

ACCT 1602 General Accounting**3 Credit Hours**

General Accounting includes the theory and practice associated with double-entry accounting. Special emphasis is placed on the use of special journals, subsidiary ledgers, accounting for the control of cash, the voucher system, and payroll accounting. Still further emphasis is given to the use of business papers as supporting vouchers for the accounting that follows. (General Accounting cannot be substituted for Accounting I.)

ACCT 1611 Microcomputer Account Appl**3 Credit Hours**

This course emphasizes the use of the microcomputer for special journals, subsidiary journals, accounting for the control of cash, and payroll accounting. A review of accounting theory and mechanics is included.

Prerequisite: BSTC 1036 Computer Concepts & Appl with a grade of C or better AND ACCT 1602 General Accounting with a grade of C or better or consent of instructor. Barton County Campus classes use Quickbooks

ACCT 1614 Accounting I**3 Credit Hours**

This course emphasizes the fundamental principles and practices involved in financial accounting. Basic accounting procedures for the single proprietorship type of business must be mastered in this course.

Prerequisite: ACCT 1602 General Accounting with a grade of C or better or one year high school accounting, or consent of instructor.

ACCT 1616 Accounting II**3 Credit Hours**

Accounting II is a continuation of the first principles course in financial accounting, Accounting I. Basic procedures in the financial accounting and statement analyses of partnerships and corporations are emphasized. Prerequisite: ACCT 1614 Accounting I with a grade of C or better ACCT 1618 Managerial Accounting 3 Credit Hours This course emphasizes the managerial uses of accounting information, including performance measurement, cost control, planning for the future, and analysis of fund flows.

Prerequisite: ACCT 1616 Accounting II with a grade of C or better or concurrent enrollment in ACCT 1616 Accounting II

ACCT 1618 Managerial Accounting**3 Credit Hours**

This course emphasizes the managerial uses of accounting information, including performance measurement, cost control, planning for the future, and analysis of fund flows.

Prerequisite: ACCT 1616 Accounting II with a grade of C or better or concurrent enrollment in ACCT 1616 Accounting II

ACCT 1625 Technical Accounting Capstone**1 to 3 Credit Hours**

This capstone course will review the accounting cycle and require the student to apply all previously learned concepts in accounting, payroll and the use of the computer as it relates to accounting. It will also emphasize strategies for seeking, obtaining and retaining employment including attitudes, work ethics, teamwork, client service skills, resumes and job interviewing skills.

Prerequisite: ACCT 1614 Accounting I with a grade of C or better AND ACCT 1616 Accounting II with a grade of C or better

ACCT 1640 Accounting-Business Operations**3 Credit Hours**

This course will introduce the student to investing decisions faced by managers. These decisions will be presented within a framework of planning, performing, and evaluating activities. The course will be taught from the perspective of the decision-maker as a user of accounting information.

ACCT 1641 Accounting-Invest & Financing**3 Credit Hours**

This course will introduce the student to operating decisions and financial decisions faced by managers. These decisions will be presented within a framework of planning, performing, and evaluating activities. The course will be taught from the perspective of the decision-maker as a user of accounting information.

Prerequisite: ACCT 1640 Accounting-Business Operations with a grade of C or better

ANTH 1816 Cultural Anthropology**1 to 3 Credit Hours**

A survey of culture and its importance for man and his society, viewed through both past and present. Fulfills: Social Science Requirement

ARTS 1200 Art Appreciation**3 Credit Hours**

This course is an introduction to art appreciation intended to provide a foundation in the basic concepts, materials and processes of the visual arts, as well as a brief history of art in Western and non Western societies. Through analysis of examples drawn from the past and the present, it assists the student in recognizing the universal qualities in human aesthetic response and the special differences that define every culture. Fulfills: Humanities Requirement

ARTS 1246 Digital Photography I**3 Credit Hours**

This course covers the visual and technical aspects of digital photography. Students will learn about exposure, depth of field, resolution, white balance settings, file compression, formats, composition, and design. They will also learn about digital image acquisition, manipulation, storage, display, and the ethics of the digital image process.

BSTC 1001 Introduction to Computers**1 to 3 Credit Hours**

This is a computer literacy course designed to introduce students to what a computer is and how computers can be used. Topics covered include a brief historical survey of computers, components of computer hardware, applications and systems software, survey of programming languages, computer systems design and analysis, problem solving capabilities of a computer and the impact of computer technology on society. Students will also gain experience using microcomputers and packaged software such as word processing, spreadsheets, database management, graphics, and telecommunications.

