functions of planning, organizing, staffing, influencing and controlling as related to the health information management profession and work setting will be studied through readings, case studies, management assignments, and problem solving applications. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred.

ALHT 221 CURRENT EVENTS IN HEALTH INFORMATION TECHNOLOGY

3 credit hours

This is an Internet-based course that consists of review and discussion of current trends, regulations and best practices occurring that effect health information in today's healthcare. Such as: RAC's, MAC's, Red Flag Rule, PHR, Medical Identity Theft, ICD-10, HiTech Act and Transcription and Speech Recognition in Today's Patient Record to name a few. These topics will change as new areas of interest develop.

ALHT 225 INTERNATIONAL CLASSIFICATION OF DISEASE CODING (ICD-10-CM)

4 credit hours

An Internet-based course that provides the student the purpose and use of the ICD-10 classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines. Students will be required to assign ICD-10 Diagnosis, ICD-10 Procedural Coding System codes to diagnosis/procedure statements, case abstracts, and patient records. *Prerequisites and/or co-requisites: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab.*

ALHT 230 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING

3 credit hours

This course prepares students for entry level positions in a physician's office or other medical facility. The focus of this class is learning the coding rules for the Current Procedural Terminology (CPT), and Level I (HCPCS) coding systems and then applying the rules to code patient services. Students will need CPT and HCPCS Level II manuals for the course.

ALHT 255 HEALTH INFORMATION TECHNOLOGY CLINICAL AFFILIATION II

3 credit hours

This is a 135 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in quality and risk management, utilization review, management and supervision, alternative healthcare systems, ICD-10-CM & CPT coding and DRG assignment, data entry and abstracting, cancer registry, healthcare statistics, electronic health records, billing and insurance. *Prerequisites: ALHT 200 and ALHT 230.*

ALHT 256 ALTERNATIVE HEALTHCARE SYSTEMS IN HIT

3 credit hours

This is an Internet-based course that provides the student an introduction to alternative healthcare facilities to include record requirements, coding regulations, accreditation agencies, primary and specialty care physician practices, role of non-physician providers and reimbursement for these facilities. These facilities will include long term care, rehabilitation, hospice, home health, respite, psychiatric, skilled nursing, cancer data registry, specialty hospital (cancer, pediatric) and rural health clinics. Students will be required to assign ICD-10-CM codes to diagnosis/procedure statements, case abstracts, and patient records. Acute care reimbursement systems (MS-DRG's and APC's) as well as ICD-10 will also be covered. One class assignment will be devoted to Healthcare ethics. Writing assignments will be used to reinforce concepts.

ALMA 110 MEDICAL PROFESSIONAL ISSUES

2 credit hours

This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting; reviews the role and function of the Medical Assistant. *Prerequisite: admission to the medical assistant program or program coordinator permission.*

ALMA 120 MEDICAL ADMINISTRATIVE ASPECTS

4 credit hours

Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures. *Prerequisite: admission to the medical assistant program or program coordinator approval.*

ALMA 125 HUMAN BODY IN HEALTH AND DISEASE

3 credit hours

This course utilizes a body systems approach to focus on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases.

ALMA 126 FUNDAMENTALS OF PHLEBOTOMY I

4 credit hours

This course introduces students to the clinical procedures required as part of the clinical and trans-disciplinary competencies and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs, focusing on safety and body review. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. *Note: This class is not eligible for Federal Student Aid.*

ALMA 155 EMERGENCY PREPAREDNESS

1 credit hour

This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders. *Admission to the Medical Assistant program is not necessary for this course. Co-requisite: ALMA 160 Clinical Aspects of Medical Assisting or program coordinator permission.*

ALMA 160 CLINICAL ASPECTS OF MEDICAL ASSISTING

3 credit hours

This course requires the student in the controlled environment of the skills laboratory to demonstrate clinical competencies. This medical assisting laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. *Prerequisite: admission to the medical assistant program or program coordinator approval.*

ALMA 161 FUNDAMENTALS OF PHLEBOTOMY II

4 credit hours

This course introduces students to the clinical procedures required as part of the clinical and trans-disciplinary competencies and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs focusing on blood collection equipment and procedures. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. *Prerequisite: admission to the college and proof of GED or high school diploma, ALMA 126 Fundamentals of Phlebotomy I or permission of instructor. Note: This class is not eligible for Federal Student Aid.*

ALMA 180 MEDICAL ASSISTANT EXTERNSHIP

4 credit hours

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of administrative, clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. This course requires the student to complete a minimum of 160 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference presentation sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. *Prerequisite: successful completion of ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects and ALMA 160 Clinical Aspects of Medical Assisting, the medical assisting courses with a course grade of "C" or above.*

ALMA 181 PHLEBOTOMY PRACTICUM

2 credit hours

This course requires the student in the controlled environment of the healthcare facility to demonstrate the clinical competencies learned in phlebotomy lecture and lab. This phlebotomy practicum course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course requires proof of 120 hours of approved phlebotomy experience credited towards certification that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all Phlebotomy courses will be able to sit for the Registered Phlebotomy Technician national exam. The American Medical Technologists (AMT) Board of Directors has determined that applicants who have passed a phlebotomist examination for the purpose of state licensure shall be eligible for RPT (AMT) certification. *Prerequisite: admission to the college and proof of GED or high school diploma, ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 182 Phlebotomy Clinical Lab. Note: This class is not eligible for Federal Student Aid.*

ALMA 182 PHLEBOTOMY CLINICAL LAB

2 credit hours

This course requires the student in the controlled environment of the skills laboratory to demonstrate the clinical competencies learned in Fundamentals of Phlebotomy and Fundamentals of Phlebotomy. This phlebotomy laboratory course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established by the Commission on

Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course provides students with readiness for 120 hours of approved phlebotomy experience in the practicum that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all Phlebotomy courses will be able to sit for the Registered Phlebotomy Technician national exam. The American Medical Technologists (AMT) Board of Directors has determined that applicants who have passed a phlebotomist examination for the purpose of state licensure shall be eligible for RPT (AMT) certification. *Prerequisite: admission to the college and proof of GED or high school diploma, ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II. Note: This class is not eligible for Federal Student Aid.*

ALMA 185 PHLEBOTOMY NATIONAL EXAM REVIEW

1 credit hour

This course has been designed to prepare the student for national certification as a phlebotomy technician. Topics for review include Anatomy, Terminology, Order of Draw, Safety Guidelines, Patient Care and Venipuncture/Capillary puncture techniques. *Prerequisite and/or co-requisites: The student must have successfully completed or be currently enrolled in ALMA 126 Fundamentals of Phlebotomy I, ALMA 161 Fundamentals of Phlebotomy II, ALMA 181 Phlebotomy Practicum, and ALMA 182 Phlebotomy Clinical Lab. This class is not eligible for Federal Student Aid.*

ALMT 110 MEDICAL STYLE AND GRAMMAR

3 credit hours

The study, synthesis, and application of the rules of English language and medical style as reflected by Association of Healthcare Documentation Integrity's The Book of Style or other medical style manuals such as the American Medical Association Manual of Style. *Prerequisites: The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade C or better) ENGL 100 Pre-Composition. The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.*

ALMT 135 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION I

6 credit hours

Healthcare Documentation and Medical Transcription I will be taught in three different sections. It will take a system by system approach encompassing units of study related to anatomy and physiology, medical terminology, various medical reports, laboratory tests and diagnostic procedures, pharmacology, human diseases, beginning medical transcription practice and professional issues, referencing techniques, and English grammar as related to the American Healthcare Documentation Integrity's Book of Style. This course will also include authentic physician dictation for transcription practice using The SUM Program Medical Transcription Unit. Healthcare Documentation and Medical Transcription I will include an introduction to the field of medical transcription with focused study in dermatology/plastics, gastrointestinal, and cardiopulmonary information. *Prerequisites: The student must demonstrate proficiency in reading, English writing and grammar by scoring into English Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade C or better) ENGL 100 Pre-Composition.*

ALMT 235 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION II

6 credit hours

Healthcare Documentation and Medical Transcription I will be taught in three different sections. It will take a system by system approach encompassing units of study related to anatomy and physiology, medical terminology, various medical reports, laboratory tests and diagnostic procedures, pharmacology, human diseases, beginning medical transcription practice and professional issues, referencing techniques, and English grammar as related to the Association Healthcare Documentation Integrity's Book of Style. This course will also include authentic physician dictation for transcription practice using The SUM Program Medical Transcription Unit. Healthcare Documentation and Medical Transcription II will include focused study in ENT/ophthalmology, pediatrics, genitourinary and the male reproductive system, obstetrics/gynecology and the female reproductive system, and beginning orthopedics. *Prerequisites: The student must demonstrate proficiency in reading, English writing and grammar by scoring into English*

Composition I based on the COMPASS assessment test, ACT or SAT scores, or by successfully completing (grade C or better) ENGL 100 Pre-Composition. The student must complete CSIS 100 Computer Concepts and Applications or test out. Proficiency in keyboarding is required. The student must demonstrate a typing speed of 50 words/minute, or receive special permission of instructor.

ALMT 236 HEALTHCARE DOCUMENTATION AND MEDICAL TRANSCRIPTION PRACTICUM

2 credit hours

A minimum of 100 transcription/editing hours in an externship or simulated professional practice setting using clinician-generated documents, including a balanced variety of specialties, report types, and account specifics. *Prerequisites: ALHE 105, ALMA 110, ALMT 110, ALHE 122, ALHT 210, NURS 230, BIOL 257, BIOL 258, ALMT 135, ALMT 235 or instructor permission.*

ALMT 237 HEALTHCARE DOCUMENTATION TECHNOLOGY (SPEECH RECOGNITION EDITING)

3 credit hours

This course is intended to provide students with insight into the implications of speech recognition technology in the future of the medical transcription/healthcare documentation technology industry. The history of speech recognition technology (SRT) will be investigated, as well as the differentiation between front-end and back-end users, and the aspects of productivity and quality issues from the employer perspective. *Prerequisites: ALHE 105, ALMA 110, ALMT 110, ALHE 122, ALHT 210, NURS 230, BIOL 257, BIOL 258, ALMT 135, ALMT 235 or instructor permission.*

ALMT 238 SPECIALTY TRANSCRIPTION (MEDICAL TRANSCRIPTION V)

6 credit hours

Advanced Medical Transcription will include more challenging physician-dictated reports organized by medical specialty. Advanced Medical Transcription will also include the use of reference materials and other resources efficiently, editing and proofreading techniques, as well as grammar and punctuation.

ART 100 DESIGN

3 credit hours

This course is an introductory study of the basic art elements and principles of design and their creative application in two-dimensional form.

ART 102 ART APPRECIATION (ART)

3 credit hours

This course is an investigation of works of art via description, analysis, interpretation and expressed value judgments in order to gain an appreciation of said works.

ART 113 DRAWING I

3 credit hours

This course is an introduction to the basic principles of drawing in various media. Emphasis will be placed on the development of fundamental drawing skills, increased power of observation, and hand-eye coordination.

ART 114 DRAWING II

3 credit hours

This course is a continuation and extension of Drawing I with emphasis on the development of skills and personal creative expression.

ART 121 COMPUTER GRAPHICS

3 credit hours

This course is an introduction to the process of computer assisted graphic design as it applies to the visual arts. It offers an exploration of procedures and techniques to create and print computer graphic designs and/or illustrations.

ART 123 INTRODUCTION TO GRAPHIC DESIGN

3 credit hours

This course is an introduction to graphic design concepts, methods, and processes. The production of visually effective graphic design layouts using the elements of design will be utilized. *Prerequisite: ART 121 Computer Graphics and prior computer experience or permission of instructor.*

ART 133 LIFE DRAWING**3 credit hours**

As an introductory course in perceiving and drawing the human figure, a variety of media, techniques, and processes will be employed in order to increase the student's ability to see and accurately portray the human figure. *Prerequisite: ART 113 Drawing I or permission of instructor.*

ART 155 BASIC PRINTMAKING**3 credit hours**

This course is a basic introduction to printmaking by exploring the history and techniques of relief, intaglio, lithography and serigraphy.

ART 178 INTRODUCTION TO THE VISUAL ARTS**3 credit hours**

This course is an investigation of the formal language of drawing, painting, printmaking, sculpture and architecture and their relationship to the philosophies and events of history.

ART 209 CREATIVE ART, SPECIAL PROJECT**1,2,3 credit hours**

This course is a continuation of study by students whose major interest is in a career in studio art or art education. Since the course is offered with a variety of topics, it may be repeated for additional credit under different topics.

ART 220 DIGITAL PHOTOGRAPHY I**3 credit hours**

This course is an introduction to black and white and color digital photography including digital camera operations, workflow processes and techniques, and basic composition as applied to photographic imagery.

ART 222 DIGITAL PHOTOGRAPHY II**3 credit hours**

This course provides additional study in black and white and color digital photography with emphasis on image selection and composition, workflow processes and techniques, exposure, image sharpness and color. Students are encouraged to develop individualized creative possibilities as applied to digital photography.

ART 244 CERAMICS**3 credit hours**

This course is an introduction to basic clay manipulation techniques including hand building and beginning wheel throwing techniques. Discussion and demonstration of clay additives, decoration, kiln loading and firing processes will be presented. Emphasis will be placed on 3-dimensional design of clay works.

ART 266 SCULPTURE**3 credit hours**

As a basic course in sculpture, a variety of processes including carving, modeling, simple casting, welding and assemblages in materials such as wood, clay, plaster, metals, paper mache, and found objects will be presented. Students will create projects in each of the aforementioned process areas.

ART 277 PAINTING I**3 credit hours**

This course serves as an introduction to painting, primarily utilizing acrylic paint medium with demonstrations in watercolors, acrylics, oils or pastels with emphasis on learned techniques.

ART 278 PAINTING II**3 credit hours**

This course is a continuation of Painting I with emphasis on the development of skills and personal creative expression. *Prerequisite: ART 277 Painting I or permission of instructor.*

ART 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course comprised of a specific area of study with assignments and workload established on contract basis and regularly scheduled progress-reporting sessions with instructor. *Prerequisite: permission of instructor. This course is repeatable under a different area of study.*

BIOL 102 INTRODUCTION TO HUMAN BIOLOGY**3 credit hours**

This introductory course is a study of the function, structure, and interrelationships of the organs and organ systems of the human body. Coursework is designed to meet the diversified needs of those interested in a prerequisite course for Human Anatomy and Physiology or the allied health sciences.

BIOL 111 GENERAL BIOLOGY**3 credit hours**

This is an introductory biology class designed for non-majors to fulfill a five-hour biology requirement. Course work includes the study of basic biological principles, plants, animals, microorganisms, and the environment in which organisms live. By studying these areas, the student is exposed to a sampling of the major fields of biological study. *Co-requisite: BIOL 112 General Biology Lab.*

BIOL 112 GENERAL BIOLOGY LAB**2 credit hours**

The laboratory exercises which reinforce the fundamental principles and processes of life taught in the lecture portion of the course will be examined. *Co-requisite: BIOL 111 General Biology.*

BIOL 115 ENVIRONMENTAL LIFE SCIENCE**3 credit hours**

This course is designed for non-science majors to meet AA and AS degree requirements. A basic ecological approach to the principles and processes of life with emphasis placed on human pressures and technology, and the effect of these on the organism-environment complex will be covered. Not applicable toward a biology major. Not recommended for students with credit in BIOL 111/112. *Co-requisite: BIOL 116 Environmental Life Science Lab.*

BIOL 116 ENVIRONMENTAL LIFE SCIENCE LAB**2 credit hours**

Laboratory exercises to build on BIOL 115 Environmental Life Science and focus on hands-on learning activities that support concepts from the lecture course. *Co-requisite: BIOL 115 Environmental Life Science.*

BIOL 205 PREHISTORIC LIFE**3 credit hours**

This course introduces the student to geologic time, dating of rocks, the formation and preservation of fossils, and the importance of fossils in biological systematics. Various evolutionary mechanisms are explored with emphasis on the fossil record. The course focuses on biodiversity through time and investigates the origins of major groups of organisms in earth history. The course is global in scope, but some emphasis will be placed on North American communities. The course is designed for biology majors, students of natural history, or science education majors. *Prerequisite: BIOL 111 General Biology or permission of instructor.*

BIOL 217 SEMINAR IN APPLIED BIOLOGICAL SCIENCE**3 credit hours**

This course will provide a structured program of study in a specific area of applied biological science. The course format will be announced prior to its scheduled meeting dates and times of the seminar.

BIOL 251 BIOLOGY I**3 credit hours**

This is the first in a series of two introductory biology courses designed for majors to fulfill an introductory biology requirement. Coursework includes the study of basic biological principles, basic chemistry, cell structures and functions, metabolism, photosynthesis, cellular reproduction, genetics, and biotechnology. By studying these areas, the student is exposed to the major fields of biological study. *Co-requisite: BIOL 252 Biology I Lab.*

BIOL 252 BIOLOGY I LAB**2 credit hours**

Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of biology I, will be examined. *Co-requisite: BIOL 251 Biology I.*

BIOL 255 BIOLOGY II**3 credit hours**

This is the second in a series of introductory biology courses designed for majors to fulfill their introductory biology requirement. Coursework includes the study evolution, behavior, and ecology, the diversity of life, and plant structure and function. By studying these areas, the student is exposed to the major fields of biological study. *Prerequisite: BIOL 251 Biology I/252 Biology I Lab. Co-requisite: BIOL 256 Biology II Lab.*

BIOL 256 BIOLOGY II LAB**2 credit hours**

Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of Biology II, will be examined. *Co-requisite: Concurrent enrollment with BIOL 255 Biology II.*

BIOL 257 HUMAN ANATOMY AND PHYSIOLOGY**3 credit hours**

This introductory course is a study of the function, structure and interrelationships of the organs and systems of the human body. Coursework is designed to meet the diversified needs of those interested in the allied health sciences as well as physical education and biological science. *Prerequisites: A letter grade of "C" or better in either BIOL 111 General Biology or BIOL 251 Biology I or on the pre-designed test-in. Co-requisite: Concurrent enrollment in BIOL 258 Human Anatomy and Physiology Lab.*

BIOL 258 HUMAN ANATOMY AND PHYSIOLOGY LAB**2 credit hours**

The course is an integrated study of the function, structure and interrelationships of the various organs and systems of the human body. Considerable emphasis is place on dissection. Coursework is designed to meet the diversified needs of those interested in health sciences as well as physical education and biological science majors. *Prerequisites: A letter grade of "C" or better in either BIOL 111 General Biology or BIOL 251 Biology I or on the pre-designed test-in. Co-requisite: BIOL 257 Human Anatomy and Physiology.*

BIOL 271 MICROBIOLOGY**3 credit hours**

Microbiology investigates the morphology, physiology, cultivation, ecology, and relationships of microorganisms to man and the environment. The medical, industrial, and environmental aspects of microbiology are also studied. The course is designed to address the core themes established by the American Society For Microbiology. *Prerequisites: BIOL 111 General Biology. BIOL 251 Biology I. Co-requisite: BIOL 272 Microbiology Lab.*

BIOL 272 MICROBIOLOGY LAB**2 credit hours**

Microbiology laboratory experiences are concerned with studying cultivation, physiology, and applied aspects of bacteria and other related microorganisms. *Prerequisites: None, but BIOL 112 General Biology Lab or CHEM 106 Introduction to Chemistry Lab recommended. Co-requisite: BIOL 271 Microbiology.*

BIOL 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and workload will be established on a contract basis. Students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions.

BUSI 106 BUSINESS MATHEMATICS**3 credit hours**

This course is a review of individual skills and knowledge in fundamental mathematical processes and the application of these processes to business procedures. Emphasis will be placed upon topics necessary for an understanding of various business practices.

BUSI 112 BUSINESS FIELD STUDY**2 credit hours**

Business Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. *The course may be repeated for a total of eight hours credit. Co-requisite: Concurrent enrollment in a related program of study.*

BUSI 114 BUSINESS LAW**3 credit hours**

This course is concerned with basic principles of business law as applied to contracts, commercial paper, agency, and employment.

BUSI 118 BUSINESS COMMUNICATIONS**3 credit hours**

This course emphasizes those basic principles in communication which are particularly applicable in business and industry. Effective business letters and reports are constructed with stress on mechanics, organized thinking, and practical psychology. *Prerequisite: Keyboarding proficiency.*

BUSI 122 SEMINAR IN BUSINESS**2,3 credit hours**

This seminar will provide a structured program of study which emphasizes the acquisition of knowledge in a specific area of business.

BUSI 299 INDEPENDENT STUDY**1,2,3 credit hours**

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

CHEM 105 INTRODUCTION TO CHEMISTRY**3 credit hours**

This course is designed for those students needing a beginning course in general chemistry, or for science majors who have no high school chemistry. It is a study of the basic principles, laws, and theories of chemistry, and will aid the student in developing an understanding of the role of chemistry in the world today. In addition, it will provide a strong foundation for those continuing in chemistry. *Co-requisite: CHEM 106 Introduction to Chemistry Lab.*

CHEM 106 INTRODUCTION TO CHEMISTRY LAB**2 credit hours**

This course contains a series of laboratory activities to assist in learning chemistry. *Co-requisite: CHEM 105 Introduction to Chemistry.*

CHEM 215 COLLEGE CHEMISTRY I**3 credit hours**

This course is designed for those students needing a strong chemistry background for more advanced courses in chemistry. Course work consists of lectures, discussion, and laboratory work on the fundamental principles in general inorganic chemistry. Topics covered include atomic structure, bonding, solutions, acid-base theory, gas laws, electrolytes, equilibrium, oxidation-reduction, and some descriptive chemistry. Problem solving is stressed in this course. A series of laboratory activities will be conducted to assist the learning of inorganic chemistry. *Prerequisite: One year of high school algebra, and one year of high school chemistry (or CHEM 105 Introduction to Chemistry) and/or Physical Science. Co-requisite: CHEM 216 College*

Chemistry I Lab.

CHEM 216 COLLEGE CHEMISTRY I LAB

2 credit hours

This course is designed for those students needing a strong chemistry background for more advanced courses in chemistry. Course work consists of lectures, discussion, and laboratory work on the fundamental principles in general inorganic chemistry. Topics covered include atomic structure, bonding, solutions, acid-base theory, gas laws, electrolytes, equilibrium, oxidation-reduction, and some descriptive chemistry. Problem solving is stressed in this course. A series of laboratory activities will be conducted to assist the learning of inorganic chemistry. *Prerequisite: One year of high school algebra, and one year of high school chemistry (or CHEM 105 Introduction to Chemistry) and/or Physical Science. Co-requisite: CHEM 215 College Chemistry I.*

CHEM 225 COLLEGE CHEMISTRY II

3 credit hours

This course is a continuation of CHEM 215 College Chemistry I with more advanced theoretical and mathematical concepts. Content includes ionic equilibrium and solubility products, thermo-chemistry and an emphasis on descriptive chemistry. *Prerequisite: CHEM 215 College Chemistry I, CHEM 216 College Chemistry I Lab. Co-requisite: CHEM 226 College Chemistry II Lab.*

CHEM 226 COLLEGE CHEMISTRY II LAB

2 credit hours

This course contains a series of laboratory activities to assist in learning inorganic chemistry and semi-micro qualitative analysis. The laboratory includes the separation of selected ions. *Prerequisite: CHEM 215 College Chemistry I, CHEM 216 College Chemistry I Lab. Co-requisite: CHEM 225 College Chemistry II.*

CMCT 105 OSHA 10 SAFETY ORIENTATION

1 credit hour

This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site. *Prerequisite: High school students must complete Tech I prior to enrollment in the Construction Technology program.*

CMCT 106 INTRODUCTION TO CRAFT SKILLS

3 credit hours

This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces. *Prerequisite: High school students must complete Tech I prior to enrollment in the Construction Technology program.*

CMCT 107 CARPENTRY BASICS

4 credit hours

This course reviews the history of the trade. Provides an overview of the building materials used in construction work, including lumber, sheet materials engineered wood products, structural concrete, and structural steel. It also describes the various fasteners and adhesives used in construction work. The course provides detailed descriptions of the hand tools and portable power tools used by carpenters. Emphasis is on safe and proper operation of tools, as well as care and maintenance. Trainees will learn the techniques for reading and using blueprints. *Prerequisite: High school students must complete Tech I prior to enrollment in the Construction Technology program.*

CMCT 110 FLOORS, WALLS AND CEILING FRAMING

4 credit hours

This course covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building material. It describes the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, constructing corners and

partition Ts, bracing walls and ceilings, and applying sheathing. *Prerequisite: High school students must complete Tech I prior to enrollment in the Construction Technology program.*

CMCT 111 ROOF FRAMING

3 credit hours

This course describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs, and valley intersections. Coverage includes both stick-built and truss-built roofs. *Prerequisite: High school students must complete Tech I prior to enrollment in Construction Technology program.*

CMCT 112 WINDOWS, DOORS AND STAIRS

3 credit hours

This course describes the various types of windows, skylights, and exterior doors, and provides instructions for installing them. It also includes instructions for installing weather-stripping and locksets. The course introduces the trainee to the various types of stairs and the common building code requirements related to stairs. The course focuses on the techniques for measuring and calculating rise, run and stairwell openings, laying out stringers, and fabricating basic stairways. *Prerequisite: High school students must complete Tech I prior to enrollment in Construction Technology program.*

CMCT 205 SITE LAYOUT AND HANDLING AND PLACING CONCRETE

4 credit hours

The course covers tools, equipment, and procedures for handling, placing, and finishing concrete. It also covers joints made in concrete structures, the use of joint sealants, and form removal procedures. Emphasizes on safety procedures for handling, placing, and finishing concrete are also discussed. The course covers the principles, equipment, and methods used to perform site layout tasks that require making angular measurements. The task includes laying out building foundation lines and determining elevations by trigonometric leveling. The use of laser instruments, transits, theodolites, electronic distance measurement, and total stations are covered. Reviews of the trade mathematics, including geometry and right-angle trigonometry, needed to perform the calculations related to angular measurements. *Prerequisite: High school students must complete Tech I prior to enrollment in Construction Technology program.*

CMCT 206 DRYWALL, WINDOW, DOOR AND CEILING INSTALLATION

2 credit hours

This course describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. It contains detailed instructions for installing drywall on walls and ceilings using nails, drywall screws, and adhesives. It also covers fire and sound-rated walls. It also covers the different types of trim used in finish work and focuses on the proper methods for selecting, cutting and fastening trim to provide a professional finished appearance. *Prerequisite: High school students must complete Tech I prior to enrollment in Construction Technology I and Lab.*

CMCT 210 ROOFING AND EXTERIOR FINISHES

4 credit hours

The course covers the common materials used in residential and light commercial roofing, along with the safety practices and application methods for these materials. The course also includes shingles, roll roofing, shakes, tiles, metal, and membrane roofs, as well as the selection and installation of roof vents. It also covers the various types of exterior siding used in residential construction and their installation procedures, including wood, metal, vinyl, and cement board siding. *Prerequisite: High school students must complete Tech I prior to enrollment in Construction Technology I and Lab.*

CMCT 211 ELECTRICAL, HVAC, DRAIN, WASTE AND VENT

4 credit hours

This course covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and describes the components and accessories used in air condition systems, and air conditioning, career opportunities in HVAC. It also covers heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces. This course teaches you about power generation and distribution, electrical components, DC circuits, and electrical safety. It also covers the

selection, preparation, joining, and support of copper and plastic piping and fittings. *Prerequisite: High school students must complete Tech I prior to enrollment in Construction Technology program.*

COMM 100 BEGINNING SIGN LANGUAGE

3 credit hours

This is an introductory course designed for beginning signers to be able to communicate with the hearing impaired at a limited social level. Upon completion, students should be able to interpret up to the second and third grade level.

COMM 103 SCRIPT ANALYSIS

3 credit hours

Using a variety of plays, the student will learn to spot clues in a script which will assist them when acting, designing, and directing.

COMM 104 THEATRE DESIGN

3 credit hours

In this course students will gain fundamental knowledge and obtain practical experience in the areas of theatrical design: set, lighting, costumes, properties, and special effects.

COMM 105 THEATRE APPRECIATION

3 credit hours

This course focuses on the study of the history and development of theatre from the ancient Greeks to the present. The course includes a survey of the literature, plays, and social customs and conventions, as they apply to theatre development. Emphasis is placed on an educated theatre audience. Representative plays will be studied and related to their place in theatre history.

COMM 106 IMPROVISATION

3 credit hours

This course is designed to provide student training in body movement, voice techniques, stage presence, spontaneity, and acting techniques. Practical application of presented theatre principles is required.

COMM 107 STAGECRAFT

3 credit hours

In this course, fundamental knowledge and practice in the planning, construction, painting, assembly and shifting of stage scenery and properties is provided. Emphasis is placed on the technical organization of stage production.

COMM 109 READER'S THEATER

1 credit hour

This course is a study of voice production, phonetics and interpretation. Students will have the opportunity to present both on and off campus. *This course may be repeated for credit.*

COMM 110 THEATRE HISTORY

3 credit hours

To study and evaluate the theatre history, plays, audiences, performance space, performers, visual element and social impacts of theatre from the Golden Age of Greece through French Neoclassical Theatre.

COMM 120 FUNDAMENTALS OF ACTING

3 credit hours

This course is designed to assist students in becoming proficient in the principles of acting. Theory and performance are stressed.

COMM 150 INTRODUCTION TO MULTIMEDIA TOOLS

3 credit hours

This is a basic course that covers the digital camera, digital video, creating graphics, sound, and animations. Projects are created through the use of various software applications, graphics, animation, digital pictures, video and sound. *Prerequisite: general knowledge of computer software applications.*

COMM 160 MULTIMEDIA APPLICATIONS I

3 credit hours

This class is designed to acquaint the student with the creation of still and video presentations using multimedia technologies. Digital still and video presentations can include graphics, photos, captured video, music, sound effects, animation, and digital photographs. A comprehensive project is completed after each software application. *Prerequisite: COMM 150 Introduction to Multimedia Tools.*

COMM 206 THEATRE WORKSHOP

1 credit hour (Drama)

3 credit hours (Theatre)

This course emphasizes the principles and techniques of theatre production as they are applied to the rehearsal and performance of a selected play. Students are required to audition for the class. *This course may be repeated for credit.*

COMM 207 FUNDAMENTALS OF SPEECH

3 credit hours

This is a basic course designed to prepare students to communicate effectively in both private and public speaking situations. Emphasis is given to fundamentals of communication as well as composition, organization, and delivery of speech presentations.

COMM 213 INTERPERSONAL COMMUNICATION

3 credit hours

This course includes the study of communication theory and its application to interpersonal relationships. Students will learn the skills necessary to develop meaningful interpersonal relationships, both professional and personal. Emphasis will be on dyadic and small group learning activities and situations.

COMM 216 ADVANCED ACTING

3 credit hours

This course will assist students in becoming proficient actors. Audition skills and performances are stressed. *Prerequisite: COMM 120 Fundamentals of Acting.*

COMM 267 ORAL INTERPRETATION

1,3 credit hours

The study of the methods of reading the printed word and translating it into a living, vital thought is covered in this course. Opportunity is provided for practical application of theory and technique both in and out of the classroom. The course includes the reading of drama, prose, and poetry.

COMM 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

CRIM 121 INTRODUCTION TO CRIMINAL JUSTICE

3 credit hours

This course is a survey of management models, administrative techniques and patterns of organizational structure characteristic of the administration of justice agencies.

CRIM 122 CRIMINAL LAW

3 credit hours

This course will introduce the student to the principles and fundamentals of criminal law and the criminal justice system. Our focus will be on criminal liability, elements of a crime, possible defenses to that crime and the sanctions imposed under the criminal law.

CRIM 123 CRIMINAL INVESTIGATION

3 credit hours

This course provides an examination of the fundamentals of criminal investigation from the crime site to the courtroom preparation experience. An analysis of techniques of crime site recording and search, case preparation and organization, and operational modes of particular kinds of offenses will also be included.

CRIM 126 INTERVIEWING AND REPORT WRITING

3 credit hours

This course in police science is designed to assist the student in developing proficiency in the principles and psychology of questioning, interrogation of suspects, interviewing witnesses and informants, preparation of statements, declarations, and confessions.

CRIM 128 CRIMINAL PROCEDURE

3 credit hours

This course will introduce students to a study of the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments of the U.S. Constitution as they impact the criminal justice system. The course will emphasize procedural law in contrast to the substantive law taught in the Criminal Law course (CRIM 122). Students will develop a working knowledge of search and seizure issues, due process issues, rules of evidence and the exclusionary rule.

CRIM 129 CRIMINAL JUSTICE ADMINISTRATION

3 credit hours

This course will introduce students to management issues in the context of criminal justice agencies. Students will gain familiarity with the personal and management skills necessary to effectively administer a law enforcement agency, the major management issues facing criminal justice administrators and issues surrounding the management of resources in the criminal justice context.

CRIM 130 JUVENILE JUSTICE

3 credit hours

This course will introduce students to the juvenile justice system with an emphasis on the causes of juvenile delinquency and the special legal arrangements that have developed to deal with youth crime and corrections.

CRIM 134 LAW ENFORCEMENT SEMINAR

3 credit hours

This seminar is the study and practice of law enforcement procedures and tactics used by law enforcement personnel when performing patrol duty. The course will describe and demonstrate the control tactics used by the officer in normal/stressful situations while on patrol. The class stresses, the proper attitude required by an officer in performing his/her duties.

CRIM 247 CRIMINOLOGY

3 credit hours

This course considers the nature and extent of crime and criminality, society's efforts to repress crime, and theories of causation. Emphasis is placed on social process systems and the philosophy and methods of correction. *Prerequisites and/or co-requisites: CRIM 121 Introduction to Criminal Justice, SOSC 100 Introduction to Sociology.*

CSIS 100 COMPUTER CONCEPTS AND APPLICATIONS

3 credit hours

This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a microcomputer-based executive work station will be reviewed. Included are descriptions of and "hands-on" work with operating systems, multimedia development tools, and local area networks.

CSIS 101 MICROCOMPUTER APPLICATIONS I

1,2,3 credit hours

This course is designed to provide entry-level instruction in computer applications. Standard software packages available to support business information systems will be reviewed. Descriptions of and hands-on work with word processing, electronic spreadsheet, and file management programs may be included.

CSIS 102 MICROCOMPUTER APPLICATIONS II

1,2,3 credit hours

This course is designed to provide advanced instruction in computer applications. Standard software packages available to support business information systems will be reviewed. Descriptions of and hands-on work with word processing, electronic spreadsheet, and file management programs, as well as programming languages, may be included.

CSIS 105 COMPUTER LITERACY

1 credit hour

This course provides the individual with an opportunity to learn about the uses of a microcomputer and the basic skills needed to operate a computer. Emphasis will be placed on the use of the following types of software: word processing, e-mail, the Internet, spreadsheet, file management and presentation. *Prerequisite: keyboarding skills.*

CSIS 110 WORD PROCESSING APPLICATIONS

1 credit hour

This course presents the basic operations for creating, editing, formatting, and printing documents, as well as setting tabs, adding headers and footers, and working with graphics. *Prerequisite: keyboarding skills.*

CSIS 111 SPREADSHEET APPLICATIONS

1 credit hour

This course presents introductory techniques for creating, formatting, and printing worksheets, using functions, and creating charts. Additional topics will be covered as time allows. *Prerequisite: keyboarding and basic math skills.*

CSIS 112 PRESENTATION SOFTWARE APPLICATIONS

1 credit hour

This course teaches the basic features of creating and producing presentations, overheads and slide shows using Microsoft PowerPoint. *Prerequisite: keyboarding skills.*

CSIS 113 DATABASE APPLICATIONS

1 credit hour

This course teaches database management using Microsoft® Access. Some of the topics covered include database objects, queries, SQL, forms, reports, Web and intranets, validation, repair and integrity. *Prerequisite: keyboarding skills.*

CSIS 114 E-MAIL APPLICATIONS

1 credit hour

This course is a hands-on introduction to the tools and utilities available within Outlook and designed to increase productivity. It will provide the student with the skills needed to start sending and responding to e-mail in Microsoft® Outlook®, as well as maintaining Calendar, scheduling meetings, and working with tasks. This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Outlook® to compose and send e-mail, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is appropriate for persons interested in pursuing the Microsoft® Office Specialist certification for Outlook. *Prerequisite: keyboarding skills, knowledge of Windows.*

CSIS 115 PERSONAL USE OF THE COMPUTER

1 credit hour

A short course in learning Windows, Microsoft WordPad, Paint, MS Word and MS Excel. Students will have actual hands-on instruction using the above mentioned programs.

CSIS 117 INTRO TO WEB DESIGN

1 credit hour

The purpose of Web Page Design is to provide instructions on creating and maintaining a web page for publishing on the Internet. Students will use an HTML editor (FrontPage) to author pages that include text and graphics. An introduction into editing graphics for Web Pages will also be covered. Students will have hands-on experience through a laboratory approach in creating and maintaining a web page. This course is designed for students interested in Web design that may become responsible for designing a Web in his/her career field. Students will learn such Web preparation steps as defining the purpose; creating a Web structure; layout design with text, hyperlinks, images and tables; publishing a FrontPage Web; and researching and gathering information. Microsoft FrontPage will be the primary HTML editor used to create Web pages. Other areas of focus will include design considerations as well as hyperlink and multimedia analysis. Additional applications such as Macromedia Flash and Fireworks may be utilized time permitting.

CSIS 120 PRINCIPLES OF WORD PROCESSING

3 credit hours

Word Processing concepts and applications are studied using state-of-the-art equipment. Topics will include word processors and components, formatting, editing, advanced techniques, file management, and career opportunities. A wide range of applications will provide the student with extensive exposure to final document preparation. *Prerequisite: keyboarding skills.*

CSIS 121 PRINCIPLES OF SPREADSHEETS

1,3 credit hours

This course teaches spreadsheets using Microsoft Excel. Topics covered include, but are not limited to: creating, formatting, and printing worksheets, using functions, creating charts and tables, analyzing workbooks; and integrating Excel with other Office applications. *Prerequisite: keyboarding skills.*

CSIS 122 PRINCIPLES OF PRESENTATION SOFTWARE

3 credit hours

This course teaches presentation software using Microsoft PowerPoint. Topics covered include, but are not limited to, creating and editing presentations, printing slides, notes, handouts, animations, transitions, builds, advanced presentation features, delivery of presentations, and publishing presentations. *Prerequisite: keyboarding skills.*

CSIS 123 PRINCIPLES OF DATABASE APPLICATIONS

3 credit hours

This course teaches database management using Microsoft® Access. Topics covered include, but are not limited to, creating databases, database objects (tables, queries, forms, and reports), integrating Access with other Office applications and the Web, and validation, repair and integrity of databases. *Prerequisite: keyboarding skills.*

CSIS 130 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

3 credit hours

This course emphasizes the fundamental concepts and principles of computer information systems, the computer industry and professional organizations, the impact of computers on our society and the use of the computer as a communication tool. Business information systems for managerial decision-making and control, problem analysis, flow charting, hardware concepts, software concepts and applications software will be covered.

CSIS 229 ADVANCED WEB PAGE DESIGN

3 credit hours

This course is designed to serve the needs of individuals who are interested in learning advanced concepts and techniques in the analysis, design, development, implementation and evaluation of Web pages and applications. Students will learn advanced concepts and techniques of tables, graphics, animation, audio/video, forms, and scripting. The latest in Web, graphic, and animation design software programs will be utilized. *Prerequisite: CSIS 117 Intro to Web Design or permission of instructor.*

CSIS 230 VISUAL BASIC PROGRAMMING

3 credit hours

This course will be taught using the **ACM CS1 Model**. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the Visual Basic programming language. It will introduce the student to fundamentals of the Visual Basic language, simple data structures, algorithmic analysis, basic aspects of object oriented processing, and programming methods.

CSIS 237 JAVA PROGRAMMING

3 credit hours

This course will be taught using the **ACM CS1 Model**. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the Java programming language. It will introduce the student to fundamentals of the Java language, simple data structures, algorithmic analysis, basic aspects of object oriented processing, and programming methods.

CSIS 240 C++ PROGRAMMING

3 credit hours

This course will be taught using the **ACM CS1 Model**. This course begins the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs using the C++ programming language. It will introduce the student to fundamentals of the C++ language, simple C++ data structures, algorithmic analysis, basic aspects of string processing, recursion, and internal search/sort methods. *Prerequisite: knowledge of programming in a high-level or medium-level programming language or permission of instructor.*

CSIS 250 ADVANCED PROGRAMMING METHODS

3 credit hours

This course continues the development of discipline in program design, in style and expression, in debugging and testing, especially for larger programs. It will introduce the student to algorithmic analysis, basic aspects of string processing, recursion, internal search/sort methods and simple data structures. *Prerequisites and/or co-requisites: CSIS 130 Introduction to Computer Information Systems, CSIS 240 C++ Programming.*

CURR 011 ACADEMIC INTEGRITY

1 credit hour

This course is designed to introduce students to major ethical perspectives on academic integrity. Students will use case studies to apply the ethical perspectives to specific situations involving integrity in the academic realm and in the business and professional realm. Students will also develop strategies for academic success within the framework of academic integrity.

CURR 101 STUDY SKILLS/TEST TAKING STRATEGIES

2 credit hours

This course is designed for students to learn study skills and test taking strategies that will provide them with the necessary skills to be successful in college. Topics for the course will include but are not limited to: note taking strategies, learning styles/personality indicators, study strategies, resource usage/research skills, stress management/test anxiety, test taking strategies and textbook usage.

CURR 102 GOAL SETTING

1 credit hour

This course is designed to teach students how to manage their lives through life planning, job search techniques and professional development. Students will establish goals and learn specific techniques to achieve those goals and personal growth. This course serves an elective for degree-seeking students and those in certificate programs.

CURR 103 ON COURSE

1 credit hour

This course is designed to teach students how to manage their lives through life planning, attitudes and taking control of their academics. Students will establish goals and learn specific techniques to achieve those goals and personal growth. In this course students will learn how to be successful in the classroom and in life by

using powerful success strategies. Students will become more aware of their lives, past, present and future. Discover how to apply success strategies to ensure classroom success. Students will become aware of what success is to them personally and how to achieve success. In this class students will learn many proven strategies for creating greater academic, professional and personal success. This course serves a way for students to get off of academic probation along with making satisfactory progress in regular class work.

CURR 144 SEMINAR IN LIFETIME LEARNING

1,2,3 credit hours

This repeatable seminar offers courses based on surveyed educational needs of lifetime learners. Course topics vary. Possible topics include: Summer Theatre, American Presidency, Book Review and Discussion, Stained Glass, Woodworking, Social Dance.

CURR 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

ECON 200 MICROECONOMICS

3 credit hours

This course is a study of the behavior of individual households and business firms. Attention is given to the price system in resource input and product output determination. *This course and ECON 201 Macroeconomics cannot be taken concurrently.*

ECON 201 MACROECONOMICS

3 credit hours

This course is a study of the aggregate sectors of the economy and to their respective roles in economic activity. *This course and ECON 200 Microeconomics cannot be taken concurrently.*

EDUC 104 INTRODUCTION TO TEACHING

2 credit hours

This course is a study of the rules and responsibilities of teachers, administrators, and others involved in offering educational experiences in the elementary and secondary schools in the United States of America. *Co-requisite: EDUC 105 Introduction to Teaching Lab.*

EDUC 105 INTRODUCTION TO TEACHING LAB

1 credit hour

In this course students are assigned to area schools to observe the integration of teaching and learning. *Co-requisite: EDUC 104 Introduction to Teaching.*

EDUC 252 CHILDREN'S LITERATURE

3 credit hours

This course emphasizes library usage in the selection, evaluation, and presentation of stories suitable for pre-school age children through junior high youth. Students receive an overview of literature for children as they read a variety of materials and prepare problems, projects, and activities to use in presentations to the class.

EDUC 260 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 credit hours

This course examines the full spectrum of early childhood education from birth through age eight. History, curriculum, program application, and current trends and issues are examined. Course content is applicable to infant and toddler programs preschool programs, kindergartens, and primary education.

<p>NOTE: ALL STUDENTS ENROLLING IN ENGLISH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE SECTION ON PLACEMENT TESTING.</p>

ENGL 012 ENGLISH AS A SECOND LANGUAGE – LISTENING**3 credit hours**

This course is designed for non-native students who need to improve their English listening skills in an academic environment. *This course is non-transferable and will not count toward graduation.*

ENGL 013 FUNDAMENTALS OF WRITTEN COMMUNICATION**5 credit hours**

This course will present an organized method for understanding and using correct grammar in sentences and paragraphs. The course will also present an organized method of paragraph development that emphasizes unity, support, and coherence. Major areas of instruction include pre-writing, topic sentences, transitions, support of main idea, and paragraph logic. *This course is non-transferable and will not count toward graduation.*

ENGL 014 ENGLISH AS A SECOND LANGUAGE – SPEAKING**3 credit hours**

This course is designed for non-native students who need to improve their English speaking skills, especially in an academic environment. *This course is non-transferable and will not count toward graduation.*

ENGL 015 ENGLISH AS A SECOND LANGUAGE – WRITING**3 credit hours**

This course is designed for non-native students who need to improve their skills in standard written English. This course aims at preparing these students to enter college courses that are writing intensive. Emphasis will be on grammar and writing. *This course is non-transferable and will not count toward graduation.*

ENGL 016 ENGLISH AS A SECOND LANGUAGE – READING**3 credit hours**

This course is designed for non-native students who need to improve their English reading skills and be prepared for college courses that are reading intensive. *This course is non-transferable and will not count toward graduation.*

ENGL 018 READING PROFICIENCY II**4 credit hours**

This course emphasizes improving basic reading skills, spelling, comprehension, vocabulary building, study skills, and reference skills. This course may be repeated to improve proficiency. *This course is non-transferable and will not count toward graduation.*

ENGL 100 PRE-COMPOSITION**3 credit hours**

This course will present an organized method for writing essays that contain sufficient support for a solid thesis, clear organization of ideas, effective sentence structure, appropriate word choice, and a strong command of the conventions of writing, including standard grammar, correct punctuation, and appropriate paragraphing.

ENGL 101 ENGLISH COMPOSITION I**3 credit hours**

English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests. *Prerequisite: Compass Scores: Reading 76 or higher, Writing 70 or higher; ACT Scores: Reading 17 or higher, Writing 18 or higher; SAT Scores: Reading 450 or higher, Writing 430 or higher.*

ENGL 113 GENERAL LITERATURE**3 credit hours**

This course consists of a study of representative fiction, drama, and poetry. Selections are read, discussed and analyzed, with consideration of formal literary elements, including plot, characterization, theme, setting, point of view, tone and symbolism.

ENGL 121 READING IN THE DISCIPLINES

3 credit hours

This course is designed to enhance reading in textbooks across the curriculum. It is designed to improve course textbooks reading skills. This course carries institutional credit (will count toward graduation from NCCC). The course may not carry transfer credit to another institution, dependent upon graduation requirements for particular programs and institutions as described in their respective catalog. *Prerequisite: COMPASS score of 65 to 75, ACT score of 14 -16, or successfully pass ENGL 018 Reading Proficiency II.*

ENGL 125 ENGLISH COMPOSITION I - HONORS

3 credit hours

Honors English composition consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests. *Prerequisite: 23 on the ACT or 91 on the COMPASS or the recommendation of an NCCC English Composition I instructor.*

ENGL 200 TOPICS IN LITERATURE: WOMEN'S VOICES

3 credit hours

A study of representative women's literature in the English tradition. Selections are read, discussed, and analyzed, with consideration for the formal elements of plot, characters, theme, setting, point of view, tone, and symbolism.

ENGL 215 INTRODUCTION TO MYTHOLOGY

3 credit hours

This course examines major Greek and Roman myths of classical times, their historical and cultural backgrounds, and their influence on later literature and art.

ENGL 220 AMERICAN LITERATURE I

3 credit hours

American Literature I is a survey of American literature from the earliest colonial period through the Civil War. The course traces the development of American literature through literary movements and the works of major authors. Specific literary works will be considered within their cultural and historical contexts.

ENGL 221 INTRODUCTION TO WESTERN LITERATURE

3 credit hours

This course examines major Western literary works from the Renaissance through the Modern Age. Prose, poetry, and drama are studied in chronological sequence with consideration of activities in other artistic fields and some attention to historical and philosophical backgrounds.

ENGL 230 AMERICAN LITERATURE II

3 credit hours

This course is a study of the literature and literary movements from Civil War to the present. The course closely follows the history and development of America through its religious, social, and political struggles. Materials are selected to represent the major authors and their works during this time.

ENGL 240 ENGLISH LITERATURE I

3 credit hours

This course examines major literary works of Great Britain from the Middle Ages through the Eighteenth Century. Poetry, prose, and drama are studied in chronological sequence with consideration of activities in other artistic fields and some attention to historical and philosophical backgrounds.

ENGL 250 INTRODUCTION TO FICTION WRITING

3 credit hours

This course provides a forum for the presentation of student work in fiction and for the discussion of literary process and product. *Prerequisites and/or Co-requisites: ENGL 101 English Composition I, ENGL 289 English Composition II or permission of instructor.*

ENGL 260 SHORT FICTION

3 credit hours

This course is a thematic study of representative international fiction treating the formal elements of plot, characters, themes, setting, point of view, tone, and symbolism.

ENGL 265 TECHNICAL WRITING

3 credit hours

This course offers practice in organizing, structuring, and presenting ideas in a professional style. Emphasis is placed on developing skills for writing technical reports, instructional manuals, and business documents. Experience in designing and incorporating figures, graphs, tables, and charts into reports will be included. *Prerequisite and/or Co-requisite: ENGL 101 English Composition I.*

ENGL 289 ENGLISH COMPOSITION II

3 credit hours

Constructive writing is continued with the emphasis on a long investigative paper in Modern Language Association (MLA) style. A book of short articles on moral, political, and social issues is used to acquaint students with contrasting opinions and to encourage them to organize their own ideas on these issues. Practice in effective writing and development of an adequate vocabulary are emphasized. *Prerequisite: ENGL 101 English Composition I.*

ENGL 298 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: ENGL 101 English Composition I and either membership in the Honors Program or permission of instructor.*

ENGL 299 ENGLISH COMPOSITION II - HONORS

3 credit hours

English Composition II-H is a continuation of English Composition ENGL 101 and substitutes for English Composition ENGL 289. It emphasizes individual study in which the honor student writes three documented papers in three different fields. An instructor in the respective field evaluates the content of each paper. The student also reads significant literary works and prepares writings on each. The student also learns to write a persuasive letter. *Prerequisite: ENGL 101 English Composition I, membership in the Honors Program, or have approval from an English instructor.*

ENRG 100 INTRODUCTION TO ENERGY MANAGEMENT

3 credit hours

This course defines the need for energy management as an integral part of society at all levels. This course will present the various vocational opportunities available to energy management students through lectures, video, and guest speakers. *Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out.*

ENRG 101 BUILDING ANALYST/AUDITOR

3 credit hours

This course defines the need for energy management as an integral part of society at all levels. This course teaches energy auditing techniques for the residential setting. Hands-on applications of energy auditing techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Building Analyst Standards and Certification. *Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor.*

ENRG 102 ENERGY PHYSICS

3 credit hours

This course is a one-semester conceptual physics intended for both science and non-science majors. The course enables the learner to appreciate and explore the nature of physics and explanations of the physical

phenomena that surrounds us. Course work includes studying mechanics, properties of matter, thermodynamics, waves, electricity, magnetism and optics. A conceptual approach rather than a mathematical point of view is emphasized.

ENRG 104 RESIDENTIAL/LIGHT COMMERCIAL ENERGY ANALYSIS

3 credit hours

This course teaches concepts in residential/light commercial heating systems, heat transfer through the building envelope, degree days, sources of internal heat gains, heat loss calculations, indoor air pollution, and codes and regulations. In addition, students will be introduced to energy auditing software.