BSTC 1023 Database Management Systems**1 to 3 Credit Hours**

This course introduces the theory of databases and Database Management Systems (DBMS) and implements a database using DBMS software. Database design methodology is discussed. A DBMS is used to create a database and generate solutions to implement a business application. Students create tables, forms, filters, queries, reports, and macros. Various types of data are imported and exported. Database security issues are examined.

Prerequisite: BSTC 1036 Computer Concepts & Appl with a grade of C or better

BSTC 1027 Information Super Highway**3 Credit Hours**

This course is designed to teach the student computer protocol for many different computer systems. Computer ethics, downloading files, security issues and the access of unlimited information resources will also be addressed. This course provides a unique learning experience where students learn how to navigate through the computer resources of the world.

BSTC 1036 Computer Concepts & Appl**3 Credit Hours**

This course is an introduction to computer concepts in which focuses on concepts including hardware, operating systems, ethics and security; and applies hands-on interaction with software applications including word processing, spreadsheets, presentations, and database systems. On completion of this course, students will understand common computer terminology, utilize featured application software, and recognize relevant ethics and security issues associated with technology

BSTC 1643 Human Resource Management

1 to 3 Credit Hours

Human Resource Management focuses on human resource analysis, planning and staffing, performance evaluation and compensation, training and development of labor relations that co-exist between employers and employees.

BSTC 1685 Spreadsheet Applications

3 Credit Hours

A course emphasizing the use of spreadsheet applications software to solve business problems such as budgeting, accounting, forecasting, and scheduling. Included will be applications using formulas, editing, copying, sorting, recalculating, designing and using templates, generating graphs, and macros features. Planning techniques and potential uses of spreadsheets in business and industry will be discussed.

Prerequisite: BSTC 1036 Computer Concepts & Appl

BSTC 1699 Management Information Systems

3 Credit Hours

This course will introduce the student to information systems, related technologies and the concepts, principles and processes in which information management is completed. Managing information systems will include knowledge of both business and technology and the relationship they share to improve an organizations' efficiency, productivity, communication, and allocation of financial resources. The emphasis of information management will include: Information concepts, Business strategy and integration of technology, Hardware/ Software, Telecommunication/Networking, Business/IT Security and Privacy. This course is applicable to any student expecting to enter the workforce in today's technological society.

Prerequisite: BSTC 1036 Computer Concepts & Appl with a grade of C or better

BUSI 1600 Introduction to Business

3 Credit Hours

This course includes a survey of the field of business organization and management and the scope, the nature, and the involvement of the problems of business.

BUSI 1603 Introduction to Finance

3 Credit Hours

This course provides an overview of major financial concepts in three major fields of finance; institutions, investments, financial management, and an integrated perspective on the interrelationships among them.

BUSI 1607 Business Ethics

3 Credit Hours

Business Ethics provides a practical approach to study moral and ethical issues which relate to problems in business. Although business ethics change daily, classic ethical principles remain constant. This class will study contemporary business topics with the reader in the decision maker's seat with thought-provoking cases and discussion questions.

BUSI 1608 Business Law I

3 Credit Hours

This course deals with legal aspects of business as expressed through contracts, agency, negotiable instruments, and sales.

BUSI 1647 Money & Banking**3 Credit Hours**

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by banking students to apply knowledge acquired on the job. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BUSI 1702 Supervisory Development**3 Credit Hours**

A practical approach to acquiring the skills needed by a supervisor. The course is designed to enhance the human relations skills in the managerial area.

BUSI 1800 Business Communications**3 Credit Hours**

This course is designed to present the principles and develop the techniques of writing business correspondence and other forms of business communications. The use of correct business vocabulary will be stressed as it applies to written business communications.

Prerequisite: Typing proficiency.

BUSI 1802 Payroll Procedures**1 to 4 Credit Hours**

This course is designed to acquaint the student with payroll procedures, including time records, methods of computing earnings, and the preparation of payroll records and federal reports.

BUSI 1803 Principles of Management**1 to 3 Credit Hours**

A course in management principles and functions that will allow students to learn and assess management skills that are needed in today's society and business. The management theory is studied in the grouping of the basic management functions: planning, organizing, leading and controlling. Additional elements including human relations, leadership, and ethics are also essential management skills.