ENRG 106 RESIDENTIAL HVAC SYSTEMS ANALYSIS

3 credit hours

Students will investigate the physical principles of heating, ventilation, and air conditioning commonly found in the residential setting. Topics will include: the energy equation, change of state, and refrigeration. The course will also cover heat equation, psychometrics, heating and cooling load equations, piping system design, duct system design, solar effects, effects of thermal mass, and central forced air furnaces. Students will learn Seasonal Energy Efficiency Ratios (SEERs), Energy Efficient Resource Standards (EERSs), Annual Fuel Utilization Efficiency (AFUEs,) fuels, and unitary single zone and multi-zone secondary systems. This course requires field work where students will identify and perform calculations. *Prerequisite: ENRG 102 Energy Physics.*

ENRG 108 LIGHT COMMERCIAL HVAC SYSTEMS ANALYSIS

3 credit hours

This course is the second of a two-course sequence. This course teaches students to identify commercial HVAC system types and the general energy impact of each type. Calculations of system equipment efficiencies will be used to determine Energy Efficient Resource Standards (EERS), Seasonal Energy Efficiency Ratios (SEERs), Annual Fuel Utilization Efficiencies (AFUEs), combustion and seasonal efficiency in boilers, balance point partial load efficiency, and Bin analysis. Students will investigate HVAC delivery systems that include fans, pumps, dampers, control valves, and ducting. This course requires fieldwork where students will identify and perform calculations. *Prerequisites: ENRG 102 Energy Physics, ENRG 106 Residential HVAC Systems Analysis.*

ENRG 110 LIGHTING ANALYSIS

3 credit hours

This course includes assessment of quantity and quality of light, light sources, luminaries, lighting controls, manufacturer lamp and ballast specifications, lighting power density, lighting-HVAC interactions, retrofit opportunities, cost savings analysis, and lighting codes regulations. The course includes a supervised lighting audit project.

ENRG 112 INTRO TO CONSTRUCTION TECHNOLOGY

3 credit hours

This course teaches general understanding of residential construction. It is designed to provide students with an understanding of all techniques used in current and past construction practices. These practices are essential in order to understand how to diagnose and repair structures for maximum energy efficiency. Once a student completes and passes this course they will be prepared to continue in the Energy Management Program and also will receive a NCCER certification. Topics Include: Orientation to the trade, types of building materials and fasteners, operation of hand and power tools, reading plans and elevations, types of floor systems, wall and ceiling framing, roof framing, introduction to concrete materials, windows and exterior doors, and measurements. *Prerequisite and/or Co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor.*

ENRG 200 MANUFACTURED HOUSING AUDITS

1 credit hour

This course defines the need for energy management as an integral part of society at all levels. This course continues to teach energy auditing techniques for the Manufactured Housing Training. Hands-on applications of energy auditing techniques and use of required equipment will be taught. Students will leave with a thorough understanding of methods, processes, and procedures of auditing energy use/consumption and will be assessed to BPI (Building Performance Institute) Manufactured Housing Analyst Standards and

Certification.

Topics include: Health and Safety, Duct Systems, Blower Door operation, air quality, Pressure Balance Procedures, Belly Inspection and Repair, Belly Insulation Procedures, Wall Insulation, Roof Insulation, Infiltration and Ventilation, Mechanical Systems, Windows, Doors, Moisture control, plus many other topics associated with manufactured housing. *Prerequisite and/or co-requisite: CSIS 100 Computer Concepts and Applications or test out or permission of instructor. Each student will be required to have passed ENRG 100 Introduction to Energy Management and be BPI certified.*

ENRG 201 BUILDING ENVELOPE

1 credit hour

This course builds on the energy auditing techniques taught in the Building Analyst/Auditor course. This course teaches building envelope auditing techniques for the residential setting. Hands-on applications of building envelope auditing techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of envelope auditing and will be assessed to BPI (Building Performance Institute) Envelope Professional Standard and Certification. *Prerequisite and/or Co-requisite: ENRG 101 Building Analyst/Auditor or permission of the instructor.*

ENRG 205 HVAC SYSTEMS CERTIFICATION

1 credit hour

This course builds on the energy auditing techniques taught in the Building Analyst/Auditor course. This course teaches heat auditing techniques for the residential setting. Hands-on applications of heat techniques, required equipment and auditing software will be taught. Students will leave with a thorough understanding of methods, processes and procedures of heat auditing and will be assessed to BPI (Building Performance Institute) Heating Professional Technical Standards and Certification. *Prerequisite and/or Co-Requisite: ENRG 101 Building Analyst/Auditor or permission of the instructor.*

ENRG 212 METHODS OF ENERGY CALCULATIONS

3 credit hours

This course will emphasize energy management calculation methods focusing on conversion factors and specific fuel types. Fundamental equipment efficiency calculations will be practiced for combustion, motors, and refrigeration. Field data collection and safety procedures will be reviewed. *Prerequisites: ENRG 100 Introduction to Energy Management, ENRG 102 Energy Physics.*

ENRG 214 ENERGY MANAGEMENT PROJECT

1 credit hour

This course is open to students in the Energy Management certificate program. Students will identify a project, subject to instructor's approval, to demonstrate competence in a specific area of energy management. *Prerequisite: ENRG 100 Introduction to Energy Management.*

ENRG 216 ENERGY INVESTMENT ANALYSIS

3 credit hours

This course teaches energy investment analysis. Topics include interest, simple payback, and life-cycle cost analysis, time value of money, cash flow equivalence, cost-benefit analysis, effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments, and cost estimating procedures. The emphasis will be on analysis of energy investments using spreadsheets to consider total cost-benefits over the life of the investment. *Prerequisites: ENRG 104 Residential/Light Commercial Energy Analysis or permission of instructor, CSIS 121 Principles of Spreadsheets.*

ENRG 218 ENERGY CONTROL STRATEGIES

3 credit hours

This course includes building system control theory and devices, including electric, pneumatic, and digital controls. An emphasis is placed on identifying and understanding control strategies related to energy using systems and methods to estimate energy savings. Hands-on labs reinforce device identification. *Prerequisites: ENRG 106 Residential HVAC Systems Analysis, ENRG 212 Methods of Energy Calculations.*

ENRG 220 ENERGY PRESENTATION

1,3 credit hours

This course will guide students through the technical presentation process – both written and oral. Electronic communication skills are included. *Prerequisite: CSIS 110 Word Processing Applications.*

ENRG 222 ENERGY INTERNSHIP

3 credit hours

This course provides relevant field experience that integrates theory and practice while providing opportunities to develop skills, explore career options and network with professionals and employers in the energy management field. This course is a required course in the Energy Management Certificate and Degree programs. *Prerequisite: student must be enrolled in the Energy Management program and have a minimum of 21 hours of coursework completed before taking this Energy Internship course or have permission of instructor.*

ENTR 160 INTRODUCTION TO ENTREPRENEURSHIP

2 credit hours

The student will demonstrate an understanding of the role of entrepreneurial businesses in the United States and the impact on our national and global economy. The student will evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, the student will explore the challenges of entrepreneurship including feasibility analysis, business plan development, and growing the business. This course is not designed for transfer.

ENTR 161 OPPORTUNITY ANALYSIS

2 credit hours

Upon successful completion of this course, the student should be able to assess the current economic, social, and political climate for small businesses. In addition, the student should be able to explain how demographic, technological and social changes create business opportunities. Students will assess the personal appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their concept through basic market research. This course is not designed for transfer.

ENTR 162 BUSINESS PLAN

2,3 credit hours

Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept; collect and organize market research data into a marketing plan; and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses. This course is not designed for transfer.

ENTR 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

EETEC 102 INTRODUCTION TO INDUSTRIAL TRADES

3 credit hours

This course introduces students to the latest techniques and technology used in light industry. Instruction will allow the students to explore the plastics, concrete, steel and building industries. This course is an introductory course which touches on safety, measurement, and blueprint reading in relationship to the industries explored.

EETEC 105 INTRODUCTION TO NETWORKING (CISCO I)

3 credit hours

This is the first of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. *CISCO I-IV must be taken in sequence.*

ETEC 106 CISCO NETWORKING II**3 credit hours**

This is the second of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. *Prerequisite: ETEC 105 Introduction to Networking (CISCO I). CISCO I-IV must be taken in sequence.*

ETEC 109 PLUMBING I**3 credit hours**

This course involves an orientation of the requirements and other information needed for job entry in the plumbing field.

ETEC 110 RESIDENTIAL WIRING**3 credit hours**

This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring, and the National Electrical Code.

ETEC 111 TOOLS AND MACHINES – MAINTENANCE AND SAFETY**3 credit hours**

This course deals with the general industrial safety and maintenance and safety of hand tools and power tools used in manufacturing. The course involves the proper use, maintenance, selection, and care of both hand tools and machines used with a variety of material.

ETEC 112 CABINET CONSTRUCTION I**3 credit hours**

This course deals with tool and machine safety in the step-by-step methods and procedures used in the construction of cabinets. The class will study many types of cabinet construction and joints, fasteners and adhesives used.

ETEC 115 BLUEPRINT READING**3 credit hours**

This course begins with a thorough explanation of how blueprints are structured and the conventions that are used in making them and reading them. These principles are then applied to detail drawings and assembly drawings of mechanical equipment. Special features of blueprints in applications ranging from sheet metal work through electrical and air conditioning work are addressed. The course concludes with information on how to sketch in the style of a blueprint to convey information simply and completely.

ETEC 121 ENGINEERING GRAPHICS I**3 credit hours**

This course provides the foundation for drafting and design fundamentals. The course involves a study of basic drafting equipment, techniques, and computers in the design process. Content includes engineering lettering, line conventions, orthographic projection, sections, auxiliary views, dimensioning practices and pictorial drawings. *This course is offered upon sufficient request.*

ETEC 122 ENGINEERING GRAPHICS II**3 credit hours**

This course presents a further development of planes, angles between lines and planes, orthographic projections to include descriptive geometry principles, auxiliary views, oblique views, developments, and transitions. *Prerequisite: ETEC 121 Engineering Graphics I. This course is offered upon sufficient request.*

ETEC 125 COMPUTER APPLICATIONS IN MANUFACTURING**3 credit hours**

This course deals with the study and application of computer-aided design systems. The course involves the use of AutoCAD and related programs that can be used in manufacturing methods and processes. *This course is offered upon sufficient request.*

ETEC 136 INDUSTRIAL INTERNSHIP

1, 2, 3 credit hours

The Industrial Internship course provides credit for work-related experience. The main goal of the industrial internship course is for students to become aware of workplace skills needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied. Students will be asked to document workplace interactions and record reflections and observations in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required per credit hour. This is a repeatable course. Unless otherwise approved, a maximum of 20 hours of credit is allowed for this course. *Co-requisite: Concurrent or previous enrollment in a related program of study.*

ETEC 146 MICROCOMPUTER REPAIR – HARDWARE

3 credit hours

This course is designed to satisfy the needs of the electronics student who requires an in-depth knowledge of troubleshooting, expanding, and interfacing microcomputer hardware. It is a modern, systems-oriented introduction into the field of microcomputer repair.

ETEC 147 MICROCOMPUTER REPAIR – SOFTWARE

3 credit hours

This course will introduce the student to an in-depth knowledge of troubleshooting, expanding, and interfacing microcomputer hardware. It is a modern, systems-oriented introduction into the field of microcomputer repair. The student will receive a working knowledge of the operating system. This course will prepare the student for an entry level position maintaining, upgrading, and doing basic troubleshooting and repairing of personal computers. *Prerequisite: ETEC 146 Microcomputer Repair – Hardware.*

ETEC 153 COMPUTER-AIDED DESIGN I

3 credit hours

This course deals with the study and application of working drawings using the Computer-Aided Design System. This course involves the use of AutoCAD and programs that can be used with CAD programs. *This course is offered upon sufficient request.*

ETEC 160 SPECIAL SKILLS IN WELDING

1,3 credit hours

This course is designed to improve and upgrade welding skills. Each student and instructor will work together to determine individualized goals. *Prerequisite and/or Co-requisite: ETEC 163 Welding Procedures and Applications or permission of instructor. This course may be repeated for additional credit. This course is offered upon sufficient request.*

ETEC 162 ARC WELDING

3 credit hours

The fundamentals of electric and acetylene welding and practice will be presented. Students will learn several welding positions using various electrodes. Safety practices are emphasized when working with welding equipment.

ETEC 163 WELDING PROCEDURES AND APPLICATIONS

7 credit hours

This course is designed to provide training for students who want to acquire entry welding skills. Safety procedures, care and use of equipment, knowledge of welding symbols, and the study and application of welding theories and procedures are emphasized. Instruction will be provided in the fundamentals of shielded metal arc welding and the fundamentals of oxyacetylene cutting.

ETEC 170 COMPUTER APPLICATIONS IN MANUFACTURING II

3 credit hours

This course deals with the study and application of computer-aided design system. The course involves the use of Mastercam and related programs that can be used in manufacturing methods and processes. *Prerequisite: ETEC 125 Computer Applications in Manufacturing.*

ETEC 192 SELECTED TOPICS IN TECHNICAL/ INDUSTRIAL EDUCATION

3 credit hours

This course is offered on a range of selected topics in Industrial/Technical Education. It may be repeated for credit with different topic. *This course is offered upon sufficient request.*

ETEC 194 INTRODUCTION TO TECHNOLOGY SYSTEMS

3 credit hours

This is an introductory study of the systems of technology as applied in communication, manufacturing, construction, and power/energy/transportation; including their organizations, techniques, resources, products, evolution and impact on society.

ETEC 205 CISCO NETWORKING III

3 credit hours

This is the third of four semester courses designed to provide students with the skills they will need to design, build, and maintain small to medium size networks. *Prerequisite: ETEC 105 Introduction to Networking (CISCO I), ETEC 106 CISCO Networking II. CISCO I-IV must be taken in sequence.*

ETEC 206 CISCO NETWORKING IV

3 credit hours

This is the fourth of four semester courses designed to provide students the skills they will need to design, build, and maintain small to medium size networks. *Prerequisite: ETEC 105 Introduction to Networking (CISCO I), ETEC 106 CISCO Networking II, ETEC 205 CISCO Networking III. CISCO I-IV must be taken in sequence.*

ETEC 228 COMPUTER-AIDED DESIGN II

3 credit hours

This course deals with the study and application of working drawings using a Computer-Aided Design System. The course involves the use of AutoCAD and programs which can be used with CAD programs. *Prerequisite: ETEC 121 Engineering Graphics I, ETEC 153 Computer-aided Design I, or permission of instructor. This course is offered upon sufficient request.*

ETEC 262 ADVANCED WELDING PROCEDURES AND APPLICATIONS

7 credit hours

This class is a continuation of Welding Procedures and Applications. Developing pipe welding skills will be the primary focus for this class. Training will cover out of position welds, mirror welding, opposite hand welding, and bell hole welding. *Prerequisite: ETEC 163 Welding Procedures and Applications. This course is offered upon sufficient request.*

ETEC 275 COMPUTER AND NETWORK SECURITY

3 credit hours

This course will provide an introduction to the many aspects of computer and data network security, and information assistance. The course will examine the rationale and necessity for securing computer systems and data networks, as well as methodologies for implementing security, security policies, best current practices, testing security, and incident response. Course concepts are reinforced by demonstrations and research assignments. *Prerequisites and/or co-requisites: CSIS 100 Computer Concepts and Applications or CSIS 130 Introduction to Computer Information Systems.*

FCS 101 SINGLE COOKING

2 credit hours

The teaching of skills and evaluation of products rather than principles of food preparation is emphasized in this course. This is a laboratory course designed especially for students who want practical experience in preparing simple dishes.

FCS 118 PERSONAL DEVELOPMENT

3 credit hours

This course is designed to help the students develop an awareness of their own individuality in clothing selection and personal appearance. Also, the student will learn skills that will give confidence and poise.

FCS 203 NUTRITION

3 credit hours

This course is a study of the basic principles of nutrition as they relate to the well-being of individuals, current concepts, and selection of food over the life span.

FCS 230 PERSONAL AND FAMILY FINANCE**3 credit hours**

This course covers practical aspects of individual and family money management including consumer problems, purchases, credit, savings, and budgeting.

FCS 270 CHILD DEVELOPMENT ASSOCIATE PRACTICUM**5 credit hours**

This course provides practical experience with children in one of three areas of specialty: Center, Home Visitor, or Family Child Care. This course will focus on application of the concepts of child development, care, relationships, educational opportunities, and health in one of the identified specialty areas.

FLAN 154 ELEMENTARY SPANISH**5 credit hours**

Students will develop listening, speaking, reading, and writing skills in this course. This course will enable the student to communicate with a native speaker using every day language. Students will demonstrate a greater ability to create and express their own thoughts in speaking and writing. The classes will include an introduction to literature and art in which students will actively participate in a small group, with partners and/or on an individual basis. Cultural awareness activities will be included.

FLAN 155 ELEMENTARY SPANISH II**5 credit hours**

This course will encompass the study of the Spanish language and the culture of Spanish speaking countries. This course will be a continuation of Elementary Spanish I. In this course skills will be developed in speaking, reading, writing, and listening. Culture will be studied in order to gain an appreciation of the Hispanic culture and for students to become cognizant of the diverse world in which we live. *Prerequisite: FLAN 154 Elementary Spanish or two-years of high school Spanish and permission of instructor.*

HIST 101 WORLD CIVILIZATION I**3 credit hours**

This course studies the origin and historical development of peoples and cultures from antiquity through the Renaissance into the early modern world (5000 B.C.-1500 A.D.). Societies in Europe, Asia, and Africa are surveyed. Written materials from each period are used whenever possible.

HIST 102 WORLD CIVILIZATION II**3 credit hours**

This course begins with the new nations developing in Europe in the 1500s and traces the emergence of a modern world in India, China, Japan, Africa, and in the Americas as each country struggles to maintain its identity in an international society of nationalism, industrialization, imperialism, and totalitarianism of the 1900's, and beyond. Written materials from each period are used whenever possible.

HIST 200 RECENT AMERICAN HISTORY**3 credit hours**

This course examines the economic, social, and political development of the United States to the present day.

HIST 201 UNITED STATES HISTORY I**3 credit hours**

This course studies the economic, social, and political developments of the United States from pre-history to 1877.

HIST 202 UNITED STATES HISTORY II**3 credit hours**

The purpose of this course is to survey the economic, social, and political development of the United States from the end of Reconstruction to the present.

HIST 207 WORLD GEOGRAPHY**3 credit hours**

This course examines the major geographical regions of the world by surveying the political units, environments, and cultures.

HPER 100 PHYSICAL EDUCATION**1 credit hour**

This course is designed to cover all of the physical activities within the scope of athletic practices. *Prerequisite: permission of instructor.*

HPER 103 VARSITY BASKETBALL**1 credit hour**

Varsity basketball is a course designed to enable the student to study the theory of basketball and to put the fundamentals of the game to use during intercollegiate competition. *Prerequisite: permission of instructor.*

HPER 104 VARSITY TRACK**1 credit hour**

This course consists of intensive work on theory and fundamentals of track and field athletics. *Prerequisite: permission of instructor.*

HPER 105 VARSITY VOLLEYBALL**1 credit hour**

Varsity volleyball includes instruction in the theory, fundamentals, and rules for playing the game of volleyball. *Prerequisite: permission of instructor.*

HPER 108 VARSITY BASEBALL**1 credit hour**

Varsity baseball is the theory and practice of fundamentals of competitive baseball. *Prerequisite: permission of instructor.*

HPER 112 CONDITIONING WEIGHTS**1 credit hour**

Conditioning Weights involves the systematic exercising of various muscle groups in order to enhance their development and improve body conditioning. *Prerequisite: permission of instructor.*

HPER 113 WEIGHT TRAINING**1 credit hour**

This course further develops the systematic exercising of the various muscle groups by repeatedly subjecting the body to progressively increased exercise loads and a series of flexibility drills designed for athletes participating in a particular sport. *Prerequisite: permission of instructor.*

HPER 114 VARSITY SOFTBALL**1 credit hour**

Varsity Softball is the theory and practice of fundamentals of competitive softball. *Prerequisite: must be on the varsity softball team.*

HPER 115 SELF DEFENSE**1 credit hour**

This course is designed to expose the student to the fundamentals of unarmed self-defense.

HPER 116 PERSONAL AND COMMUNITY HYGIENE**3 credit hours**

This course deals with everyday health, hygiene, and an awareness of drugs and diseases.

HPER 119 VARSITY SOCCER**1 credit hour**

Varsity Soccer is the theory and practice of fundamentals of competitive soccer. *Prerequisite: permission of instructor.*

HPER 120 VARSITY WRESTLING**1 credit hour**

Varsity Wrestling is the theory and practice of fundamentals of competitive wrestling. *Prerequisite: permission of instructor.*

HPER 123 JOGGING**1 credit hour**

This course offers individualized jogging programs for improved cardio-respiratory endurance.

HPER 124 VARSITY DANCE**1 credit hour**

Varsity Dance is the theory and practice of dance in the styles of Jazz, Hip-Hop and Pom. *Co-requisite: must be on the dance team or permission of instructor.*

HPER 125 VARSITY CHEER**1 credit hour**

Varsity Cheer is the theory and practice of cheerleading including yelling, jumping and stunting. *Co-Requisite: must be on the cheerleading team or permission of instructor.*

HPER 126 AEROBIC FITNESS**1 credit hour**

This course focuses on various aerobic activities. The students will learn exercise techniques from programs such as pilates, yoga, and aerobic dance. The course will emphasize a different exercise program each semester. This course will provide students with a weekly physical fitness activity. Students will be allowed to take this class multiple times. However, students will need to consult with their advisor to see how this course will meet graduation and eligibility requirements.

HPER 130 PRINCIPLES OF STRENGTH TRAINING**3 credit hours**

This course exams the principles and techniques of strength training including safety, CPR training, strength physiology, spotting, training recommendations, lifting techniques, and program design and management.

HPER 136 DIET AND WEIGHT CONTROL**1 credit hour**

Diet and Weight Control teaches students aspects of dietary control necessary for weight loss, gain, or maintenance.

HPER 150 LIFETIME FITNESS**1 credit hour**

This course is designed to expose students to facts about weight control, stress, weight lifting and aerobic and anaerobic activities and their effects on total fitness for life.

HPER 160 WELLNESS CONCEPTS**2 credit hours**

This course is designed to help students develop an understanding of the principles necessary for promoting lifetime wellness. The benefits of cardiovascular fitness, and living effectively and improving the quality of life are examined. The course may include a study of self-concept, interpersonal relationships, stress, nutrition, weight control, physical fitness, infectious diseases, substance misuse and abuse, human sexuality, non-infectious diseases and consumer health.

HPER 170 EXERCISE SCIENCE FOR FITNESS PROFESSIONALS**3 credit hours**

Principles of exercise science applied to teaching fitness/aerobics including major factors related to the movement and function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. *Prerequisite and/or Co-requisite: HPER 150 Lifetime Fitness.*

HPER 195 INTRODUCTION TO PHYSICAL EDUCATION

2 credit hours

This is a basic course that includes objectives, methods, and subject matter encompassing physical education, its history, and its philosophy. The course addresses the personal and professional qualifications for teaching values of physical education in the development of children and youth and the general purpose of a physical education program.

HPER 203 INTRODUCTION TO COACHING

2 credit hours

This course will introduce the general philosophy and methods of coaching. Various topics to prepare the individual for the task of coaching, such as sport science, sport psychology, and sport management will be included.

HPER 219 RULES AND OFFICIATING

1 credit hour

This course will cover the rules of the respective sport with an aim toward preparing persons to enter into officiating.

HPER 222 PERSONAL TRAINING

3 credit hours

This course examines basic principles of fitness for the prospective fitness professional. Topics include exercise risks and safety, weight control, components of fitness, fitness assessment and exercise programming.

HPER 280 FUNDAMENTALS OF COACHING BASKETBALL

2 credit hours

This course is a study of the development of basketball and the various techniques used with emphasis on fundamentals, rules, and coaching methods. The coach's duties and responsibilities as well as the principles of conditioning and strategy are an integral part of the course.

HPER 281 BASEBALL THEORY

1 credit hour

This is a foundation course, presented from the coaching aspect, to provide players/fans with a better understanding of the game. Concepts will include necessary physical abilities for each position, practice drills used to develop and improve skills, offensive and defensive play situations and their desired outcomes, scoring the game book and statistics.

HPER 290 THEORY OF COACHING VOLLEYBALL

2 credit hours

This is a majors course intended to provide a comprehensive understanding of volleyball theory and coaching methods. Rules, history, techniques, and strategy will be included.

HPER 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

HUM 102 INTRODUCTION TO LOGIC AND CRITICAL THINKING

3 credit hours

This course will introduce students to the basic principles of critical thinking, including deductive and inductive reasoning, common fallacies, and standards for argument construction. Students will become familiar with categorical and symbolic syllogisms and the various methods for evaluating validity of arguments. Emphasis will include the ability to analyze, evaluate and construct arguments.

HUM 103 INTRODUCTION TO PHILOSOPHY

3 credit hours

This course will use the writings of major philosophers to introduce the student to philosophical issues and major schools of thought on philosophical topics. Major topics will include epistemology, metaphysics, ethical philosophy, political philosophy, religious philosophy and existentialism.

HUM 104 ETHICS

3 credit hours

This course will introduce students to the basic concepts, methods and history of moral philosophy and their application to specific moral problems. Basic ethical theories and terminology will be linked to practical real world situations in order to foster the application of ethical reasoning to moral problems.

HUM 110 HUMANITIES I

3 credit hours

This course is a survey of philosophy, music, art, theatre, and literature. It is an interpretative rather than a technical study of these areas approached in a chronological manner through cultural epochs from the Greco-Roman period through the Middle Ages. The focus of the course is on human thoughts and emotions rather than an external world.

HUM 120 HUMANITIES II

3 credit hours

This course is a survey of philosophy, music, art, and literature from the Middle Ages to the present.

HUM 127 FOREIGN STUDY TOUR

1,2,3 credit hours

With prior approval, a student may earn one hour of credit per week of organized travel outside of the United States up to a total of three credits. Proof of travel must be presented within 30 days of return along with a written travel report of adequate length prepared by the student giving the itinerary and the various expenses in detail, telling about both the pleasant and the unpleasant features of the trip, and describing the learning experiences that were involved. Evaluation and determination of appropriate credit is made by both the vice president for student learning and the instructor.

HUM 133 WORLD RELIGIONS

3 credit hours

This course examines the origins, development, history and importance of some of the major religions of the world today. It includes their sacred writings and a glance at the social and geographical environments from which they emerged.

HUM 204 WESTERN CIVILIZATION I

3 credit hours

This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from ancient beginnings in Africa, the Near East, Mesopotamia, Israel, Greece, and Rome through the Middle Ages, Reformation, Renaissance and to the beginning of the Early Modern period.

HUM 205 WESTERN CIVILIZATION II

3 credit hours

This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from the beginnings of the Early Modern period to the twentieth century. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the Western world during the Modern era.

HUM 206 EASTERN CIVILIZATIONS

3 credit hours

This course is a broad interdisciplinary survey of the major civilizations of Asia with particular emphasis on the history, culture, literature and art of India, China and Japan from prehistory to the Modern period. Through an examination of translated source material, lecture, and discussion, students will gain an

appreciation of the great works of Asian religion, thought and literature and an understanding of the broad sweep of Asian history from its origins in the river valleys to its collision with the West.

HUM 250 LEADERSHIP

3 credit hours

This course is designed to introduce students to the concepts and skills of leadership from a humanities perspective. By studying case studies in leadership, the students will be encouraged to identify the skills of effective leaders and develop their own philosophy of leadership.

HUM 260 HUMANITIES SEMINAR

1,2,3 credit hours

This course is designed to provide an opportunity for the instructor and student to pursue specific topics or units of study within the humanities field. *Prerequisite: permission of instructor.*

HUM 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

NOTE: ALL STUDENTS ENROLLING IN MATH COURSES MUST PROVIDE PLACEMENT SCORES PRIOR TO ENROLLING. SEE THE PLACEMENT SECTION FOR INFORMATION.

MATH 010 CONTEMPORARY MATHEMATICS CONCEPTS

2 credit hours

This course is designed for students who want, need, or are recommended for a refresher course dealing with the four operations of fractions and decimals, calculating percentage, and solving ratios. *This course is non-transferable and will not count toward graduation.*

MATH 011 BEGINNING ALGEBRA

4 credit hours

This is a course designed for students with no background in algebra. Successful completion of this course should prepare the student to enter Intermediate Algebra or College Algebra with Review with the expectation of successful completion. Topics covered are: signed numbers and operations, manipulation of simple algebraic expressions, equations and inequalities, polynomials, and rational expressions. Students will be expected to have access to a scientific calculator. *This course is non-transferable and will not count toward graduation.*

MATH 110 COLLEGE ALGEBRA WITH REVIEW

5 credit hours

This class fulfills the general education requirement for College Algebra. In addition to College Algebra, this class will provide a review of Algebra concepts that were previously learned or may not have been learned well enough to succeed in a 3 hour College Algebra class. Topics covered are: polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator. *Prerequisite: recommended by Compass/ACT score, an "A" in MATH 011 Beginning Algebra, or a passing grade in MATH 112 Intermediate Algebra, or permission of instructor.*

MATH 111 COLLEGE ALGEBRA WORKSHOP

2, 5 credit hours

This course is designed for students with a minimal background in algebra and is designed to be taken in conjunction with College Algebra MATH 113. This class will give a review of algebra concepts that were previously learned or may not have been learned well enough to succeed in a 3 credit hour College Algebra course. This class is for students with a D or higher in Intermediate Algebra MATH 112. Topics covered are:

polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator (a TI-83/84 is recommended). *Prerequisite: The student should have successfully completed at least one year of high school algebra and be recommended by the COMPASS/ACT score, or received an A in Beginning Algebra and be recommended by the COMPASS/ACT score, or received a passing grade in Intermediate Algebra, or received the consent of the instructor prior to entering this class. Co-requisite: All students enrolled in this course must be concurrently enrolled in a designated section of College Algebra MATH 113.*

MATH 112 INTERMEDIATE ALGEBRA

4 credit hours

This is a course designed for students with a minimal background in algebra. Topics covered are: equations and inequalities, absolute value, functions and graphs, polynomials, rational expressions and radicals, and systems of equations and inequalities. Students will be expected to have access to a scientific calculator. This course may not transfer credit to another institution, dependent upon graduation requirements for particular programs and institutions as described in their catalogs. *Prerequisite: recommended by the Compass/ACT score or completed MATH 011 Beginning Algebra.*

MATH 113 COLLEGE ALGEBRA

3 credit hours

This is a standard College Algebra course designed for students that have successfully completed Algebra I and Algebra II in high school. It will satisfy the general education requirement for College Algebra and will transfer to all Kansas Regents institutions. This class is also for students earning an A or B in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expression and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator. *Prerequisite: Algebra I and Algebra II in high school in addition to a recommendation by a COMPASS/ACT score, or an "A" or "B" grade in MATH 112 Intermediate Algebra, or consent of the instructor.*

MATH 114 INDUSTRIAL MATH

3 credit hours

Beginning with concepts as basic as the difference between numbers and numerals, this course reviews mathematics principles and operations through trigonometry. The emphasis is on understanding mathematical principles rather than on rote memorization of techniques. Students will be introduced to the three kinds of calculator logic systems, how to identify which kind of logic any calculator uses, and how to enter problems to ensure that the answer is correct. This course also teaches direct measurements and calculated measurements (e.g., area, torque, speed, and flow rate). The course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.), and how and when to convert between metric and English measurement.

MATH 122 PLANE TRIGONOMETRY

3 credit hours

This course will employ the traditional rectangular coordinate system development of the trigonometric functions and later introduces the circular function development. Practical application (verbal problems) will be incorporated and used as motivation throughout the course. Students will be expected to have access to and use a graphing calculator. *Prerequisite: MATH 110 College Algebra with Review or MATH 113 College Algebra, or recommended by the Compass/ACT score, or permission of instructor. The class may be taken concurrently with MATH 150 Analytic Geometry and Calculus I.*

MATH 125 COLLEGE ALGEBRA AND TRIGONOMETRY

5 credit hours

This course combines College Algebra and Trigonometry and is designed as a pre-calculus course that will satisfy the general education requirement for College Algebra. Topics covered are: polynomials, rational expressions and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, trigonometric functions, identities and graphs, trigonometric equations, complex numbers and DeMoivre's Theorems, conic sections, matrices and systems of equations

and inequalities. Students will be expected to have access to, and use graphing calculator. *Prerequisite: an "A" or "B" grade in MATH 112 Intermediate Algebra, recommended by the Compass/ACT score, or permission of instructor.*

MATH 133 QUANTITATIVE REASONING

3 credit hours

Designed for the students NOT planning to major in a field that requires advanced mathematical skills. Prepares students for the mathematics encountered in other college courses that use quantitative reasoning. Emphasis on developing critical thinking and quantitative reasoning skills needed to understand major issues in society. *Prerequisite: an "A" or "B" grade in MATH 112 Intermediate Algebra, recommended by the COMPASS/ACT score, or consent of the instructor.*

MATH 143 ELEMENTARY STATISTICS

3 credit hours

Calculation techniques for descriptive statistics, normal distributions, confidence intervals, sample size, hypothesis testing, and correlation will be presented. The application problems make this course appropriate for psychology, sociology, business, computer science, biology, education, liberal arts, technology, social science, nursing and allied health care, economics, ecology, and agriculture. Each student will be required to have a hand held statistics calculator. *Prerequisite: MATH 110 College Algebra with Review or MATH 113 College Algebra with a grade of "C" or better, or permission of instructor.*

MATH 150 ANALYTIC GEOMETRY AND CALCULUS I

5 credit hours

A study is made of some topics in analytic geometry, functions, and limits. The theory and applications of the derivative and integral are then developed. *Prerequisites: Three years of high school algebra or the equivalent of MATH 113 College Algebra and MATH 122 Plane Trigonometry or permission of instructor.*

MATH 155 ANALYTIC GEOMETRY AND CALCULUS II

5 credit hours

This course is a study and practice with additional applications of integrals. Further development and applications of the exponential and logarithmic functions, differentiation and integration of inverse trigonometric and hyperbolic functions, and more advanced methods of integration are developed. Conic sections, translations and rotations, and polar coordinates are studied. Convergence and divergence of infinite series are included as well as parametric curves and two-dimensional vectors are also considered. *Prerequisite: MATH 150 Analytic Geometry and Calculus I.*

MATH 204 MATHEMATICS FOR EDUCATION I

3 credit hours

This course is designed to provide a foundation of theory for many of the concepts found in the current elementary and middle school mathematics classroom. This course will examine topics related to the Real Number system, such as set theory, relations and functions, probability theory, and statistics, all from a problem solving approach. The use of technology (e.g. graphing calculator, word processing, the Internet, Symposium, etc.) as tools for problem solving and course communication will be an integral part of the course. **Note: A grade of "C" in this course is a prerequisite for Mathematics for Education II at Pittsburg State University.** *Prerequisite: an "A" or "B" grade in MATH 112 Intermediate Algebra, recommended by the COMPASS/ACT score, or consent of instructor.*

MATH 253 ANALYTIC GEOMETRY AND CALCULUS III

3 credit hours

This course is a study of vectors, three-dimensional analytic geometry and multivariable functions which includes partial derivatives and multiple integrals. *Prerequisite: MATH 155 Analytic Geometry and Calculus II.*

MATH 255 DIFFERENTIAL EQUATIONS

3 credit hours

This course is a study and practice in solving first order and higher order ordinary differential equations. Some physical applications and series solutions are also studied. *Prerequisite: MATH 253 Analytic Geometry and Calculus III.*

MATH 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

MFGT 100 WELDING I

8 credit hours (also 1,2,3,4,5,6,7 credit hours)

This course introduces students to a shop atmosphere with practical applications. Students will demonstrate their welding skill. This course will include GMAW-S and SMAW multi-position padding and basic operation of OFC and PAC cutting apparatus. This course includes both lecture and laboratory components.

MFGT 112 WELDING SAFETY/OSHA 10

1 credit hour

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

MFGT 114 WELDING CUTTING PROCESSES

3 credit hours

In this core curriculum introductory welding course students will examine a variety of cutting processes used in the welding trade and experience within a lab or shop setting safe practices, proper setup procedures and operation of cutting equipment. Learning activities will provide for practice and application of cutting process and students will also inspect metal cuts for quality and tolerance.

MFGT 116 GAS TUNGSTEN ARC WELDING

3 credit hours

In this course students will explore the tools, safety and operating procedures essential when working with Gas Tungsten Arc Welding equipment. In a supervised setting, students will set up equipment, build weld pads with selected electrodes and filler materials in both the flat and horizontal positions. Students will also weld selected joints and inspect GTAW welds for uniformity and tolerance.

MFGT 118 SHIELDED METAL ARC WELDING

3 credit hours

In this course students will explore the tools, safety and operating procedures essential when working with Shielding Metal Arc Welding (SMAW) equipment. In a supervised setting, students will set up equipment, build weld pads with selected electrodes in both the flat and horizontal positions. Students will also weld selected joints and inspect SMAW welds for uniformity and tolerance. *Prerequisites: MFGT 112 Welding Safety/OSHA 10, MFGT 114 Welding Cutting Processes.*

MFGT 120 GAS METAL ARC WELDING

3 credit hours

In this introductory course students will be introduced to the Gas Metal Arc Welding (GMAW) principles, processes and safe practice. Through practice and application students will associate GMAW electrode classifications with base metals and joint criteria and build pads of weld beads in the flat and horizontal positions. Students will produce basic GMAW welds on selected weld joints and perform visual inspection of welds for quality and tolerance. *Prerequisites: MFGT 112 Welding Safety/OSHA 10, MFGT 114 Welding Cutting Processes.*

MFGT 122 WELDING BLUEPRINT READING

3 credit hours

In this course students will be provided exposure to blueprint reading beginning with identification of specific lines, views, abbreviations, symbols, joints and shapes specific to the welding industry. Students will interpret basic 3D sketches using orthographic projection and blueprints and solve mathematic equations and interpret scale ratios. Use of measuring tools and interpreting a Bill of Materials are also components of this course.

MFGT 124 ADVANCED GAS TUNGSTEN ARC WELDING

4 credit hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. *Prerequisite: MFGT 116 Gas Tungsten Arc Welding.*

MFGT 126 ADVANCED GAS METAL ARC WELDING

4 credit hours

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. *Prerequisite: MFGT 120 Gas Metal Arc Welding.*

MFGT 128 ADVANCED SHIELDED AND METAL ARC WELDING

4 credit hours

Through classroom and /or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thickness; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. *Prerequisite: MFGT 120 Gas Metal Arc Welding.*

MFGT 130 SPECIALIZED WELDING

4 credit hours

Students will continue to focus on his or her specialty, or have the opportunity to work on an internship as prescribed by the advisory committee.

MGMK 101 INTRODUCTION TO BUSINESS

3 credit hours

This course is an introduction to the American business system and the organization of production and markets in a free-enterprise capitalist economy. Students are given an orientation to the basic functional areas of business and familiarized with the kind of work activity carried out in each area. Business related areas studied are: management, marketing, financing, record and information maintenance. The social and legal environment of business is also studied.

MGMK 105 SMALL BUSINESS MANAGEMENT

3 credit hours

Small Business Management is a course for students desiring to gain the initial knowledge necessary to explore the personal characteristics and resources needed to profitably start and operate a small business. Instruction will cover the concepts of entrepreneurship and the importance of small business within our free enterprise system. Students will be exposed to the basics of planning, organizing, financing, starting, operating, and managing a small business venture. The components of a business will be applied by students to their own business simulation.

MGMK 132 PRINCIPLES OF SALESMANSHIP**3 credit hours**

This course covers the fundamental skills of selling, including sales approaches, presentations, and demonstrations, overcoming objections, suggestive selling, and closing sales. Personal motivation and human relations as they relate to selling and analysis of techniques of selling are key elements of the course.

MGMK 135 HUMAN RELATIONS AND SUPERVISION**3 credit hours**

This course is a study of behavior in organization. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred. This study will assist the student as a manager or worker in getting along with others both inside and outside the organization.

MGMK 136 MARKETING**3 credit hours**

This course is designed to introduce students to the basic concepts, practices, and techniques of marketing. Students will study the marketing mix including product and service concepts, pricing, promotion, and distribution.

MGMK 137 REAL ESTATE PRINCIPLES**3 credit hours**

This is an introductory presentation of basic principles of the real estate industry. Concepts related to real estate characteristics, law, ownership, finance, marketing, brokerage, and transfer are surveyed. *This course is offered upon sufficient request.*

MGMK 138 MARKETING EDUCATION FIELD STUDY**2 credit hours**

Marketing Education Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit. *Co-requisite: concurrent or previous enrollment in a related program of study.*

MGMK 141 MID-MANAGEMENT FIELD STUDY**2 credit hours**

Mid-management Field Study provides credit for related work experience. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit. *Co-requisites: concurrent or previous enrollment in a related program of study.*

MGMK 147 INTRODUCTION TO MANAGEMENT**3 credit hours**

This course introduces the student to the concepts, terminology, principles, and theories that are the substance of management. Through the introduction of essential concepts that apply to the practice of management and by use of examples and visuals to explain the complexities of management principles and theories, the student is allowed to form his/her own philosophy and unique understanding of management.

MGMK 148 INTRODUCTION TO TOTAL QUALITY MANAGEMENT**3 credit hours**

This course is a study of contemporary management methodologies. The main topics studied will include: different management philosophies, evolution to Total Quality Management, management functions, management's environment, the strategic planning process, and organizational structures, and application of problem solving tools. The study will inform the manager or worker what the individual can do to better assist organizations to compete in the global marketplace. *This course is offered upon sufficient request.*

MGMK 200 INTRO TO LOGISTICS MANAGEMENT**3 credit hours**

This course is designed to provide students an overview of the basic logistical functions (warehousing, inventory control, order processing, customer service, packaging and transportation). Students will explore the techniques used in analyzing distribution costs as well as planning distribution systems.

MGMK 201 INTRO TO WAREHOUSING AND DISTRIBUTION CENTERS

3 credit hours

This course covers an integrated system approach involving a variety of environments within a global marketplace. The course covers the organization and operations of warehouses and distribution centers. The major components are warehousing and distribution center paradigm, system design, locations, technology and financial dimensions. *Prerequisite: MGMK 200 Intro to Logistics Management or permission of instructor.*

MGMK 202 INTRO TO SUPPLY CHAIN MANAGEMENT

3 credit hours

This course is designed to provide students an overview of the basic functions of a supply chain orientation toward business. The role of supply chain processes is examined in creating competitive advantage with respect to quality, flexibility, lead-time and cost. Topics covered will include customer service, inventory concepts, transportation, warehousing, purchasing, and supply chain management. *Prerequisite: MGMK 200 Intro to Logistics Management or permission of instructor.*

MGMK 203 INTRO TO TRANSPORTATION OPERATIONS AND MANAGEMENT

3 credit hours

This course covers the significance of an integrated, well-organized, transportation system to a market-driven economy. The development of the transportation system of the U.S from both historic and economic perspectives is included. *Prerequisite: MGMK 200 Intro to Logistics Management or permission of the instructor.*

MGMK 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

MIL 100 MILITARY SCIENCE I A

1 credit hour

Introduction to the issues and competencies that are central to a commissioned officer's responsibilities. Officership, leadership, Army values, and "life skills," including fitness and time management. Includes outdoor activities including rappelling, rifle shooting, and small unit tactics. Fall semester. *Prerequisite: permission of instructor.*

MIL 102 MILITARY SCIENCE I B

1 credit hour

Expands upon the fundamentals introduced in MIL 100 by focusing on communications, leadership, and problem solving. Map reading, orienteering, first aid, effective writing, and problem solving. Participation in outdoor activities such as team building exercises, rappelling, rifle shooting and water survival training. Broad overview of physical well-being and life in the Army. Spring semester. *Prerequisite: MIL 100 Military Science I A.*

MIL 200 MILITARY SCIENCE II A

3 credit hours

Customs and traditions of military service, seminar in the Army's role in global conflict and general subjects. Advanced leadership laboratory – rifle marksmanship and care of combat casualties, includes one weekend practical exercise. Wearing of military uniform is required. Fall semester. *Prerequisite: MIL 100 Military Science I A, MIL 102 Military Science I B.*

MIL 202 MILITARY SCIENCE II B

3 credit hours

Leadership development seminar and general military subjects. Advanced leadership laboratory-land navigation, includes one weekend practical exercise. Wearing of military uniform is required. Spring semester. *Prerequisite: MIL 200 Military Science II A.*

MUSI 104 THEORY BLOCK I

5 credit hours

This course encompasses the theoretical aspects of music, combined with practice in the skills of sight-singing and ear-training, with additional concentration on keyboard skills. The course considers the basic properties and notation of tones: tonality, key, mode and scale. Practice is given in the writing of two-voice combinations. The course undertakes sight-singing and reading of standard materials, along with melodic, harmonic, and rhythmic dictation. Symbols of music notation and elementary form are studied. The piano is utilized as a basic tool for the music student, thus supporting and enriching the theoretical material.

MUSI 109 APPLIED MUSIC

1 credit hour

One semester hour of credit is given for each half-hour lesson per week for 16 weeks. Piano is required of each student working toward a major or minor in music. Lessons in voice, piano, and instruments are scheduled by appointment. *This course may be repeated for credit. Prerequisite: Permission of instructor.*

MUSI 114 VOCAL ENSEMBLE

1 credit hour

The purpose of this choral group is to serve as a smaller, more flexible ensemble which will represent the college in public performances, primarily off-campus. A wide variety of literature will be performed, with vocal jazz and madrigal literature emphasized. *It is open to all college students by audition and may be repeated for credit. Co-requisite: MUSI 187 Concert Choir.*

MUSI 120 MUSIC APPRECIATION

3 credit hours

This course emphasizes the development of listening skills with which the student may perceive and understand fundamental music elements as they are heard in various musical styles. The course acquaints the student with major composers and stylistic characteristics of music of the Middle Ages, Renaissance, Baroque, Classical, Romantic, and Contemporary periods.

MUSI 123 MUSIC IN AMERICA

3 credit hours

This course is an introductory study of music in America. Characteristics of the varied style in American music and its role in American society are emphasized. Topics include, but are not limited to: jazz, folk music, sacred music, concert music, and popular music. Developing skill in listening to music actively is an important objective of the course.

MUSI 140 MUSIC IN THE ELEMENTARY CLASSROOM

3 credit hours

This course has two primary concerns: To teach an art, and the art of teaching. Therefore, the course material, designed for the elementary education major, the music education major, and the teacher in service, addresses these concerns. Emphasis is on the basic properties of music such as pitch and intervals, rhythm and meter, music notation, and terminology. Other material is designed to provide insight into the ways children learn at each stage of their development. Finally, specific values, skills and techniques, and teaching materials are applied to bring about children's effective, intellectual, and physical responsiveness to the art of music.

MUSI 187 CONCERT CHOIR

1 credit hour

This choral group studies and performs both secular and sacred choral literature. The emphasis is upon the value of music as an expressive device. *It is open to all students and may be repeated for credit.*

MUSI 206 THEATRE WORKSHOP (MUSIC)

1,2,3 credit hours

This class is designed for students involved with the theatre department's musical production. Students must be enrolled in Theatre Workshop to be admitted into the class. Rehearsal of music for the production of a musical is stressed. *This course may be repeated for credit.*

NURS 010 PRE-NURSING MATH

1,2 credit hours

Nursing math skills is designed for students who want, need, or are recommended for a “refresher” course dealing with the four operations on fractions and decimals, calculating percentages, and solving ratios. Also included in nursing math skills are the following: Converting between and within the Apothecary, Metric, and English systems of measure; child and adult medication calculation, and IV calculations. *This course is non-transferable and will not count toward graduation.*

NURS 100 PROBLEM SOLVING AND TEST-TAKING SKILLS FOR NURSING STUDENTS

1,2 credit hour

This course will equip the nursing student with the specialized skills of problem-solving, test-taking, study time management and study skills necessary for making clinical decisions and completing nursing exams successfully. *Prerequisite: student must be currently enrolled in the nursing program or have completed the LPN or RN level.*

NURS 101 INTRODUCTION TO NURSING

2 credit hours

This course is designed to validate basic nursing skills, introduce problem solving, test taking, and time management skills. Students will be introduced to basic nursing terminology and concepts in preparation for entry into Foundations of Nursing. Clinical experience will be limited to the nursing lab. *Prerequisite: Admission to the college and acceptance to the nursing program. Co-requisite: NURS 102 Dosage Calculations.*

NURS 102 DOSAGE CALCULATIONS

1 credit hour

This course is designed to introduce students to clinical dosage calculations for medication administration and is required prior to NURS 111 Foundations of Nursing. Beginning with a review of math basic to dosage calculations, the student utilizes dimensional analysis to progress through increasingly complex medication problems. *Prerequisite: Admission to the college and acceptance to the nursing program. Co-requisite: NURS 101 Introduction to Nursing.*

NURS 111 FOUNDATIONS OF NURSING

6 credit hours

This course provides the student an opportunity to learn basic nursing skills to fulfill the basic bio-psychosocial needs of specific patients. The nursing care plan, based on components of the nursing process, is introduced and clinical assignments in the nursing home setting provide an opportunity to gain skill in assessment and patient care. *Prerequisite: admission to the nursing program, NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations.*

NURS 121 NURSING CARE OF THE ADULT I

5 credit hours

This course is designed for the student to use the nursing process in promoting functional health patterns of the bio-psychosocial, spiritual state of adult patients in conditions of fluids and electrolytes, neurological function, oncology, surgery, blood and lymphatic's, immune system, cardiovascular system and musculoskeletal system. The primary clinical emphasis is with the adult patient in the acute healthcare setting. Students are introduced to medication administration and perioperative nursing care. *Prerequisite: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing.*

NURS 122 PHARMACOLOGY FOR NURSING

3 credit hours

This course is designed as a basic foundation to the study of pharmacology. The nursing process will be utilized in discussing the basic pharmacological concepts, terminology, drug classifications, pharmacokinetics and pharmacodynamics, throughout the lifespan. *Prerequisite: Successful completion of Foundations of Nursing or permission of instructor.*

NURS 123 CONTROVERSIAL ISSUES IN WOMEN'S HEALTH

1 credit hour

The purpose of this course is to assist the student in exploring new topics in women's health through the

utilization of both instructor guided and Internet-based learning tools. Upon completion the student should be able to state a minimum of five new advances in the field of healthcare and how these advances specifically affect the subspecialty of women's studies. In addition, through the use of a web-assisted/electronic media based education format the student should gain appreciation of utilization of these tools in other settings beyond the classroom. *Prerequisite: none.*

NURS 131 NURSING CARE OF THE ADULT II

5 credit hours

This course is designed for the student to use the nursing process in promoting the functional health patterns of the bio-psychosocial, spiritual state of adult patients in conditions of the sensory, respiratory, endocrine, gastrointestinal, urinary, reproductive, and integumentary systems. Concepts of mental health nursing are introduced. The primary clinical emphasis is with the adult patient in the acute healthcare setting. *Prerequisite: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I.*

NURS 141 FAMILY NURSING I

6 credit hours

This course is designed for the student to use the nursing process in promoting the bio-psychosocial-spiritual health patterns of maternal-child patients. This course also includes functional health patterns of children attempting to maintain stability on the health/illness continuum. Emphasis is placed on the uncomplicated pregnancy and on growth and development from conception through adolescence. Complications and preventative measures in maternal/child nursing are introduced. Clinical experiences are provided in the acute and community healthcare settings. *Prerequisite: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 131 Nursing Care of the Adult II.*

NURS 150 NURSING ROLES IN THE HOSPITAL

1,2 credit hours

This course provides an overview of the nursing roles in the hospital setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the roles, relating role relationships, and performing a literature search of a chosen role. *Prerequisite: NURS 111 Foundations of Nursing.*

NURS 151 NURSING ROLES IN THE COMMUNITY

1,2 credit hours

This course provides an overview of the nursing roles in the community setting. Emphasis is placed on defining roles, identifying the duties, describing the responsibilities of the roles, relating role relationships, and performing a literature search of a chosen role. *Prerequisite: NURS 111 Foundations of Nursing.*

NURS 152 SEMINAR: CARE OF THE DYING PATIENT

1 credit hour

This course is designed to introduce students to care of the patient at the end of life. *Prerequisite: Admission to the college and Mary Grimes School of Nursing.*

NURS 200 INTRODUCTION TO ASSOCIATE DEGREE NURSING

5 credit hours

Introduction to Associate Degree Nursing is a transition web-enhanced summer course required of all LPN's seeking advanced placement in the Associate Degree Nursing Program at Neosho County Community College. Students enrolled in this course are introduced to the philosophy, objectives, and conceptual framework of associate degree nursing at Neosho County Community College, the Student Nurse Handbook, and program policies. Emphasis includes the nursing process, legal aspects of nursing, therapeutic communication, introduction to challenge testing, and identifying client physiological and psychosocial needs, and planning nursing interventions appropriate in specific situations. Clinical experiences are structured to reinforce nursing theory as presented in the classroom. Challenge testing of nursing course work is supervised. *Prerequisite: LPN License, admission criteria as defined by admission policies.*

NURS 210 INTRODUCTION TO WOUND CARE

3 credit hours

This is an elective course designed for the student with an interest in the management of acute and chronic wounds. Emphasis is placed on the use of the nursing process in all aspects of skin and wound care with specific focus on pressure ulcers, neuropathic ulcers, vascular insufficiency ulcers, surgical wounds and skin tears. Legal and regulatory issues related to skin and wound care, and leadership responsibilities of the nurse are also explored. Associated skills are practiced in the laboratory. *Prerequisite: completion of the first year of the nursing curriculum.*

NURS 211 INTRODUCTION TO THE WOUND CARE CLINIC

1 credit hour

This is an elective clinical course designed for the student with an interest in the management of chronic wounds. Utilizing a preceptor relationship, the student will apply the nursing process in all aspects of chronic wound care. Clinical experiences are provided in various out-patient wound care centers. *Prerequisite: completion of the first year of the nursing curriculum. Co-requisite: NURS 210 Introduction to Wound Care.*

NURS 220 INTRAVENOUS THERAPY

3 credit hours

This course is designed for the student to use components of the nursing process in promoting the physiological and psychosocial integrity of clients receiving intravenous therapy. Appropriate clinical experiences are correlated with theory within the hospital setting. *Prerequisite: Licensed Practical Nurse or a Licensed Registered Nurse.*

NURS 230 PATHOPHYSIOLOGY

3 credit hours

This course is designed to introduce students to altered physiologic concepts affecting individuals and the biologic basis for disease. It is designed for students or practitioners in nursing or other allied health professions who wish to increase their understanding of the changes occurring in physiology due to an abnormality. *Prerequisite: completion of BIOL 257 Human Anatomy and Physiology is strongly recommended.*

NURS 240 NURSING LEADERSHIP PROJECT

1, 2, 3 credit hours

This course is designed as an elective for students enrolled in the nursing program. It provides an opportunity for students that consistently display leadership qualities to participate in and earn credit for developing leadership projects in nursing.