BUSI 1804 Human Relations in Business**3 Credit Hours**

Human Relations in Business is a course that emphasizes the importance of human relations as it applies to work within an organization as well as to everyday life. This course will prepare the student to function within diverse groups of people. It focuses on problem solving, group dynamics, teamwork, communication, leadership styles, and business etiquette. The impact of technology on human relations will also be discussed.

BUSI 1805 Marketing**3 Credit Hours**

This course is designed to introduce the student to the nature and operation of the market structure. Topics covered will include marketing research, new product introduction, marketing institutions and pricing, and marketing legislation.

BUSI 1807 Customer Service**1 to 3 Credit Hours**

This course will focus on the needs and requirements of internal and external customers, the enhancement of customer relationships, the significance of market research with respect to customers, the design and redesign of customer service strategies, and differentiate between internal and external customers in a service and manufacturing organization.

BUSI 1824 Introduction to Investments**3 Credit Hours**

This class provides a comprehensive approach to investments. Concepts build on one another providing a strong overview of today's most pertinent investment opportunities and challenges. The class will include securities markets and the investment environment; return risk and modern portfolio concepts; stocks, bonds and valuation techniques; mutual funds and portfolio management.

CHEM 1802 Fundamentals of General Chem**5 Credit Hours**

This one semester course provides a study of inorganic and organic chemistry with less emphasis on problem solving than the College Chemistry sequence and more on the practical aspects of chemistry. This course is designed for those persons who need chemistry as a one-year terminal course, such as pre-agriculture, pre-baccalaureate nursing, home economics, nutrition, and similar majors. (3 hours lecture/week + 3 hours lab/week)

Prerequisite: MATH 1821 Basic Algebra with a grade of C or better (or higher level math course) OR having passed Module 5 in College Preparatory Mathematics OR appropriate math placement score.

CHEM 1804 Elementary Organic Chemistry**5 Credit Hours**

A brief course in organic chemistry with emphasis given to the practical aspects of organic chemistry. This course is designed for those persons who need organic chemistry as one-semester course, such as pre-agriculture, pre-baccalaureate nursing, nutrition, and similar majors.

Prerequisite: CHEM 1802 Fundamentals of General Chem

CHEM 1806 College Chemistry I**5 Credit Hours**

This course stresses the conceptual and mathematical approach to understanding general chemistry and prepares the student to follow a science oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared Chemistry, Physics, Engineering, Pre-Med, etc., majors.

Prerequisite: H.S. Algebra II OR having passed Module 12 in College Preparatory Mathematics OR permission of instructor.

CHEM 1808 College Chemistry II**5 Credit Hours**

This course is the second semester of the College Chemistry series. This course stresses the conceptual and mathematical approach to understanding general chemistry and prepares the student to follow a science oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared Chemistry, Physics, Engineering, Pre-Med, etc., majors. This course is a continuation of College Chemistry I.

Prerequisite: CHEM 1806 College Chemistry I with a grade of C or better

CHEM 1814 Organic Chemistry I**5 Credit Hours**

This course is the first half of a two-semester course in organic chemistry and provides students with the knowledge of the physical and chemical properties of carbon compounds with emphasis on the mechanisms of organic reactions, the nomenclature of the compounds and methods of organic synthesis. This course is designed for those students who need a good understanding of organic chemistry.

Prerequisite: CHEM 1808 College Chemistry II with a grade of C or better

CHEM 1816 Organic Chemistry II**5 Credit Hours**

This course is the second half of a two-semester course in organic chemistry and provides students with the knowledge of the physical and chemical properties of carbon compounds with emphasis on the

mechanisms of organic reactions, the nomenclature of the compounds and methods of organic synthesis. This course is designed for those students who need a good understanding of organic chemistry.

Prerequisite: CHEM 1814 Organic Chemistry I with a grade of C or better

CHLD 1500 Intro to Early Childhood Ed **3 Credit Hours**

An introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Topics include an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to age eight.

CHLD 1505 Preschool Child **3 Credit Hours**

To develop an understanding of the principles of development and growth of children from conception to eight years of age singularly and in group settings.

CHLD 1506 Child Care Practicum **3 Credit Hours**

On the job practical experience in a licensed child care center. This particular experience aids the student in knowing if this is the career to pursue.

CHLD 1507 Child Health-Safety & Nutrit. **3 Credit Hours**

A study of the basic health, nutrition, and safety management practices for all young children.