NURS 251 FAMILY NURSING II

4 credit hours

This course is designed for the student to use the nursing process in promoting the functional health patterns of the bio-psychosocial, spiritual state of the high-risk perinatal client and the high-risk neonate. The primary clinical emphasis is with the childbearing family experiencing deviations from normal in the acute healthcare setting. Women's healthcare issues will also be discussed. *Prerequisites: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, LPN licensure or NURS 200 Introduction to Associate Degree Nursing. Co-requisite: NURS 261 Mental Health Nursing*

NURS 261 MENTAL HEALTH NURSING

4 credit hours

This course is designed for the student to utilize the nursing process in promoting an eclectic approach to the mental illness/mental health continuum. The student will appraise the elements of bio/psycho/social and spirituality to achieve client outcomes, and to differentiate between health patterns encountered in mental health nursing. Concepts of professional ethics, exposure to life stressors, communication techniques, pharmacology, and pathology will be explored and applied to clients of all age groups within acute, chronic, and community mental health care settings. Therapeutic communication and intervention is the common thread throughout this course. *Prerequisites: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, LPN licensure or NURS 200 Introduction to Associate Degree Nursing. Co-requisite: NURS 251 Family Nursing II.*

NURS 273 NURSING CARE OF THE COMPLEX ADULT

5 credit hours

This course is designed for the student to promote the functional health patterns of the bio-psychosocial, spiritual state of the patient in complex health care situations. Emphasis is placed on integrating the nursing process in the coordination, management and care of multiple patients. *Prerequisites: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 122 Pharmacology for Nursing, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 251 Family Nursing II, NURS 261 Mental Health Nursing. Co-requisite: NURS 274 Clinical Care of the Complex Adult.*

NURS 274 CLINICAL CARE OF THE COMPLEX ADULT

3 credit hours

This course is designed for the student to promote the functional health patterns of the bio-psychosocial, spiritual state of the patient in complex health care situations. Emphasis is placed on integrating the nursing process in the coordination, management and care of multiple patients in the clinical setting. Clinical experiences are provided in various healthcare settings. *Prerequisite: NURS 101 Introduction to Nursing, NURS 102 Dosage Calculations, NURS 111 Foundations of Nursing, NURS 121 Nursing Care of the Adult I, NURS 122 Pharmacology for Nursing, NURS 131 Nursing Care of the Adult II, NURS 141 Family Nursing I, NURS 251 Family Nursing II, NURS 261 Mental Health Nursing. Co-requisite: NURS 273 Nursing Care of the Complex Adult.*

OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY

3 credit hours

This course is a study of the basic components of Occupational Therapy. Topics covered include the history and the role of occupation to health and human diversity, philosophy of occupational therapy, theories, ethics, standards of practice and professional associations.

OTA 102 OCCUPATIONAL THERAPY SKILLS THROUGH THE LIFESPAN

3 credit hours

This course presents information on the general principles of occupational performance and intervention methods utilized throughout the lifespan. *Prerequisite: admission to OTA program.*

OTA 104 OCCUPATIONAL DISRUPTION AND ACTIVITY ANALYSIS

3 credit hours

Students will explore the diseases common to OT intervention, occupation, various treatment methods and techniques, and apply activity analysis techniques. . Students will be introduced to varied screening and assessment tools and methods of gathering and sharing data with client, family, caregivers, and other professionals. *Prerequisite: admission to OTA program.*

OTA 106 CORE SKILLS AND MODALITIES IN OCCUPATIONAL THERAPY ASSISTANT

3 credit hours

This course explores the impact of environment, cultural and community influences on the individual, focusing on modalities and an ever changing occupational status through the influences of component skills.

OTA 108 FIELDWORK AND PRACTICE ISSUES – LEVEL I

1 credit hour

This course provides the opportunity for OTA student to apply didactic learning and theory of occupational therapy in a clinical, inpatient, or hospital setting under the supervision of an OT. Academic and clinical educators will collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisite: admission to OTA program.*

OTA 110 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY

2 credit hours

The course provides an overview of musculoskeletal anatomy, the mechanical properties and structural behavior of biological tissues, and biodynamics. Specific course topics will include structure, function and relationships in tissues and organs; application of stress and strain analysis to biological tissues; analysis of forces in human function and movement; energy and power in human activity; introduction to modeling viscoelasticity of tissues (including an ADAMS modeling laboratory). Finally, the course will include the

beginning stages of a biomechanical design project. Course format will include readings, lectures, active learning exercises, discussion, group activities, in-class quizzes, two mid-term exams, and a final exam. *Prerequisite: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab.*

OTA 111 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY LAB

1 credit hour

The course provides lab activities to support a basic understanding of human body movement as related to skeletal, articular, neurological and muscular systems. Students will learn biomechanical assessment procedures and how to identify relationships between structure and function and significance. *Prerequisite: BIOL 257 Human Anatomy and Physiology, BIOL 258 Human Anatomy and Physiology Lab. Co-requisite: OTA 110 Human Structure and Function in Occupational Therapy.*

OTA 200 MENTAL HEALTH AND PSYCHOSOCIAL PRACTICE

3 credit hours

This course provides students the opportunity to study individuals who are limited in their ability to engage in life activities due to challenges to their mental health. Topics will include major DSM-IV (Diagnostic and Statistical Manual of Mental Disorders) diagnoses with emphasis on symptoms, behaviors, cultural influences, and medical and social supports related to those diagnoses. OT evaluations and treatment planning for this population will be practiced. *Prerequisite: admission to OTA program.*

OTA 210 THEORY AND PRACTICE IN PHYSICAL AND OCCUPATIONAL DISABILITIES

3 credit hours

This course explores the physical function required in order to promote successful occupational performance. Included are frames of reference, gathering and sharing data for assessment/evaluation, assessment/evaluation tools and techniques, patient/client education, and intervention strategies.

OTA 212 MANAGEMENT AND LEGAL ISSUES IN OCCUPATIONAL THERAPY

3 credit hours

A study of management issues with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics covered include program planning, advocacy and standard of practice. Documentation, ethical and legislative issues will be addressed. This class will review requirements for clinical experiences and expectations, certification and licensure. *Prerequisites and/or co-requisites: OTA 100 Introduction to Occupational Therapy.*

OTA 214 OTA CLINICAL FIELDWORK – LEVEL II-A

3 credit hours

This course provides an opportunity for the OTA student to apply didactic learning and theory of occupational therapy in a clinical, inpatient, or hospital setting under the supervision of an Occupational Therapist or Certified OTA. Academic and clinical educators collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisite: all academic courses and program director approval are required before undertaking Level II Fieldwork. Students must receive a "C" in all OTA and required General Education courses and receive a satisfactory rating on the Professional Behaviors Evaluation before being approved for Level II Fieldwork placement.*

OTA 216 FIELDWORK IN THE COMMUNITY – LEVEL II-B

4 credit hours

This course provides the opportunity for the OTA student to apply didactic learning and theory of occupational therapy to community setting under the supervision of an Occupational Therapist or Certified OTA. Academic and clinical educators collaborate on fieldwork objectives and experiences to ensure that the roles and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisites: all academic courses and program director approval are required before undertaking Level III Fieldwork. Students must receive a "C" in all OTA and required General Education courses and receive a satisfactory rating on the Professional Behaviors Evaluation before being approved for Level III Fieldwork placement.*

OTEC 101 KEYBOARDING I

3 credit hours

This course is a basic course in keyboarding/typing. Emphasis is on development of correct keyboard finger

position and technique with some application of simple business letters and reports.

O TEC 102 KEYBOARDING II

3 credit hours

This course provides continued development of speed and accuracy in keyboarding/typing from straight copy and in production of business letters, manuscripts, and tabulated reports. *Prerequisite: OTEC 101 Keyboarding I or equivalent.*

O TEC 107 OFFICE SYSTEMS AND PROCEDURES

3 credit hours

This course provides a practical experience in techniques of the office, business communications, filing, financial responsibilities, office organization, and office human relations. *Prerequisite/Co-requisite: CSIS 100 Computer Concepts and Applications, CSIS 130 Introduction to Computer Information Systems or equivalent.*

O TEC 108 CAREER LIFE SKILLS

1 credit hour

Career Life Skills is a course designed to assist students in making the transition from a higher education setting to the world of the workforce. Topics covered will be employment information in a selected profession and the development of specific employment seeking skills such as resume writing, mock interviews, interview follow-up and employer expectations. Included (but not limited to) will be an overview of federal employment law, appropriate workplace and interview attire, and applicability of current employment trends in drug testing, background/criminal checks, credit check and the opportunity to interact with human relations professionals in local industry.

O TEC 123 OFFICE MACHINES

2 credit hours

This course emphasizes the development of competent skill in solving business problems with the use of desk-top electronic calculators.

O TEC 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

PHYS 100 INTRODUCTORY COLLEGE PHYSICS I

4 credit hours

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. *Prerequisite: MATH 113 College Algebra, MATH 150 Analytic Geometry and Calculus I is recommended. It is strongly recommended that the student be proficient in algebra and trigonometry. Co-requisite: PHYS 130 Introductory College Physics I Lab.*

PHYS 101 INTRODUCTORY COLLEGE PHYSICS II

4 credit hours

Physics II is the continuation of Physics I PHYS 100, using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. *Prerequisite: PHYS 100 Introductory College Physics I, PHYS 130 Introductory College Physics I Lab. Co-requisite: PHYS 135 Introductory College Physics II Lab.*

PHYS 102 FUNDAMENTALS OF ASTRONOMY

3 credit hours

This course will survey fundamental aspects of astronomy. It will encompass the history, physical attributes, and equipment related to the field of astronomy. *Co-requisite: PHYS 103 Fundamentals of Astronomy Lab.*

PHYS 103 FUNDAMENTALS OF ASTRONOMY LAB

2 credit hours

This course will survey fundamental aspects of astronomy. This course will encompass the history, the physical attributes, and the equipment related to the field of astronomy. This will be accomplished through field trips and written papers. *Co-requisite: PHYS 102 Fundamentals of Astronomy.*

PHYS 104 ENGINEERING PHYSICS I

4 credit hours

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. *Prerequisite: MATH 150 (or concurrent enrollment). The engineering student should also be proficient in algebra and trigonometry. Co-requisite: PHYS 140 Engineering Physics I Lab.*

PHYS 105 ENGINEERING PHYSICS II

4 credit hours

Physics II is the continuation of PHYS 104 Physics I using the tools of calculus. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. *Prerequisites: PHYS 104, PHYS 140, MATH 155 (or concurrent enrollment). Co-requisite: PHYS 145 Engineering Physics II Lab.*

PHYS 130 INTRODUCTORY COLLEGE PHYSICS I LAB

1 credit hour

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. *Prerequisite: MATH 113 College Algebra, MATH 150 Analytic Geometry and Calculus I is recommended. It is strongly recommended that the student be proficient in algebra and trigonometry. Co-requisite: PHYS 100 Introductory College Physics I.*

PHYS 135 INTRODUCTORY COLLEGE PHYSICS II LAB

1 credit hour

Physics II is the continuation of Physics I PHYS 100, using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. *Prerequisite: PHYS 100 Introductory College Physics I, PHYS 130 Introductory College Physics I Lab. Co-requisite: PHYS 101 Introductory College Physics II.*

PHYS 140 ENGINEERING PHYSICS I LAB

1 credit hour

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. *Prerequisite: MATH 150 Analytic Geometry and Calculus I (or concurrent enrollment). The engineering student should be proficient in algebra and trigonometry. Co-requisite: PHYS 104 Engineering Physics I.*

PHYS 145 ENGINEERING PHYSICS II LAB

1 credit hour

This course provides laboratory experiences to enhance PHYS 105. Course work includes the study of electricity, magnetism, wave motion, and light through the use of laboratory activities. *Prerequisite: PHYS 104 Engineering Physics I, PHYS 140 Engineering Physics I Lab, MATH 155 Analytic Geometry and Calculus II (or concurrent enrollment). Co-requisite: PHYS 105 Engineering Physics II.*

PHYS 171 PHYSICAL SCIENCE

3 credit hours

This is a general education course exploring the areas of astronomy, physics, chemistry, geology, and meteorology. Concepts of the physical sciences are presented as related to the physical environment without the extensive use of mathematics. *Co-requisite: PHYS 172 Physical Science Lab.*

PHYS 172 PHYSICAL SCIENCE LAB

2 credit hours

The laboratory exercises are designed to reinforce the fundamental concepts presented in the lecture portion of the course. *Co-requisite: PHYS 171 Physical Science.*

PSYC 100 FIRST YEAR SEMINAR

1 credit hour

The First Year Seminar is a course designed to assist students in developing the basic skills necessary to be successful in college. It is important to discuss the transition to college. The student experience will be examined through self-reflection. Topics covered will include effective study habits, time management, note taking, memory development, and career and academic planning. Information on utilizing available college and community resources will also be presented.

PSYC 110 CHEMICAL DEPENDENCY

3 credit hours

This course is an introduction to the study of psychoactive substance abuse with emphasis on the social, physical, and inter-personal effects of chemical dependency within our social structure. Major theories of chemical dependency will be examined as will the concepts of co-dependency and substance abuse as it relates to the family.

PSYC 155 GENERAL PSYCHOLOGY

3 credit hours

This course is designed as an introduction to the field of psychology and will emphasize a variety of content areas including, but not limited to, the philosophical basis of psychology, underlying principles of scientific methodology, neuroscience, learning, intelligence, sensation/perception, memory, consciousness, personality, life-span development, and psychopathology and treatment. Upon successful completion of this course, the student will have a fundamental knowledge of the broad field of psychology in the aforementioned areas, among others.

PSYC 200 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: PSYC 155 General Psychology and permission of instructor.*

PSYC 219 CHILD DEVELOPMENT

3 credit hours

This course covers all aspects of the life of a child beginning with conception through adolescence. Emphasis is placed on the physical, emotional, and psychosocial development of the individual through childhood as well as parental care, interpersonal relationships, educational opportunities, and general health.

PSYC 253 HUMAN SEXUALITY

3 credit hours

Through this course, the student will be presented with an engaging, personally relevant, and academically sound introduction to human sexuality. This course integrates the biological, psychological, behavioral, and cultural aspects of sexuality.

PSYC 263 DEVELOPMENTAL PSYCHOLOGY

3 credit hours

Developmental Psychology provides a broad, comprehensive background in the study of human development from conception to death. The course is a chronological survey of the interaction of the biological, cognitive, emotional and social factors that shape the development of the individual. *Prerequisite: PSYC 155 General (Introductory) Psychology.*

PSYC 274 PSYCHOLOGY OF ADJUSTMENT

3 credit hours

This course is designed to provide students with the background and resources necessary to investigate the psychological and social variables that contribute to the dynamics of human adjustment. Students will be required to apply the concepts and information presented in this class toward developing a fuller understanding of the self, along with greater awareness of personal and social relationships. *Prerequisite:*

SOSC 100 INTRODUCTION TO SOCIOLOGY

3 credit hours

This course will introduce students to a broader understanding of their social world in the context of our global society, with a focus on human interactions and social institutions. Contemporary issues, historical events, and everyday occurrences will be explored by students using their personal sociological imagination along with an application of the major theoretical perspectives, research, terms, and concepts of sociology.

Note with reference to transfer and articulation: This course is designed to fully transfer to other colleges and universities within the Kansas Board of Regents and comply with the Transfer and Articulation Advisory Council (TAAC) and the Kansas Core Outcome Groups Overview for the purpose of easing transparency and transferability of courses for state-wide transfer.

SOSC 101 AMERICAN GOVERNMENT

3 credit hours

This course presents the basic structure and function of the American system of government through the use of contemporary issues.

SOSC 102 STATE AND LOCAL GOVERNMENT

3 credit hours

This course emphasizes the importance of states and communities as the settings of most of the public policies which affect the daily lives of their residents. State and local governments play a major role in the political life of the nation as much of the national policy would not function without state/community cooperation.

SOSC 120 SEMINAR IN SOCIAL SCIENCES

2 credit hours

This seminar will provide a structured program of study which emphasizes the acquisition of knowledge in a specific area of social science. The seminar title will be announced. *This course may be repeated for credit.*

SOSC 135 COMPARATIVE SOCIETIES

3 credit hours

Through this course students will use sociological concepts to compare and contrast the various components of social structure within five nation states: Japan, Mexico, Namibia, Egypt, and Germany. Components of social structure introduced in this course include but are not limited to culture, social institutions, socialization, group life, social stratification, and social change. *Prerequisite and/or Co-requisite: SOSC 100 Introduction to Sociology or permission of instructor.*

SOSC 200 INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 credit hours

This course is a study of the core concepts and methods of cultural anthropology, including an examination of the unique features of human culture, past and present.

SOSC 220 SOCIAL PROBLEMS

3 credit hours

This course is a sociological analysis of selected American social problems. *Prerequisite and/or Co-requisite: SOSC 100 Introduction to Sociology or permission of instructor.*

SOSC 236 MARRIAGE AND THE FAMILY

3 credit hours

This course covers the scientific facts about marriage and family life as study and research bring them to light. Emphasis is placed on those issues that perplex and disturb students as they move toward personal involvement in the man-woman relationship.

SOSC 299 INDEPENDENT STUDY

1,2,3 credit hours

This is an individually structured course. The anticipated time and effort required by the complexity of the

area of study will determine applicable credit hours (1-3). Class assignments and work load will be established on a contract basis and students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions. *Prerequisite: permission of instructor.*

SURG 100 INTRODUCTION TO SURGICAL TECHNOLOGY

4 credit hours

This is a four credit hour course designed to introduce the student to the broad field of surgical technology. It will provide the student with in-depth knowledge concerning the scope and practice of surgical technology and how to function in the health care setting. Students will gain knowledge of the global aspect of health care as it pertains to the surgical technologist. Students will be exposed to concepts of hospital structure and management, safety and legal issues and the physical environment of a surgical suite. Students will learn patient safety procedural issues such as identification, consent, chart review, and needs of the patient. Students will also study skills related to teamwork, professional credentialing and organizations. Ethical issues and death and dying will also be discussed. Students will examine causes, prevention of and treatment of infection, as well as being introduced to aseptic technique and central supply processing. *Prerequisite: admission to the Surgical Technology program.*

SURG 102 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY

5 credit hours

This is a five credit hour theory course designed to acquaint the student with the skills necessary to function as a beginning surgical technologist. It includes basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room (OR). Safe patient care and principles of operating room technique along with safety and hazards in the OR are covered. Students will study skills related to sterile storage and distribution, sterilization and aseptic technique as part of this course. *Prerequisite: admission to the Surgical Technology program, SURG 100 Introduction to Surgical Technology. Co-requisite: SURG 103 Principles and Practices of Surgical Technology Lab.*

SURG 103 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB

3 credit hours

This is a three credit hour laboratory course with initial clinical encounter, designed to acquaint the student with the active skills necessary to function as a beginning surgical technologist. It includes basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room (OR). Safe patient care and principles of operating room technique along with safety and hazards in the OR are covered. Students will study skills related to sterile storage and distribution, sterilization and aseptic technique as part of this course. *Prerequisite: admission to the Surgical Technology program and successful completion of SURG 100 Introduction to Surgical Technology. Co-requisite: SURG 102 Principles and Practices of Surgical Technology.*

SURG 106 SURGICAL TECHNOLOGY CLINICAL I

3 credit hours

This course focuses on continuing application of lecture and laboratory material through applying it into the initial clinical setting. Students begin their supervised clinical rotations, with focus on Level 1 Core surgical procedures. Integration of the surgical technologist's role as first scrub with assist is emphasized. *Prerequisite: Admission to Surgical Technology Program and successful completion of SURG 100 Introduction to Surgical Technology, SURG 102 and SURG 103 Principles and Practice of Surgical Technology Lecture and Lab.*

SURG 202 SURGICAL PROCEDURES I

3 credit hours

This is a three credit hour theory and clinical course designed to allow the student to continue to develop and apply skills learned in the introductory course to real-life procedures. With learning theory and clinical practice the student will learn to select instrumentation and other supplies for specific procedures. The student will apply learning in anatomy and physiology, and techniques from first courses in the practical experience of passing instruments to the surgeon in the clinical setting. The student will apply the basic skills of aseptic technique both in the laboratory setting and the clinical practicum as well as the basic medical terminology. *Prerequisites: admission to the Surgical Technology program and successful completion of SURG 100 Introduction to Surgical Technology.*

SURG 204 SURGICAL PROCEDURES II

4 credit hours

This is a four credit hour course designed to allow the student to refine selection of instrumentation and other supplies for surgical procedures. The student will encounter more difficult procedures and continue the learning process initiated in Surgical Procedures I. In the surgical suite of the clinical areas the student will be able to demonstrate the more advanced skills of the surgical technologist. The student will also be encouraged to further develop his/her sterile consciousness in order to work more confidently within the operating room. Job interviews and resumes will also be covered. *Prerequisite: admission to the Surgical Technology program and satisfactory completion of all previous curriculum requirements.*

SURG 206 SURGICAL TECHNOLOGY CLINICAL II

7 credit hours

This course focuses on continuing application of lecture and laboratory material to the clinical setting. Students remain in supervised clinical specialty rotations, with a focus on technical surgical procedures. Integration of the surgical technologist's role is emphasized. *Prerequisite: admission to the Surgical Technology program and successful completion of all Surgical Technology coursework.*

SUST 100 INSTALLATION FUNDAMENTALS

3 credit hours

This course provides a basic overview of plumbing tasks, basic roof materials and terminologies required for sustainable energy installation. Hands-on labs reinforce skills.

SUST 102 ELECTRICAL THEORY I

3 credit hours

This is the first of a two-course sequence in electrical theory. This course defines the basic electrical units, the basic laws of electrical theory as they apply to direct current (DC) circuits such as series, parallel, and series-parallel circuits. Alternating current (AC) waveforms and circuit components are introduced. Electronic test equipment such as digital multimeter and oscilloscope are used to measure electrical signals and troubleshoot basic electrical circuits. Hands-on labs reinforce skills.

SUST 104 PHOTOVOLTAIC SYSTEMS

3 credit hours

This course covers the National Electrical Code (NEC) specifics concerning photovoltaic (PV) installation Article 690. Code compliant wiring of modules, inverters, charge controllers, and batteries will be explored in detail. Students will use materials designed for installation practice both indoors and out. *Prerequisite: ENRG 102 Energy Physics.*

SUST 106 PHOTOVOLTAIC SYSTEM INSTALLATION

3 credit hours

This course is a continuation of SUST 104 Photovoltaic Systems. It covers the unique differences between grid intertie and off-grid systems and associated components. Students will use the National Electrical Code (NEC) as it relates to photovoltaic (PV) installation. Safety on the job will be emphasized. *Prerequisite: SUST 104 Photovoltaic Systems.*

SUST 108 PHOTOVOLTAIC TROUBLESHOOTING

1 credit hour

This course is a continuation of SUST 106 Photovoltaic System Installation. It provides students experience evaluating problems with photovoltaic systems, determining solutions, and implementing repairs. *Prerequisite: SUST 106 Photovoltaic System Installation.*

SUST 202 ELECTRICAL THEORY II

3 credit hours

This is the second of a two-course sequence in electrical theory. This course covers basic AC circuits and components, right triangle mathematics, resonant circuits, filters, and transient circuits. In the lab, students will build and troubleshoot basic alternating circuits using the oscilloscope, function generator, and digital multimeter. *Prerequisite: SUST 102 Electrical Theory I.*

SUST 204 SOLAR HOT WATER AND HEAT SYSTEMS

3 credit hours

This course provides instruction on solar water system components, specifications, schematics and drawings. It teaches installation of solar water heating systems that meet the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards. *Prerequisite: SUST 102 Electrical Theory I.*

SUST 206 SOLAR HOT WATER AND HEAT SYSTEMS INSTALLATION

3 credit hours

This is the second solar hot water and heat systems course providing hands-on experience installing water heater and storage tanks, pipe, mechanical/plumbing and other components. This course teaches installing electrical control systems, tagging and labeling. It also includes system checkout. *Prerequisite: SUST 204 Solar Hot Water and Heat Systems.*

SUST 208 SOLAR HOT WATER AND HEAT SYSTEMS TROUBLESHOOTING

1 credit hour

This course is a continuation of SUST 206 Solar Hot Water and Heat Systems Installation. It provides students experience evaluating problems with solar hot water and heat systems, determining solutions, and implementing repairs. *Prerequisite: SUST 206 Solar Hot Water and Heat Systems Installation.*

SUST 220 SMALL WIND SYSTEMS

3 credit hours

This course teaches small wind energy system installers skills necessary to specify, configure, install, inspect and maintain a grid-connected or off-grid small wind energy system. Technical skills that meet the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable safety codes and standards will be taught. *Prerequisite: SUST 102 Electrical Theory I, SUST 202 Electrical Theory II.*

SUST 222 SMALL WIND SYSTEMS INSTALLATION

3 credit hours

This course is a continuation of SUST 220 Small Wind Systems. It covers adapting the small wind mechanical design, adapting the electrical design, and installing subsystems and components at the site. This course also teaches students how to perform a system checkout and inspection before leaving the job site. *Prerequisite: SUST 220 Small Wind Systems.*

SUST 224 SMALL WIND TROUBLESHOOTING

1 credit hour

This course is a continuation of SUST 222 Small Wind Systems Installation. It provides students experience evaluating problems with small wind systems, determining solutions, and implementing repairs. *Prerequisite: SUST 222 Small Wind Systems Installation.*

SUST 230 GEOTHERMAL SYSTEMS

3 credit hours

This course teaches geothermal principles including utilizing the earth's relatively constant temperature to provide heating, cooling, and hot water for residential and light commercial applications. This course provides instruction on the three requirements for geothermal systems including heat, permeability, and water as well as various types and configurations of heat pumps appropriate for specific geographic locations. *Prerequisite: SUST 102 Electrical Theory I.*

SUST 232 GEOTHERMAL SYSTEMS INSTALLATION

3 credit hours

This course is a continuation of SUST 230 Geothermal Systems. It covers adapting the geothermal mechanical design, adapting the electrical design, and installing subsystems and components at the site. This course also teaches students how to perform a system checkout and inspection before leaving the job site. *Prerequisite: SUST 230 Geothermal Systems.*

SUST 234 GEOTHERMAL TROUBLESHOOTING

1 credit hour

This course is a continuation of SUST 232 Geothermal Systems Installation. It provides students experience evaluating problems with geothermal systems, determining solutions, and implementing repairs. *Prerequisite: SUST 232 Geothermal Systems Installation.*

SUST 240 SUSTAINABLE ENERGY CERTIFICATION EXAM REVIEW**1 credit hour**

This repeatable course is taken prior to taking the national certification exam in photovoltaic systems, solar hot water and heat systems, small wind systems, or geothermal systems. This course should not be taken before completing all the courses in the program related to the certification test to be attempted. The program coordinator will advise students prior to taking this course. *Prerequisite: related courses in the program must be complete before taking this test preparation course.*

TST 130 MOTORCYCLE TRAINING**2 credit hours**

This course provides a combination of classroom, range, and on-street instruction. To participate in the on-street riding, each student must pass the Kansas Motorcycle License skill test administered by the instructor. All students will wear orange vests identifying them as "Student Drivers" when riding on-street. Students must participate in a minimum of 480 minutes of classroom instruction, 360 minutes of range instruction, and 60 minutes of on-street instruction. *Prerequisite: must be a resident of Kansas. To obtain the motorcycle endorsement on their license students must have a Kansas drivers' license.*

COLLEGE ORGANIZATION

BOARD OF TRUSTEES

(Terms expire in the years noted)

Mr. Kevin Berthot, Chanute (2017)

Mr. Charles Boaz, Chanute (2017)

Ms. Lori Kiblinger (2015)

Mr. David Peter, Chanute (2015)

Mr. Dennis Peters (2015)

Ms. Patricia Griffith, Chanute (2017)

ADMINISTRATION

INBODY, BRIAN..... PRESIDENT
B.S., M.S., Oklahoma State University; Ed.D., University of Arkansas

GENANDT, JAMES..... VICE PRESIDENT FOR STUDENT LEARNING
B.A., Huron College; M.A., Emporia State University; ABD, Walden University

SMITH, BEN..... VICE PRESIDENT FOR OPERATIONS
B.S.B.A., Pittsburg State University; M.L.S., Fort Hays State University

SOLANDER, SONDRAL..... CHIEF FINANCIAL OFFICER
A.A., Allen County Community College; B.S., M.S., Pittsburg State University; C.P.A., Kansas

BURDGE, AMBER.....ATHLETIC DIRECTOR
A.S., Eastern Oklahoma State College; B.S., M.S., Oklahoma State University

CHRISTIANSEN, CLAUDIA.....DIRECTOR OF DEVELOPMENT & MARKETING
M.S., Pittsburg State University

ERNST, DALE.....DEAN OF OTTAWA CAMPUS
B.A., M.A., University of Northern Iowa; Ed.S., University of Missouri, Kansas City; Paralegal Certificate, Johnson County Community College

GARDNER, MARIE..... ASSOCIATE DEAN FOR ONLINE CAMPUS (Ottawa)
B.S., Baker University; M.A., University of Kansas, MOS Certification

KEGLER, JASON DEAN OF STUDENT DEVELOPMENT
B.A., University of Saint Mary; M.L.S., Fort Hays State University

KRUMM, BRENDADEAN OF OUTREACH AND WORKFORCE DEVELOPMENT
A.A., Barton County Community College; B.S., M.S., Fort Hays State University

RANABARGAR, KERRY.....ASSOCIATE DEAN FOR OPERATIONS/CHIEF INFORMATION OFFICER
A.S., Neosho County Community College; B.S., M.S., Friends University

BERTELS, KARENASSISTANT DEAN OF OUTREACH AND WORKFORCE DEVELOPMENT
B.S.E., Emporia State University; M.S.E., Pittsburg State University; Supervisor Certificate, Wright State University

BROWN, ANTHONY.....ASSISTANT DEAN FOR OUTREACH AND WORKFORCE DEVELOPMENT (Ottawa)
B.A., Wabash College; M.S., Ph.D., Vanderbilt University

COOMES, KERRIE ASSISTANT DEAN OF STUDENT DEVELOPMENT
B.B.A., M.B.A., Pittsburg State University

FACULTY AND STAFF

ADAME, JOHNNY ASSISTANT MEN'S SOCCER COACH
A.A., Crowder College; B.G.S., Missouri Southern State University

ADAMS, CLIFF ACADEMIC ADVISOR FOR TALENT SEARCH
B.S., Pittsburg State University

ALEXANDER, KIM..... HEAD SOFTBALL COACH
B.S., Bacone College

ALLEN, PATTY RSVP DIRECTOR
B.S., Washburn University

ALMOND, JEFF COORDINATOR FOR ADVISING & ARTICULATION
A.S., Neosho County Community College; B.S, Pittsburg State University

ANDERSON, JENNIFER..... ABE COORDINATOR (Independence, Coffeyville, Labette, Columbus)
M.S., Kansas State University

ANDERSON, LARRY PSYCHOLOGY
B.S.E., M.S., Emporia State University

ANDERSON, TRACY CUSTODIAN

AYERS, MELINDA HISTORY/HONORS COORDINATOR
A.S., Neosho County Community College; B.S.E., Pittsburg State University; M.A., Emporia State University

BABB, CHARLES COMPUTER SCIENCE
B.S.E., Oklahoma Christian College; M.Ed., Northeast Louisiana University; M.S.C.S.E., University of Evansville

BARR, MARY ADMINISTRATIVE ASSISTANT/SWITCHBOARD

BARRINGTON, LINDA NURSING (Ottawa)
A.A.S, Neosho County Community College; B.S., Fort Hays State University; B.S.N., Pittsburg State University;
M.S.N., Walden University; CNE; NLN

BEDDO, LESLIE ASSISTANT DIRECTOR OF ADMISSIONS (Ottawa)
B.A., Ottawa University

BEEMAN, GLORIA..... OFFICE SERVICES CLERK

BENTON, PATTY CASHIER (Ottawa)
A.A., Coffeyville Community College

BERTONE, DIANE NURSING
B.S., Saint Joseph College; B.S.N., M.S.N., A.R.N.P., University of Kansas

BINGHAM, VINCENT HEAD TRACK/CROSS COUNTRY COACH
B.A., Missouri Baptist College

BLACKWELL, KEVIN LIBERAL ARTS DIVISION CHAIR/HUMANITIES (Ottawa)
B.A., Southwest Missouri State University; J.D., University of Missouri-Kansas City

BROWN, PATRICIA..... ACCOUNTS RECEIVABLE CLERK

BURES, KYLE COORDINATOR FOR THE TEACHING AND LEARNING CENTER (Ottawa)
B.S., Kansas State University

BURTON, LINETTEFINANCIAL AID CLERK
A.G.S., Allen County Community College

BUSHNELL, NICOHLE ABE INSTRUCTOR (Labette)
B.S., Pittsburg State University

BUTZ, SUZANNA ATHLETIC TRAINER
B.A., University of Kentucky; M.S., University of Arkansas

CADWALLADER, SARAHDIRECTOR OF INTERNATIONAL STUDENT SERVICES
A.S., Neosho County Community College; B.S., Pittsburg State University

CALLAHAN, DEB NURSING (Ottawa)
A.A., Johnson County Community College; B.S.N., University of Kansas; M.S.N., MidAmerica Nazarene University

CAMPBELL, MICHAELSCIENCE (Ottawa)
B.S., University of Michigan; M.A., University of Kansas

CAMPBELL-ALLEN, SAMANTHA ASSISTANT SOFTBALL COACH
A.G.S., Bacone College

CARMEN, PEGGY..... OCCUPATIONAL THERAPY ASSISTANT FIELD COORDINATOR/INSTRUCTOR (Ottawa)
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Notice of Non-Discrimination

Neosho County Community College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disabilities, marital status, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, and educational services. Any person having questions regarding the above is directed to the dean of student development, Title VI and IX and Section 504 coordinator, NCCC, 800 West 14th, Chanute, Kansas 66720, 620-431-2820 ext. 213.

Americans with Disabilities Act of 1990

Statement of Compliance

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the chief of student affairs office, Chanute Campus, Sanders Hall, 620-431-2820, ext. 213, as soon as possible. As necessary, the chief of student affairs will review documentation about your disability and determine the need for the accommodations you are requesting. The chief of student affairs and the director of basic skills will then assist you in planning for any necessary accommodations. The chief of student affairs will notify your instructors of the accommodation plan.

Student Right-To-Know and Campus Security Act of 1990

Neosho County Community College adheres to the Student-Right-To-Know and Campus Security Act of 1990 (Public Law 101-542). Current statistics are available upon request through the chief of student affairs officer and within the NCCC Student Handbook.

Drug-Free Schools and Communities Act of 1989

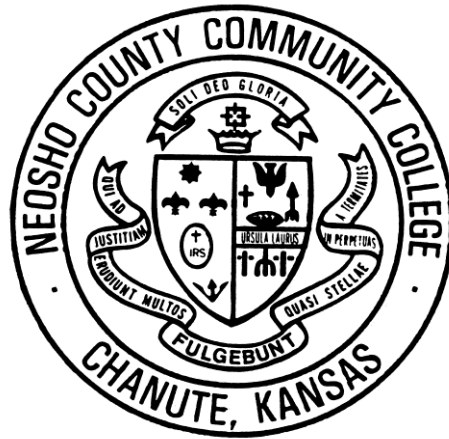
College policy and the Drug-Free Act states that the unlawful possession, use, or distribution of illicit drugs, alcohol, and cereal malt beverages by students or employees on the property of Neosho County Community College or during activities involving the College is strictly prohibited.

Disclaimer

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Neosho County Community College Strategic Technology Plan

February, 201~~3~~²

Director of Technology Services, ~~Kerry Ranabargar~~ Jon Seibert

Associate Dean for Operations/CIO, Kerry Ranabargar

Vice President for Operations, Ben Smith

Technology Planning Committee

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Revision History

- 11.12.2009 – Page 15, Technology Replacement Schedule
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- 1.31.2011 – Updates Throughout, Annual Review
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- 2.29.2012 – Added 2012 Tech Services Survey Results
- 3.1.2012 – Page 15, added Independence to the Tech Replacement Schedule
- 1.23.2013 – Annual revision

Strategic Technology Plan

Feb, 2013~~2~~

Introduction

Neosho County Community College's (NCCC) vision is to grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty and administration and to become the premier community college in Kansas. Technology Services supports the mission by providing state of the art hardware and resources utilizing internal funding as well as seeking to take advantage of state and federal grant programs whenever possible.

NCCC continues to implement I upgrades to the technology infrastructure. These new technologies and equipment provide the foundation for the institution as we strive to support students, faculty and staff more effectively. Technology resources at both the Chanute and Ottawa campus continue to be utilized to capacity during peak times. Our faculty relies on robust and effective educational technology tools to enhance teaching and research. Our students expect mobility, flexibility, and customization in their use of technology for classes, and in their electronic administrative interactions with the college. Our staff desire specific, timely, and accurate information to support their work. The Strategic Technology Plan will serve as a living document to provide guidance for achieving the institutions' mission by outlining goals and initiatives that support goals outlined in the various institutional planning documents. Specifically this plan will address the expectations of the students, faculty and staff of NCCC by focusing on:

- Ensuring the opportunity for student success, satisfaction and enrichment.
- Ensuring community success, satisfaction and enrichment
- Ensuring employee success, satisfaction and enrichment

Plan Limitations

Technology is a dynamic environment that requires enhanced perception and planning to achieve stability. The rapid change in both hardware and software make it difficult to maintain standard platforms. With each change comes a greater need to refresh or retrain faculty, staff, and students to maintain efficiencies. The availability of funding may change annually, which can limit access to proper equipment, training, and support. The main drivers for technology change at NCCC are the Faculty,

Staff, and Students. The use of technology by these groups requires constant assessment. The purpose of this plan is to take these assessments and provide technology solutions that will have the greatest impact to the stakeholders. However, it cannot be assumed that the plan will be all encompassing. It is meant to be a guide, and as such, should be reviewed as often as is needed to ensure that all goals and objectives are still applicable (See “Success Factors “section of this plan for more information).

Historical Overview

The use of personal computer (PC) technology at NCCC began over 20 years ago. The first personal computers in the classroom were various Apple and IBM models that provided students and faculty with a taste of what has come to be a staple in today’s educational environment. With the first full-time IT staff member coming on board in 1985, the college made a commitment to ensuring that faculty, staff, and students would have the support and resources needed to be innovative using computer technology. After many years of using a localized environment, PC’s began to be networked and in the late 1980’s the internet gained momentum.

Today at NCCC, there are over 700650 PC’s, and 3 vmware servers hosting 20 virtual servers, and 3 legacy physical 12 servers serving 2 campuses and 2 outreach locations across Kansas. They are connected via a Local Area Network (LAN) and Wide Area Network (WAN) utilizing industry-standard cabling methodologies. Internet bandwidth usage across the enterprise continues to see rapid growth. The demand on technology continues to grow and new innovations and platforms require higher levels of sustained reliable interconnectivity.

Strategic Technology Objectives

A *strategic technology objective* enables or supports an institutional or departmental strategic goal. Strategic technology objectives are not specific projects, but describe broad end results. For each strategic technology objective, one or more technology *initiatives* and *strategies* are defined. Only technology objectives, initiatives and strategies (projects) were selected that directly support the College’s Strategic Plan. Future technology projects must support at least one technology initiative to be considered for inclusion. In this way, the Strategic Technology Plan guides the deployment of technology to move us toward our institutional mission.

Below are the seven strategic technology objectives that set the direction for our long-term technology achievements. Specific Strategic Plan Initiatives are prefixed with the letters SP.

Objective A: Enhance Learning Processes with Instructional Technology - Use technology to inform and enhance current modes of teaching, learning, and discovery through education, evaluation,

and implementation of instructional technology equipment and methods.

Initiatives:

- A.1 Enhance the student advising and assessment process.
 - A.1.1 Assure that the advising department has had proper training in the administration and use of the Jenzabar EX advising module.
 - A.1.2 Evaluate options to integrate the assessment system into the JICS Learning Management System to simplify the process. (~~A.7.1.1—Evaluate and improve on-line assessment forms.~~)
- A.2 Deliver options for different modes of teaching, learning, and discovery.
 - A.2.1 Continue to expand the mobile presence of the college by acquiring technologies that provide mobile platforms.
 - A.2.2 Attendance of technology staff at Instructional technology seminars such as CIT and Innovations so as to stay informed on latest instructional technology trends
- A.3 Increase utilization of instructional technology solutions.
 - A.3.1 Continue to provide resources and tools so that employees can operate in an efficient, effective manor (SP C.3.1.32-2).
 - A.3.2 Augment on-line services to students. (SP A.26.2.32)
 - ~~A.3.3—A.2.4.4 Create Chapman Library computer lab. (SP A.2.4.4).~~

Objective B: Ensure Technology Fluency - Ensure that faculty, staff, and students are fluent in, and understand the capabilities of current and emerging technologies, which apply to them, their needs, and their objectives.

Initiatives:

- B.1 Ensure that faculty and staff can leverage technology to perform their mission-related functions as effectively and efficiently as possible. (SP A.3.1.3)
 - B.1.1 ~~_____ Evaluate and provide appropriate tech support for employees.(SP C.3.2.1/ C.3.1/C.3.1.2/C.3.2.1/C.1.2.2/C.3.3.1))~~
 - B.1.2 Provide faculty and staff with adequate training which includes certification.(SP ~~C.3.2.3A.3.4.1~~)
- B.2 Ensure students enter the College with a baseline technical competency or achieve that technical competency within the first year.
 - B.2.1 Determine baseline competency for all degree-seeking students and develop appropriate assessment instruments.
 - B.2.2 Implement pre-requisite method for all degree-seeking students that ensures that they are technologically competent.
 - B.2.2.1 Continue to evaluate expanded technical help for on-line students and make necessary adjustments.(SP ~~C.3.3A.1.3.2~~)
 - B.2.3 Remove technical barriers to student access as identified, especially those for the working poor (SP A.1.1.174.2.3).
- B.3 Ensure student competency in the use of technology in their disciplines.

Objective C: Build Communities - Use or enhance existing technology that will provide new ways of building communities which will allow communication among populations who may not otherwise be able to do so.

Initiatives:

- C.1 Deliver solutions that enable communication and interaction among people. ([SP A.3.2](#))
 - C.1.1 Continue to participate in ICAN's central telecommunications center. (SP B.1.3.~~32~~)
 - C.1.2 Participate in the Vision Chanute technology initiative.

Objective D: Provide Information Access - Use technology to provide new, better, and more effective access to information to enhance the decision-making process.

Initiatives:

- D.1 Deliver easy-to-access information that end-users can manipulate and report on for operational and planning use.
 - D.1.1 Implement data mining technology that will function as a dashboard into enrollment and budget data that can be used in the decision-making process. (SP [C.4.7.3A-6.2.1](#))
- D.2 Implement user friendly systems that will provide student information on multiple platforms.
 - D.2.1 Create a newsletter on Inside NC. Assign responsibility using release time (SP C.1.1.4).
 - D.2.2 Provide an Online employee pictorial directory through InsideNC (SP C.2.1.3).
 - D.2.3
- D.3 Ensure that electronic information can be retrieved from both internal and external sources efficiently and effectively.
 - D.3.1 Evaluate and improve internet connection to support student learning. (SP A.2.~~34.6~~) [D.3.1.1/A.7.3.4](#) — Ensure and maintain adequate bandwidth for use by the college
 - D.3.2 Evaluate and improve campus signage. (SP [A.2.3.46-1.2](#))

Objective E: Deploy Client-Centric Services - Use technology to provide better, more client-centric services to end users and more efficient processes for service providers to allow them to concentrate on value-added services.

Initiatives:

- E.1 Decrease bureaucracy by changing institutional processes and implementing the appropriate technological solutions when necessary. ([SP C.4.7.3 / A.3.2](#))
- E.2 Implement e-Commerce and e-Business solutions where appropriate.
- E.3 Evaluate and implement appropriate client-centric services for the online campus.
 - ~~E.3.1 — Install IP telephone console at alternate location for the switchboard backup operator to use and for failover protection.~~

Objective F: Enable New and Changing Technologies - Continually evolve a standard, but flexible

infrastructure and services to enable and leverage new and changing technologies.

Initiatives:

- F.1 ~~C.3.3.2~~ Continue to provide the fiscal resources to implement plan. [\(SP C.3.4.2/C.3.3.2\)](#)
- F.2 Establish infrastructure replacement cycle to anticipate and meet institutional requirements.
 - F.2.1 Continue to review and utilize the Technology Replacement Schedule (see Appendix B).
- F.3 ~~C.3.3~~ Provide up-to-date hardware and software. [\(SP C.3.4\)](#)
 - F.3.1 Enhance video surveillance system per Safety and Security Committee recommendations (SP A.2.3.47-6.5).
 - F.3.2 Evaluate and implement Virtualization Technologies where appropriate.
 - [F.3.2.1 Continue to evaluate and expand existing VMWARE infrastructure](#)
 - [F.3.2.2 Evaluate virtualization of computer labs](#)
 - [F.3.3 Upgrade and enhance wireless infrastructure on campus to keep up with the demand of mobile devices and other wireless technologies.](#)
- F.4 Simplify the way users' access institutional resources.
 - F.4.1 Utilize new and existing software functionality to maximize efficiency and potential.
- F.5 Ensure continuity of technology services for academic and administrative purposes.
 - F.5.1 ~~C.3.3.1~~ Continue to review the Strategic Technology Plan on a regular basis and make appropriate modifications based on master plan documents. [\(SP C.3.4.1\)](#)

Objective G: Ensure a Safe and Secure Environment – Use a combination of technology and policy to build a framework for greater information and physical security.

Initiatives:

- G.1 Continue to evaluate and develop policy that will protect the institution from security breach and ensure compliance with all state and federal statutes and regulations.
 - G.1.1 Develop an information security policy utilizing the framework adopted by the Kansas Community College Information Technology (KCCIT) group.
- G.2 Enhance control and monitoring of campus building security.
 - G.2.1 ~~Evaluate and implement hardware improvements to control physical access, monitor traffic into and out of buildings, and create a “lock down” capability utilizing the access control system in conjunction with devices such as slide card locks, key fob locks, and electronic locks with computerized monitoring capability. Continue to evaluate and implement access control hardware to control physical access, log traffic in and out of buildings, and decrease the overhead of physical keys.~~(FMP)
- [G.3 Continue to evaluate and expand the use of digital signage on campus.](#)
 - [G.3.1 Expand digital wayfinding signage on campus to make the campus easier to navigate.](#)
 - [G.3.2 Expand emergency alert signage on campus to make constituents aware of emergency situation ons campus.](#)

Success Factors

The success of the Strategic Plan as a tool to guide technology decisions based on the strategic technology direction contained in this document is dependent on external factors. The success factors are each described below.

College-wide Support and Ownership – As the use of technology becomes increasingly strategic, its impact is wide reaching within the College. Where once only a handful of people were directly affected by technology, it now impacts all facets of the institution. As a result, everyone impacted needs to understand the objectives of the strategic technology plan, the personal impacts, and how it changes their interaction with the community. Technology Services can provide leadership and tools, but the entire institution must embrace and leverage the solutions to gain the true value.

Executive Management Support – This strategic technology plan signals some dramatic changes in how technology is used at the College. Never before has the college had a formalized, structured plan that drives technology innovation for the institution. Change can be confusing, uncomfortable, and difficult for those affected. Impacts of this plan may include everything from changes in job functions and organizational structures to the timelines and priorities for implementing projects. The College's executive management must play a key role in helping the institution understand the benefits of strategically using technology and supporting the changes and impacts within their areas of responsibility. Executive management must also communicate technology's strategic benefits and support changes within units and across the organization.

Communication – Clear, frequent and ongoing communication will be crucial to the acceptance and implementation of the strategic technology plan. Communication must be two way, helping people understand what the plan means to them individually, and the plan's impact on their role and interactions with the institution. The message must not only get out; the College must assure it is received and understood, and be flexible in adapting communication to the audience and environment as necessary. Communication cannot be an afterthought – it is critical to the understanding, acceptance, and success of the plan.

Culture Change – Implementation of this strategic technology plan will affect the way we teach and learn, and “do business.” The College will need to create a change management program (CMP, Appendix D) to foster an environment open to new ways of doing things.

Appropriate Staffing – As strategic technology use at the College increases, the institution must staff appropriately. While third parties (external vendors) could provide some technology services, our institutional technology staff will be instrumental and crucial to delivering strategic, value-added technology solutions.

Ongoing Financial Support – It will be critical to allocate appropriate institutional funding for prioritized initiatives as well as ongoing support of current services. These funds will be leveraged with other funding sources to advance technology solutions.

Professional Development and Training – As the institution and processes change, individuals and teams will need to change and grow with them. Professional development and training will be critical. Technology professionals will need to upgrade skills to implement strategic initiatives; staff will need to develop new skills as processes change; teams will need to learn new and different teamwork skills as service levels and models evolve; and faculty will need training to implement new teaching, learning, and discovery strategies.

Integrate and Continually Revise Plan – The value of this plan can only be truly realized when it is integrated into the institution’s strategic plan. Executive management must oversee the plan’s implementation and measure the success of the plan and its initiatives. The plan must also be reviewed and updated annually to assure it is continually aligned with institutional goals. Strategic technology objectives are expected to be changed as institutional goals change, but strategic technology initiatives and strategies will be subject to change much more frequently, as technology advances and/or the demands of the college change. Measurement of necessary changes may be achieved utilizing internal surveys and reports such as the outcomes assessment for instructors, technology needs assessments, and information gathered on the Noel-Levitz report. The survey instruments from 2009-2010 are listed in appendix E with aggregate results.

Resources –Technology services has leveraged many sources of funding to provide state-of-the-art infrastructure. The technology services budget is a direct reflection of our success in obtaining alternative funding to sustain the institutions infrastructure. Figure 1 below illustrates ~~that~~ the overall trend in technology spending of institutional funds and shows an increase due to increasing software maintenance costs and the implementation of new products and services that have a yearly maintenance cost associated with them. ~~is down, however last year there was a slight uptick due to escalating software maintenance cost associated with the EX platform and our investment in new VMWARE technology.~~—The investment in VMWARE will allow us to realize relatively flat spending levels over the next 34 years, however in 2015 you can expect to see an elevated cost associated with VMWARE infrastructure replacement and/or additions.

Just as funding for academic needs are imperative to student success, funding for technology projects are the only way in which we can sustain current infrastructure and revitalize processes and hardware. Current funding levels are indicative of the economic climate today, where the priorities are that we maintain existing infrastructure and replacement plans for mission critical systems. We have gained several new instructional technologies through institutional grants. However it will be necessary in the near future to increase the amount of money that is available to certain areas such as hardware

replacement, research and development of instructional technology, web development, and online instruction technologies to keep pace with current technology trends.

In recent years, we have replaced many labs and server hardware with grant money provided by the Kan Ed and Carl Perkins grant initiatives. While it is imperative that we continue to pursue these additional avenues of funding to alleviate the impact on the institutional budget, it cannot be assumed that grants and state funding will always be available. The institution cannot base its Strategic Technology Plan on soft funding sources. However, we will actively seek out and continue to leverage these alternate funding opportunities as they arise.

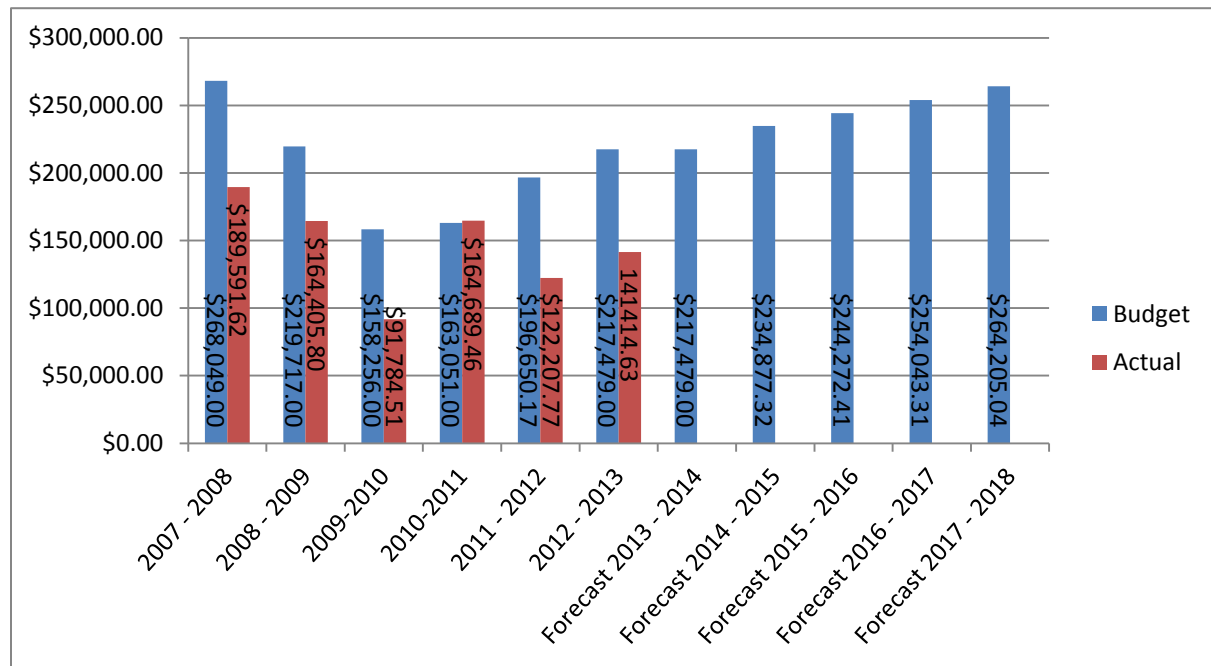


Figure 1

Note: Assumes 4% inflation and 4% increase in Jenzabar EX annual maintenance costs. This chart does NOT take into account technology expenditures from the technology fund or other grant sources. 2012-2013 actual current as of 01/23/2013.

Vision for the Future – it is imperative in the future that we are able to find ways that we can learn about, evaluate, and implement emerging technology. Decision makers need to work more closely with the faculty and staff to gain insight into what they are seeing and seeking in their respective areas. In addition, it may be necessary to send one or more technology staff members to evaluate emerging technology at conferences and other showcases such as Innovations and CIT on an annual basis. Technology improvements in the classroom must be driven by faculty, but technology staff must also provide expertise and assist with classroom technology implementation. Technology staff must have a working knowledge of these new products to be able to train and assist with their implementation in the classroom.

The continued trend to online learning will force us to re-evaluate the ways in which we can enable content delivery. It is no longer acceptable to present course material in printed media only, as students demand many different ways to utilize course material such as streaming, podcasting, video, chat communication with course mates, and mobile applications.

We have implemented VMWARE on several platforms and will continue to take advantage of this product in the future to deliver a lower cost product to end users while still realizing the reliability that we are accustomed to. We will be implementing and testing VMWARE in a lab environment this year, we believe we can see significant savings in both support time and cost with this type of lab. If it meets our expectations we will continue to roll out more labs like this in the future. We will begin exploring other IP based technologies such as telephony and video conferencing to reduce spending and experiment with virtual applications to reduce deployment costs.

The networking infrastructure at the Chanute campus is ageing and is reaching the end of its useful life. A total switch replacement will need to be done over the course of the next 5 years to ensure that we maintain reliability on the network. Wireless networking devices have also put an enormous load on the network and we should continue to evaluate newer technologies that allow us to analyze and manage bandwidth use. It is evident that some type of throttling/management application will be necessary to constrain usage when appropriate.

Physical security devices are also used more and more, and the demand will continue. We must make sure that when we procure these devices we take into account the capacities and requirements that each has on the instruction and make appropriate upgrades when needed.

Appendix A – Educational Master Plan: SECTION 2.2

2.2 Technology Needs

Any infrastructure need plan must include technology requests as technology permeates nearly every aspect of all programs. A substantial, constant investment in technology will be required if this plan is to be carried out. Here are the specific requests:

- **Support Staff** – As we continue to expand and grow it is important to understand how this will impact technology services and our ability to provide premier support across the institution. We should periodically evaluate staffing needs based on current workloads and add appropriate resources as needed to keep the standard level of service that our customers are accustomed to.
- **Computer and Software Replacement Schedule** – Trends indicate that web applications will replace the personal computer in an apparent return of inexpensive “dumb terminals,” networked wirelessly anywhere with powerful mainframes. However, as long as computing relies on the personal computer the college must replace its computers in a timely fashion. This plan calls for no computer on campus to be more than three years old for students, faculty, or staff. Likewise, NCCC needs to maintain the latest versions of all software in order to stay relevant. It will be the responsibility of each department to budget accordingly to keep their computers within the 3 year replacement cycle.
- **Instructional technology** – Classroom technology is instrumental in revitalizing instructional delivery. Additional technical support and training to aid faculty in implementing these technologies would be helpful. ~~An instructional technologist position would be instrumental in accomplishing this faculty support.~~ We continue to investigate and invest in instructional technologies including:
 - Webcams to record face-to-face lectures and post online for students who missed class or need to review
 - Student feedback ~~“clickers” or remotes that allow instantaneous response to instructors’ questions through the use of selected applications and devices.~~
 - ~~Plagiarism software where student papers are automatically compared against sources on the world wide web and databases of past assignments~~
 - Video screen capture software that allows for the recording of voice and computer function so that instructors can demonstrate various software and then post those demonstrations
 - Overhead cameras or Elmo’s to capture images of anything placed under the camera for classroom demonstrations

- ~~Touch screen laptops (provided by a grant) that are paired with scientific measurement devices~~ Tablet devices that enhance content delivery and encourage student engagement.
- Computer Lab management software that focuses attention of students in the lab by taking over the lab machines remotely and allow for student computer monitoring
- Smart Boards and Sympodium devices that greatly enhance on-screen presentations by allowing the instructor to interact with the computer in a more interactive manner
- ~~Podcasting equipment to record audio lectures for students to replay on MP3 players such as the iPod~~
- **Learning Management System (LMS)** – The LMS is the software that is the online campus. Not only does it enable us to offer online and hybrid courses, face-to-face classes can be “web enhanced” with many class resources placed on the course web site. In addition, the grade books for ALL courses are kept in the LMS which allows students to see their grades at any time and turn in papers electronically. It is critical that the LMS work and work well. In the past, students and instructors have experienced many glitches with the system. NCCC has made a substantial investment in this software and much is riding on it being stable. It is important that the College continually monitor and evaluate the LMS as well as send feedback to the LMS provider, Jenzabar, in order to improve the product. The Associate Dean for Online Learning oversees training for faculty and students on Inside NC and serves as a liaison to Jenzabar.
- **Copyright Training** – With the new methods of providing content, copyright law must be reviewed. It is important that NCCC provides adequate copyright training for faculty. This training needs to be cycled every three years such as we do with sexual harassment training and FERPA/GLB training.
- **Web Page Improvement** – Different from the LMS, the college web page must be constantly updated and reworked to remain relevant. Studies indicate that the college web page is often the first or second form of contact between the prospective student and the college. Current and prospective students need up-to-date information on the web. We have made great strides in committing a full time position to updating this information. We have also changed platforms to greatly enhance the speed at which changes can take place. We must continue the commitment to keep the web site live and fresh as trends dictate. The website was updated with a new look in 2013, we will revisit the look and feel of it again in another year to begin preparations for changing it again. It’s intended lifecycle is around 18 months.
- **Lab Equipment** – Not only do the labs need to look modern but the equipment and technologies used in these labs need to be up-to-date and appropriate. This is true of science labs and allied health labs as well. A creation of a simulated hospital and clinic with realistic medical equipment is crucial.

- **Bandwidth Management** – as the institution spends a large amount of funds annually on internet bandwidth it is imperative that we periodically evaluate and implement newer technologies that allow us to manage and maintain appropriate levels of service and monitor the use and/or abuse of the network.
- **Physical Security** – As we continue the move to IP based CCTV monitoring and expanding access control points we are also adding additional load on network and storage facilities within the data center. We must maintain them at a level that will accommodate not only the current infrastructure but also support new equipment that is added annually from the safety and security master plan.

Appendix B – Technology Replacement Schedule

Priority	Need	Estimated Cost
1	Additional BVMS Storage (\$20,000) Storage Array Expansion (VMWARE)	\$45,000 \$20,000
2	Additional Digital Signage	\$1310,000
3	Additional Phone Console Campus WiFi Replacement	\$30,000 \$5000
4	Replace instructional technology equipment <ul style="list-style-type: none"> Chanute (4 year cycle, 2 per year) cost yearly <ul style="list-style-type: none"> Room 333 (25) [Last Updated 2012] (Carl Perkins & Tech Fund) Room 309 (28) [Last Updated 2008] 4 – 11.20.2008 (24 – 9.25.2008) (Carl Perkins & Tech Fund) Room 2 [Last Updated 201305] (Utilizing VDI Solution)(Recycled from 333 8/2009) CAVE (29) [Last Updated 2012] Library (14)[Last Updated 2012] Room 338 (25) [Last Updated Aug 2009, 25 Carl Perkins] Common Areas – Multimedia - 	\$50,000
	<ul style="list-style-type: none"> Ottawa (4 year cycle, 2 per year) cost yearly <ul style="list-style-type: none"> Room 605 – (25) 2011 *Room 701 - (31) 2007, 2008, 2009 *Room 702 – (31) 2007, 2008, 2009 *Room 404 – (26) 2007, 2008, 2009 Room 401 TLC – (2624) [Last Updated 2013] 2001-These where combined from the units that used to be in 122, 125, and 152 	\$50,000
	<ul style="list-style-type: none"> Independence – (24) 2007 	

	Common Areas - Multimedia –(11) 2011 (7) older	
5a	Purchase division specific software (each division app. \$1k per 5 faculty) (LA-\$2K, AS-\$2K, Nur-\$2K, Ath-\$2K, CAVE/Library-\$2K/ SD-\$2k)	\$ 1240 ,000
5b	Purchase division specific hardware (each division app. \$1k per 5 faculty) (LA-\$2K, AS-\$2K, Nur-\$2K, Ath-\$2K, CAVE/Library-\$2K/ SD-\$2k)	\$ 1240 ,000
6	Replace institution wide hardware (3 year cycle) cost every 3 rd year	\$40,000

Current Chanute fund generates ~\$~~13320~~,000 per semester
 Current Ottawa fund generates ~\$~~11705~~,000 per semester
 Chanute and Ottawa faculty/staff PCs are **NOT** included above.

General guidelines:

1. Technology Committee prioritizes technology requests.
2. Purchases approved from list above provided funding is available.
3. Allow 10% for uncollected funds.

Current revenue/expense scenario as described above:

Yearly income (Chanute)	13320K
Yearly expenses (Chanute)	58K+10K+4K=72K
Net Surplus per year	+6148K

Yearly income (Ottawa)	11705K
Yearly expenses (Ottawa)	50K+10K+4K=64K
Net Loss/Surplus per year	+5341K

Chanute and Ottawa expenses each include ½ of division specific hardware and software costs (20K total) + ½ of annual institution wide hardware cost (24K every three years). ~~EX lease purchase 4/5/2007 \$5208.82 x 60 months...ends 5/24/2012. EX costs roughly \$62,500 per year.~~

Appendix C – Technology Replacement Schedule Completed Tasks: 2000-2012¹

2012-2013	24x7x365 InsideNC Support 1st year costs	\$11,600
2012-2013	Replace Stoltz Lab 2 with VDI Solution	\$18,000
2012-2013	Replace TLC (401) Testing Rooms PCs (26)	\$24,853.40
2012-2013	Visix Wayfinding Equipment	\$13,000
2011-2012	Replace Existing JICS Environment	\$54,000
2011-2012	Install VOIP Card at Chanute Campus	\$15,600
2011-2012	Chanute Library/Cave Computers (43)	\$33,200
2011-2012	Lab 333 Computers (17)	\$16,000
2010-2011	Chanute – VOIP Conversion	\$15600
2010-2011	Ottawa – TV’s (Perkins \$19206.00 + Tech Fund \$12501.75)	\$31707.75
2010-2011	Ottawa – Spare Firewall	\$1551
2010-2011	JICS VMWARE Environment	\$54000
2010-2011	Smart Boards – (Kan Ed \$17250.00+ Tech Fund Match \$9685.00)	\$26935
2010-2011	Ottawa – TLC PC’s (26) (Perkins \$2459.76+ Tech Fund \$24242.40)	\$26702.16
2009-2010	Revinetics Backup solution	\$15,365
2009-2010	Workstations (24) Chanute 309 and (22) Ottawa 152 Perkins Match	\$46,684
2009-2010	Faculty Replacement – Institutional Funds (14 Workstations 35 Laptops)	\$74,486
2008-2009	Dartfish Video Analysys Software for Athletics (50% Tech Grant Match)	\$8020
2008-2009	(5) Sympodium ID370 & SB 680 for Chanute and Ottawa (50% Tech Grant Match)	\$5582
2008-2009	2 sets (50) Quizdom Classroom Clickers for Chanute and Ottawa (50% Tech Grant Match)	\$4856
2008-2009	Synchoneyes Classroom Management Software 333,338,2 (50% Tech Grant Match)	\$2241
2007-2008	(24) Lab 333 and Ottawa Lab 122 (26) – Remainder (\$32968) from Perkins	\$25,665
2007-2008	EX Purchase and Implementation (\$62k x 5Yr + TE Costs for Implementation)	\$72,000
2006-2007	(25) Lab 338, (20) Ottawa Lab 125	\$37,000
2005-2006	PCs for Ottawa 152/122/ (12) Ottawa Library	\$26,000
2005-2006	Multimedia projectors (in addition to Carl Perkins \$)	\$14300
2005-2006	Memory for 10 PCs in Room 338	\$1,600
2005-2006	Elmos (1 for each campus)	\$3,000
2004-2005	Library (15 PCs)	\$16,000
2004-2005	CAVE (20 PCs)	\$21,000
2004-2005	Room 152 - Ottawa	\$18,000
2004-2005	Laptop/desktop purchase for faculty-both campuses	\$70,000
2004-2005	Multimedia projectors both campuses	\$33,000

2004-2005	Ottawa Ethernet conversion – Phase II	\$2,500
2004-2005	Replace Room 2 (was room 6) PC's	\$34,706
2004-2005	Replace Room 309 PC's	\$31,250
2004-2005	ID card printers for both campuses (August 2004)	\$2,800
2003-2004	Acquire new AS400 (March 2004)	\$100,000
2003-2004	Acquire JICS Internet portal software (October 2003—35K yearly+15K maintenance)	\$125,000
2003-2004	Upgrade AS/400 tape drive (July 2003)	\$5,000
2002-2003	Microfilm reader/printer (January 2003, \$5K match)	\$5,000
2002-2003	Classroom multimedia workstations (10) (Technology Grant match)	\$35,000
2002-2003	Ottawa Ethernet conversion – Phase I backbone (January 2003)	\$4,000
2002-2003	Replace Ottawa server (January 2003)	\$5,000
2002-2003	Split Internet off email server (NT2)- add new server (NT4) August 2002	\$5,000
2002-2003	Replace Chanute security system VCR/multiplexers with DVR-August 2002	\$6,000
2002-2003	Add Point-to-point T-1 to Ottawa campus (yearly-August 2002)	\$6,000
2002-2003	Increase Internet bandwidth Chanute to T1 (yearly-August 2002)	\$12,000
2002-2003	McAfee virus software (yearly-July 2002)	\$3,500
2002-2003	Replace institution wide software (yearly-July 2002)- MS Office suite	\$8,500
2001-2002	Purchase Mac computers for new CAVE lab.	\$17,000
2001-2002	Replace non-Pentium computers in CAVE. Cascade to WDC or SU or Cisco. (3)	\$5,000
2001-2002	Replace all Chanute faculty non-Pentium computers per TS minimum standard. Cascade useable to other staff or student usage either in WDC, Student Union or Cisco lab. (25~\$40,000) Add 64MB memory to other computers (10~\$2,000)	\$42,000
2000-2001	Purchase multimedia workstations for classrooms (5K each 50K-20K grant)	\$30,000
2000-2001	Purchase application server (Office, etc)	\$10,000
2000-2001	Purchase 21 computers for Ottawa 152 (summer install)	\$34,000

Appendix D – Change Management Program (CMP)

The purpose of the Change Management Program (CMP) is to assure that the negative impact of changes to a company's Information Technology systems and processes are minimized by using a standardized process of governance.

Why is this important?

The decision to make a change is typically a business decision where costs vs. benefits are weighed. Even in situations where the change is strictly infrastructure-oriented (as in a component or system failure) the decision to spend money resides with the business, not with the IT department. There are occasions when procedures are developed in advance to preauthorize changes such as emergency system maintenance, but regardless of the timing of the authorization, the decision still rests with the business management. These changes need to be documented and discussed with all parties involved to garner an understanding of the impact to the institution.

Appendix E – Survey Instruments

2013~~2~~ Technology Services Survey – Issues with 10% or greater negative feedback:

2012 ~~Technology Services Survey~~

~~Thank you for taking the time to participate in the 2012 NCCC Technology Services survey. When you are finished please click the "Submit" button located at the end of the survey to send your results to us. Now lets get started....please indicate your status with NCCC by selecting one of the 4 choices below.~~

Answer-Options	Response-Percent	Response-Count
Student	47.3%	71
Staff Member	34.0%	51
Adjunct Faculty	6.7%	10
Full Time Faculty	12.0%	18
<i>answered question</i>		150
<i>skipped question</i>		0

~~Overall, how important are NCCC systems and services to your work or study?~~

Answer-Options	Response-Percent	Response-Count
I Don't Use Them	1.4%	2
Not Important	0.0%	0
Somewhat Important	9.2%	13
Very Important	89.4%	126
<i>answered question</i>		141
<i>skipped question</i>		9

~~Do you find that the software and hardware provided by NCCC is adequate for you to do your work efficiently.~~

Answer-Options	Response-Percent	Response-Count
I Don't Use It	4.3%	6
No	10.6%	15
Yes	85.1%	120
<i>answered question</i>		141
<i>skipped question</i>		9

~~Do you find that the number of wireless access points on campus affords you the ability to obtain a strong, reliable connection where you utilize them?~~

Answer-Options	Response-Percent	Response-Count
I Don't Use Them	36.9%	52
No	6.4%	9
Yes	56.7%	80
<i>answered question</i>		141

skipped question

9

Overall, how satisfied are you with the speed of the internet connection at your primary location?

Answer Options	Response Percent	Response Count
I Don't Use It	2.8%	4
Not Satisfied	4.3%	6
Somewhat Satisfied	39.7%	56
Very Satisfied	53.2%	75
<i>answered question</i>		141
<i>skipped question</i>		9

Where do you live?

Answer Options	Response Percent	Response Count
On Campus/Residence Hall	7.4%	10
Off-Campus- Chanute	40.7%	55
Off-Campus- Independence	1.5%	2
Off-Campus- Ottawa	25.9%	35
Rural Chanute / Ottawa / Independence	24.4%	33
<i>answered question</i>		135
<i>skipped question</i>		15

What type of internet connection do you have at your residence?

Answer Options	Response Percent	Response Count
I Don't Have an Internet Connection	7.4%	10
Dial Up ISP	0.7%	1
Wireless ISP	40.0%	54
Cable ISP	25.9%	35
DSL ISP	19.3%	26
Satellite ISP	6.7%	9
<i>answered question</i>		135
<i>skipped question</i>		15

What operating system do you have on your residence computer?

Answer Options	Response Percent	Response Count
I Don't Know	5.9%	8
Windows XP	23.7%	32
Windows Vista	17.8%	24

Windows 7	43.0%	58
Apple OS	6.7%	9
Other	3.0%	4
<i>answered question</i>		135
<i>skipped question</i>		15

When accessing NCCC services (email, VPN, Inside NC, Neesho.edu, P-Mail) how often do you experience issues with their use?

Answer Options	Response Percent	Response Count
I Don't Use Them at Home	8.1%	11
I Have Never Had an Issue	39.3%	53
I Have Had an Issue	43.0%	58
I Have Had Multiple Issues	9.6%	13
<i>answered question</i>		135
<i>skipped question</i>		15

Has the NCCC help desk been able to resolve any issues that you may have had when connecting to the remote services mentioned on question 10?

Answer Options	Response Percent	Response Count
I Haven't Had Any Issues	38.5%	52
No	14.1%	19
Yes	47.4%	64
<i>answered question</i>		135
<i>skipped question</i>		15

NCCC supports a variety of electronic mail systems to send messages (e-mail) to others at the institution and elsewhere. Which e-mail system do you use most often?

Answer Options	Response Percent	Response Count
I Don't Use Them	3.0%	4
Microsoft Outlook	48.1%	65
Microsoft Outlook Web Access	8.9%	12
P-Mail(Student Email)	40.0%	54
<i>answered question</i>		135
<i>skipped question</i>		15

Please indicate your level of satisfaction with the application you selected from question 13 above.

Answer Options	Response Percent	Response Count
I Don't Use Them	2.2%	3
Not Satisfied	0.7%	1
Somewhat	30.4%	41

Satisfied		
Very Satisfied	66.7%	90
		<i>answered question</i> 135
		<i>skipped question</i> 15

How satisfied are you with the Anti-Spam service (Spam Filter) that is currently in use?

Answer Options	Response Percent	Response Count
I Don't Use It	5.9%	8
Not Satisfied	1.5%	2
Somewhat Satisfied	41.5%	56
Very Satisfied	51.1%	69
		<i>answered question</i> 135
		<i>skipped question</i> 15

Do you feel like the new student email system (P-Mail) that was put in place specifically for institutional communication with students has benefited you?

Answer Options	Response Percent	Response Count
I Don't Use It	21.5%	29
No	8.1%	11
Yes	70.4%	95
		<i>answered question</i> 135
		<i>skipped question</i> 15

NCCC provides a wide range of assistance for computer users. Please indicate your satisfaction with our support services by selecting the appropriate response.

Answer Options	Response Percent	Response Count
I Don't Use It	20.6%	27
Not Satisfied	1.5%	2
Somewhat Satisfied	23.7%	31
Very Satisfied	54.2%	71
		<i>answered question</i> 131
		<i>skipped question</i> 19

NCCC Help Desk – Email Support (Help@neosho.edu)

Answer Options	Response Percent	Response Count
I Don't Use It	29.0%	38
Not Satisfied	4.6%	6
Somewhat Satisfied	18.3%	24
Very Satisfied	48.1%	63
		<i>answered question</i> 131
		<i>skipped question</i> 19

Inside NC Help Desk – (Webhelp@neosho.edu, 785-893-1406)

Answer-Options	Response-Percent	Response-Count
I Don't Use It	45.8%	60
Not Satisfied	3.8%	5
Somewhat Satisfied	22.1%	29
Very Satisfied	28.2%	37
<i>answered question</i>		131
<i>skipped question</i>		19

Has the creation of an after hours (Sunday-Thursday from 7pm-10pm, 785-893-1406) inside NC help desk benefited you?

Answer-Options	Response-Percent	Response-Count
I Don't Use It	71.8%	94
No	6.9%	9
Yes	21.4%	28
<i>answered question</i>		131
<i>skipped question</i>		19

Computer lab Hardware (Computers, Scanners, Multimedia stations, ect.)

Answer-Options	Response-Percent	Response-Count
I Don't Use It	36.6%	48
Not Satisfied	2.3%	3
Somewhat Satisfied	29.8%	39
Very Satisfied	31.3%	41
<i>answered question</i>		131
<i>skipped question</i>		19

Computer lab Software (Microsoft Office, Microsoft Visual Studio, Adobe Design Suite, ect.)

Answer-Options	Response-Percent	Response-Count
I Don't Use It	36.6%	48
Not Satisfied	2.3%	3
Somewhat Satisfied	25.2%	33
Very Satisfied	35.9%	47
<i>answered question</i>		131
<i>skipped question</i>		19

Computer lab Printers

Answer-Options	Response-Percent	Response-Count
I Don't Use Them	48.1%	63
Not Satisfied	6.9%	9
Somewhat Satisfied	21.4%	28
Very Satisfied	23.7%	31

<i>answered question</i>	131
<i>skipped question</i>	19

Classroom Content Delivery Devices (Smartboards, Sympodiums, Polycom teleconferencing software and hardware, video players and equipment)

Answer Options	Response Percent	Response Count
I Don't Use Them	35.1%	46
Not Satisfied	5.3%	7
Somewhat Satisfied	22.9%	30
Very Satisfied	36.6%	48
<i>answered question</i>		131
<i>skipped question</i>		19

Student Computers (Located in the Dorm common areas, Student Union, Library)

Answer Options	Response Percent	Response Count
I Don't Use Them	59.5%	78
Not Satisfied	5.3%	7
Somewhat Satisfied	13.7%	18
Very Satisfied	21.4%	28
<i>answered question</i>		131
<i>skipped question</i>		19

Do you feel that NCCC has provided enough computers for student use in the Residence Halls and Student Union?

Answer Options	Response Percent	Response Count
I Don't Use Them	62.8%	81
No	6.2%	8
Yes	31.0%	40
<i>answered question</i>		129
<i>skipped question</i>		21

How satisfied are you with reliability and functionality of Inside NC (Learning Management System)?

Answer Options	Response Percent	Response Count
I Don't Use It	11.5%	15
Not Satisfied	6.1%	8
Somewhat Satisfied	43.5%	57
Very Satisfied	38.9%	51
<i>answered question</i>		131
<i>skipped question</i>		19

24. Would you consider Inside NC easy to use?

Answer Options	Response Percent	Response Count
----------------	------------------	----------------

I Don't Use It	8.4%	11
No	15.3%	20
Yes	76.3%	100
<i>answered question</i>		131
<i>skipped question</i>		19

Do you feel like you need more training on how to use Inside NC?

Answer Options	Response Percent	Response Count
I Don't Use It	5.3%	7
No	69.5%	91
Yes	25.2%	33
<i>answered question</i>		131
<i>skipped question</i>		19

Please rate your overall satisfaction with the level of support you receive when needed for utilizing or troubleshooting the use of these devices and technologies.

Answer Options	Response Percent	Response Count
I Don't Use It	12.2%	16
Not Satisfied	3.8%	5
Somewhat Satisfied	32.1%	42
Very Satisfied	51.9%	68
<i>answered question</i>		131
<i>skipped question</i>		19

1. Thank you for taking the time to participate in the 2013 NCCC Technology Services survey. When you are finished please click the "Submit" button located at the end of the survey to send your results to us. Now lets get started....please indicate your status with NCCC by selecting one of the 4 choices below.

[Create Chart](#)
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	Response Percent	Response Count
Student	45.9%	56
Staff Member	36.1%	44
Adjunct Faculty	3.3%	4
Full Time Faculty	14.8%	18
<i>answered question</i>		122
<i>skipped question</i>		0

2. Overall, how important are NCCC systems and services to your work or study? [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use Them		1.8%	2
Not Important		1.8%	2
Somewhat Important		5.3%	6
Very Important		91.2%	104
		answered question	114
		skipped question	8

3. Do you find that the software and hardware provided by NCCC is adequate for you to do your work efficiently. [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use It		1.8%	2
No		18.4%	21
Yes		79.8%	91
		answered question	114
		skipped question	8

4. Do you find that the number of wireless access points on campus affords you the ability to obtain a strong, reliable connection where you utilize them? [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use Them		34.2%	39
No		18.4%	21
Yes		47.4%	54
		answered question	114
		skipped question	8

5. Overall, how satisfied are you with the speed of the internet connection at your primary location? [Create Chart](#) [Download](#)

	Response Percent	Response Count
I Don't Use It	3.5%	4
Not Satisfied	13.2%	15
Somewhat Satisfied	37.7%	43
Very Satisfied	45.6%	52
answered question		114
skipped question		8

7. Where do you live? [Create Chart](#) [Download](#)

	Response Percent	Response Count
On Campus/Residence Hall	6.4%	7
Off Campus - Chanute	39.4%	43
Off Campus - Independence	0.9%	1
Off Campus - Ottawa	26.6%	29
Rural Chanute / Ottawa / Independence	26.6%	29
answered question		109
skipped question		13

8. What type of internet connection do you have at your residence?

[Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Have an Internet Connection		7.3%	8
Dial Up ISP		0.9%	1
Wireless ISP		35.8%	39
Cable ISP		23.9%	26
DSL ISP		24.8%	27
Satellite ISP		7.3%	8
		answered question	109
		skipped question	13

9. What operating system do you have on your residence computer?

[Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Know		8.3%	9
Windows XP		15.6%	17
Windows Vista		18.3%	20
Windows 7		42.2%	46
Windows 8		7.3%	8
Apple OS		3.7%	4
Other		4.6%	5
		answered question	109
		skipped question	13

10. When accessing NCCC services (email, VPN, Inside NC, Neosho.edu, P-Mail) [Create Chart](#) [Download](#)
 how often do you experience issues with their use?

		Response Percent	Response Count
I Don't Use Them at Home		12.8%	14
I Have Never Had an Issue		25.7%	28
I Have Had an Issue		45.0%	49
I Have Had Multiple Issues		16.5%	18
		answered question	109
		skipped question	13

11. Has the NCCC help desk been able to resolve any issues that you may have had when connecting to the remote services mentioned on question 10? [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Haven't Had Any Issues		31.2%	34
No		26.6%	29
Yes		42.2%	46
		answered question	109
		skipped question	13

13. NCCC supports a variety of electronic mail systems to send messages (e-mail) to others at the institution and elsewhere. Which e-mail system do you use most often? [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use Them		2.9%	3
Microsoft Outlook		50.5%	53
Microsoft Outlook Web Access		9.5%	10
P-Mail(Student Email)		37.1%	39
		answered question	105
		skipped question	17

14. Please indicate your level of satisfaction with the application you selected from question 13 above. [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use Them		3.8%	4
Not Satisfied		2.9%	3
Somewhat Satisfied		34.3%	36
Very Satisfied		59.0%	62
		answered question	105
		skipped question	17

15. How satisfied are you with the Anti-Spam service (Spam Filter) that is currently in use? [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use It		11.4%	12
Not Satisfied		5.7%	6
Somewhat Satisfied		39.0%	41
Very Satisfied		43.8%	46
		answered question	105
		skipped question	17

16. Do you feel like the student email system (P-Mail) that was put in place specifically for institutional communication with students has benefited you? [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use It		21.9%	23
No		6.7%	7
Yes		71.4%	75
		answered question	105
		skipped question	17

18. NCCC provides a wide range of assistance for computer users. Please indicate your satisfaction with our support services by selecting the appropriate response.

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		Response Percent	Response Count
I Don't Use It		18.4%	19
Not Satisfied		3.9%	4
Somewhat Satisfied		33.0%	34
Very Satisfied		44.7%	46
		answered question	103
		skipped question	19





19. NCCC Help Desk - Email Support (Help@neosho.edu)

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		Response Percent	Response Count
I Don't Use It		27.2%	28
Not Satisfied		2.9%	3
Somewhat Satisfied		20.4%	21
Very Satisfied		49.5%	51
		answered question	103
		skipped question	19




20. Inside NC Help Desk - (Webhelp@neosho.edu, 855-202-9773)

[Create Chart](#)
[Download](#)

		Response Percent	Response Count
I Don't Use It		48.5%	50
Not Satisfied		9.7%	10
Somewhat Satisfied		20.4%	21
Very Satisfied		21.4%	22
		answered question	103
		skipped question	19

21. Has making the InsideNC helpdesk available 24x7x365 benefited you?

[Create Chart](#)
[Download](#)

		Response Percent	Response Count
I Don't Use It		52.4%	54
No		22.3%	23
Yes		25.2%	26
		answered question	103
		skipped question	19

23. Computer lab Hardware (Computers, Scanners, Multimedia stations, ect.) [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use It		38.0%	38
Not Satisfied		10.0%	10
Somewhat Satisfied		24.0%	24
Very Satisfied		28.0%	28
		answered question	100
		skipped question	22

24. Computer lab Software (Microsoft Office, Microsoft Visual Studio, Adobe Design Suite, ect.) [Create Chart](#) [Download](#)

		Response Percent	Response Count
I Don't Use It		34.0%	34
Not Satisfied		9.0%	9
Somewhat Satisfied		23.0%	23
Very Satisfied		34.0%	34
		answered question	100
		skipped question	22

25. Computer lab Printers		Create Chart	Download
		Response Percent	Response Count
I Don't Use Them		46.0%	46
Not Satisfied		11.0%	11
Somewhat Satisfied		21.0%	21
Very Satisfied		22.0%	22
		answered question	100
		skipped question	22

26. Classroom Content Delivery Devices (Smartboards, Sympodiums, Polycom teleconferencing software and hardware, video players and equipment)		Create Chart	Download
		Response Percent	Response Count
I Don't Use Them		42.0%	42
Not Satisfied		7.0%	7
Somewhat Satisfied		26.0%	26
Very Satisfied		25.0%	25
		answered question	100
		skipped question	22

27. Student Computers (Located in the Dorm common areas, Student Union, Library)

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		Response Percent	Response Count
I Don't Use Them		60.0%	60
Not Satisfied		8.0%	8
Somewhat Satisfied		19.0%	19
Very Satisfied		13.0%	13
		answered question	100
		skipped question	22

28. Do you feel that NCCC has provided enough computers for student use in the Residence Halls and Student Union?

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		Response Percent	Response Count
I Don't Use Them		66.0%	66
No		9.0%	9
Yes		25.0%	25
		answered question	100
		skipped question	22

29. How satisfied are you with reliability and functionality of Inside NC (Learning Management System)?

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		Response Percent	Response Count
I Don't Use It		14.0%	14
Not Satisfied		12.0%	12
Somewhat Satisfied		46.0%	46
Very Satisfied		28.0%	28
		answered question	100
		skipped question	22

30. 24. Would you consider Inside NC easy to use?

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		Response Percent	Response Count
I Don't Use It		3.0%	3
No		29.0%	29
Yes		68.0%	68
		answered question	100
		skipped question	22

31. Do you feel like you need more training on how to use Inside NC?

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		Response Percent	Response Count
I Don't Use It		1.0%	1
No		63.0%	63
Yes		36.0%	36
		answered question	100
		skipped question	22

32. Please rate your overall satisfaction with the level of support you receive when needed for utilizing or troubleshooting the use of these devices and technologies.

[Create Chart](#) [Download](#)

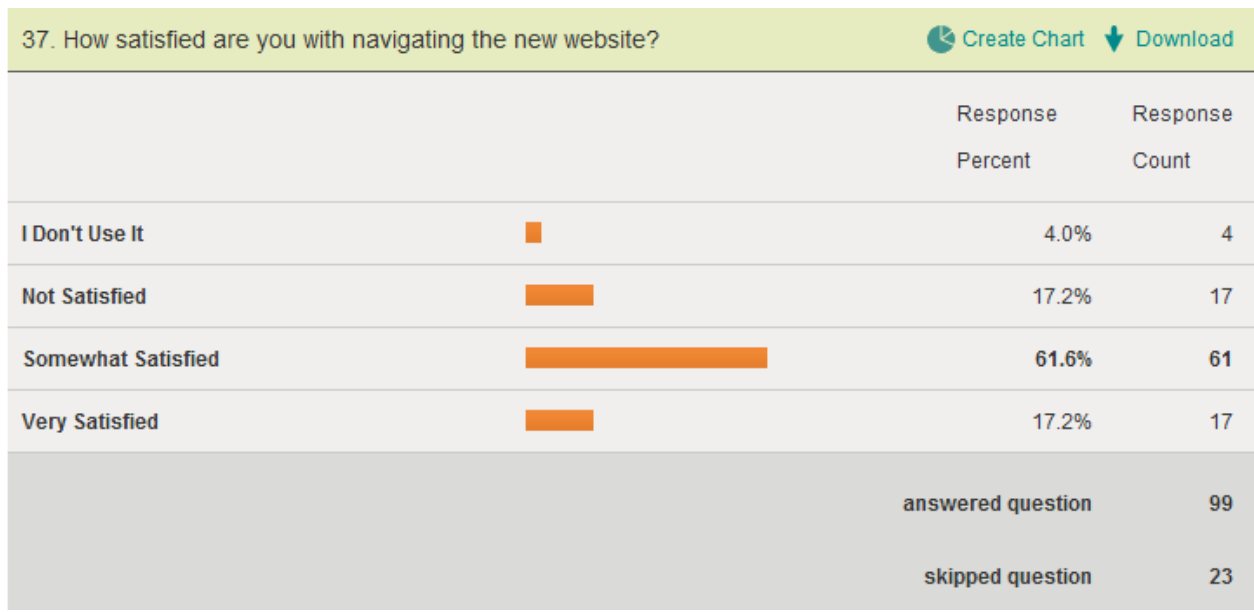
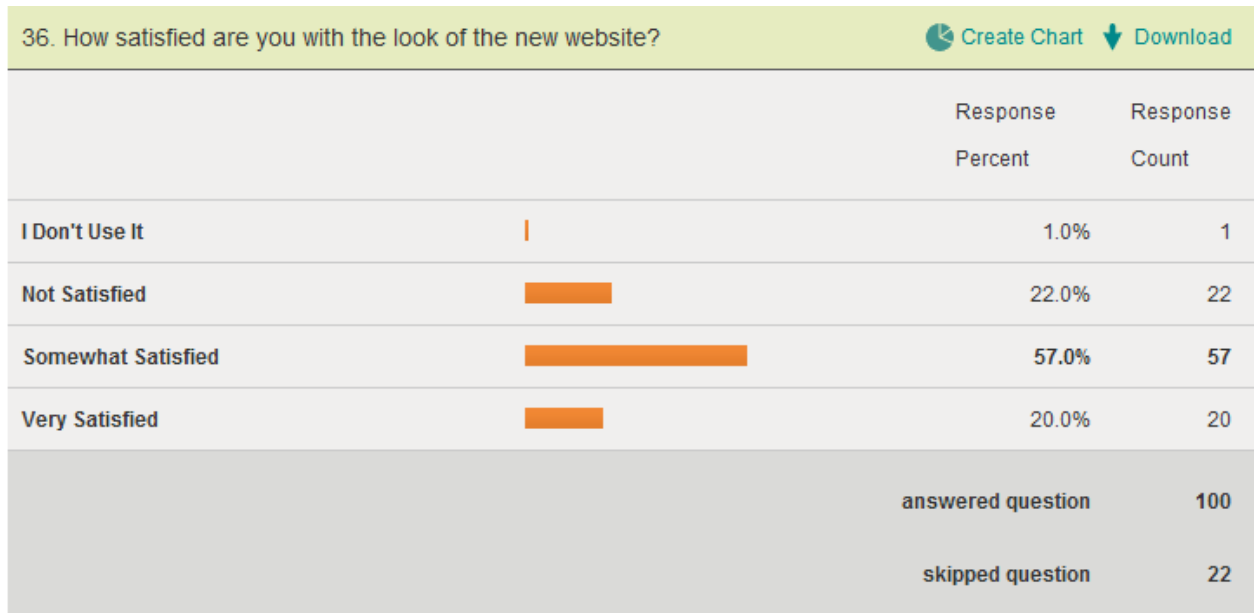
		Response Percent	Response Count
I Don't Use It		19.0%	19
Not Satisfied		6.0%	6
Somewhat Satisfied		32.0%	32
Very Satisfied		43.0%	43
		answered question	100
		skipped question	22

33. What new or existing technologies would you like to see the college invest in? [Create Chart](#) [Download](#)
 Select all that apply.

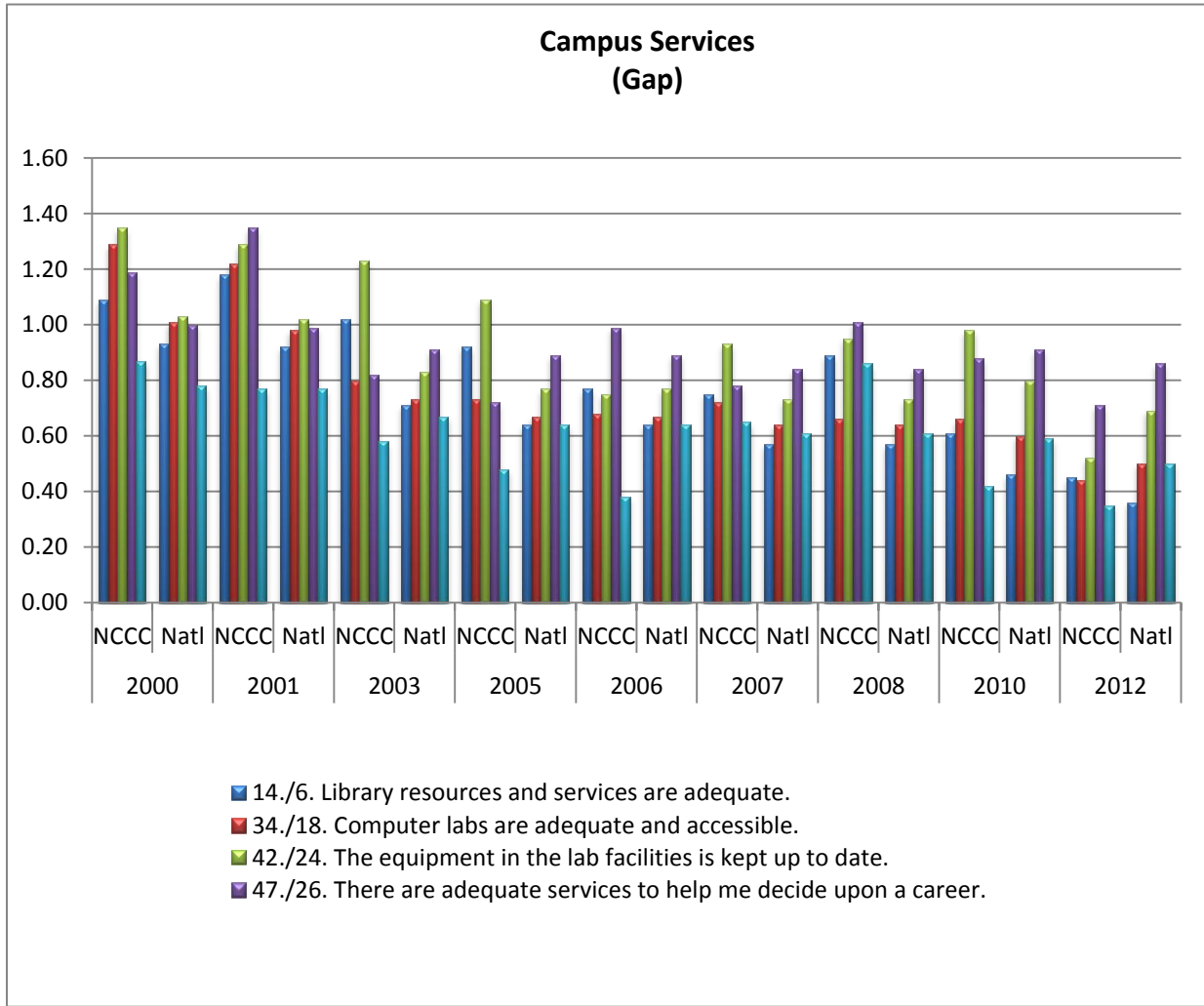
		Response Percent	Response Count
Tablets/Mobile Devices such as iPads		69.3%	52
Digital Signage		32.0%	24
Additional Wireless Infrastructure		48.0%	36
		Other (please specify) Show Responses	13
answered question			75
skipped question			47

34. How open would you be to replacing physical textbooks with ebook devices such as an iPad? [Create Chart](#) [Download](#)

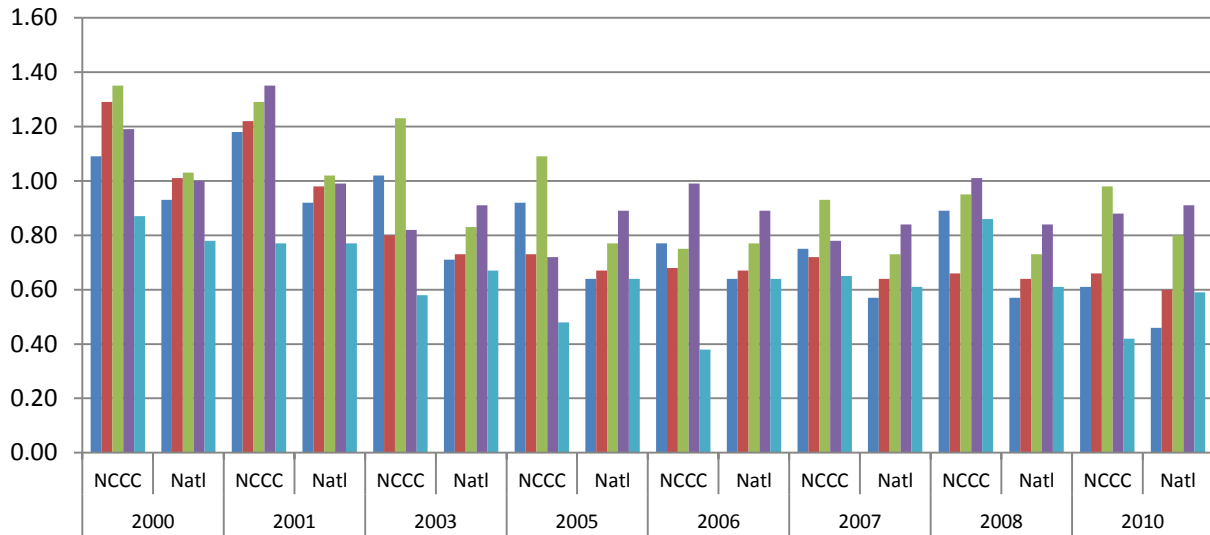
		Response Percent	Response Count
Very Open - Great idea!		30.3%	30
Somewhat Open - Sounds like a good idea but not sure		36.4%	36
Neutral - Don't really care either way		16.2%	16
Not Open - I wouldn't like that at all		17.2%	17
answered question			99
skipped question			23



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Campus Services (Gap)



- 14./6. Library resources and services are adequate.
- 34./18. Computer labs are adequate and accessible.
- 42./24. The equipment in the lab facilities is kept up to date.
- 47./26. There are adequate services to help me decide upon a career.
- 50./27. Tutoring services are readily available.

2011 CESSI

Item	Variable	Your College			Small Colleges			2011 Cohort			Chanute 2011		Ottawa 2011		2009	
		N	Mean	Effect Size*	N	Mean	Effect Size*	N	Mean	Effect Size*	Weighted Means	Unweighted Means	Weighted Means	Unweighted Means	Chanute Unweighted	Ottawa Unweighted
12. How much has your experience at this college contributed to your knowledge, skills, and personal development in the following areas? 1= Very little, 2 = Some, 3 = Quite a bit, 4 = Very much																
g. Using computing and information technology	GNCMPTS	449	2.58		132,571	2.83	-0.26*	433,853	2.77		2.64	2.83	2.52	2.77	2.77	2.45
13.1 How often you use the following services? 1= Rarely/Never, 2 = Sometimes, 3 = Often																
h. Frequency: Computer lab	USECOMLB	388	2.08		116,866	2.13		377,411	2.09		2.07	1.92	2.13	2.05	2.22	2.17
13.2. How satisfied you are with the services? 1= Not at all, 2 = Somewhat, 3 = Very																
h. Satisfaction: Computer lab	SATCOMLB	349	2.52		105,363	2.51		332,762	2.49		2.46	2.10	2.60	2.14	2.46	2.50
13.3. How important the services are to you? 1= Not at all, 2 = Somewhat, 3 = Very																
h. Importance: Computer lab	IMPCOMLB	419	2.29		124,832	2.48	-0.26*	406,486	2.45	-0.22*	2.29	2.41	2.33	2.59	2.51	2.43