CHLD 1509 Child Care Practicum II **3 Credit Hours**

This course involves working directly with children and working with administrative aspects at a licensed child care center. The course includes classroom participation and evaluation, curriculum planning and teaching experiences.

Prerequisite: CHLD 1506 Child Care Practicum

CHLD 1512 Child Abuse and Neglect **3 Credit Hours**

This course is designed to educate the student regarding the subject of abuse and neglect of children. The course will discuss the various types and indicators of abuse and neglect as well as prevention issues. Kansas laws will be discussed, as will current community, state, and federal efforts to deal with this problem.

CHLD 1513 Child Play and Games **1 to 3 Credit Hours**

This course is designed to stress the importance of play learning attitudes and environments. Students learn the importance of movement in relation to what children learn, and that play environments should encourage children to explore, imagine, invent, and express feelings.

CHLD 1549 Early Childhood Program Admin **3 Credit Hours**

Designed to give students an insight into the day care center. Course covers needs assessment, staff enrichment, board of directors, financial responsibilities, directors' responsibilities, and development of facility, licensing, equipping, staffing, and publicizing a center.

CHLD 1550 Early Childhood Career Develop **1 Credit Hours**

This course provides an overview of the many career pathways available within the early childhood industry and identifies the training, education and skills required for these careers. It also addresses necessary employment skills and professional development options and requirements.

CHLD 1551 Infant & Toddler Edu & Care

3 Credit Hours

This course includes the study of infant and toddler development with emphasis on how to create and maintain developmentally appropriate environments for very young children. Demonstration of the subject matter is included.

CHLD 1553 Creative Experiences for Child

3 Credit Hours

This course is a study of constructing and maintaining an environment for young children that fosters aesthetic sensitivity and creativity. It focuses on the selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, and health and safety curriculum areas.

CHLD 1554 Creative Activities

3 Credit Hours

This course includes the development and creation of materials and activities for children ranging in age from birth to three years. The course will enhance the unique higher learning experiences of children in this age range. Students will present various developmental activities they have planned.

CHLD 1566 Interaction Tech w/ Children

3 Credit Hours

This course introduces the practical principles and techniques for observing and guiding young children. It provides students with a developmental approach to the acquisition of interaction techniques conducive to healthy social-emotional and self-concept growth in children from birth to eight years. Demonstration of the subject matter is included.

CHLD 1565 Preschool Language & Literacy

3 Credit Hours

This course is designed to teach students how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on speaking and listening, as well as reading and writing readiness. Upon completion of the course, students will be able to select, plan, implement, and evaluate appropriate early literacy experiences.

CHLD 1567 Early Intervention Birth-Five

3 Credit Hours

This course introduces the policies and evidence based practices that define and support families related to young children with developmental delays and disabilities. The challenges, complexities and rewards of living and working with young children with developmental delays and disabilities will be demonstrated. Evidence supports connection between early learning experiences and later school and work performance. This course will bring together recommended practices to help educators, other practitioners, families and administrators provide early intervention and quality learning experiences for children from birth to five years. Demonstration of the subject matter is included.

COMM 1200 Interpersonal Communication

3 Credit Hours

This course is designed to help students develop skills in communication and to acquire an understanding of verbal and non-verbal communications as a vital human relations factor in our society

COMM 1217 Nonverbal Communication

3 Credit Hours

This course is designed to help students become more aware of nonverbal communication as a vital factor in human communication by studying the research, practice, and principles underlying nonverbal behaviors. Topics include kinesics, proxemics, paralinguistics, haptics, and olfactics.

Prerequisite: COMM 1200 Interpersonal Communication with a grade of D or better or COMM 1230 Public Speaking with a grade of D or better

COMM 1220 Organizational Communication

3 Credit Hours

This course is designed to teach and analyze the functions of organizational communication necessary to obtain and become successful in an organizational setting. This includes maintaining effective employer/employee relationships, providing effective supervisory skills, using persuasion in the marketplace and business world, and understanding the non-verbal communication factors inherent within an organization

COMM 1230 Public Speaking

3 Credit Hours

This course includes a study of the theoretical principles underlying effective communicative behavior, and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers

COMM 1234 Persuasion

3 Credit Hours

Practical use and performance of persuasion in public speaking, as well as a careful analysis of persuasion and its related theories in the fields of politics, marketing, and public policy.

Prerequisite: COMM 1230 Public Speaking with a grade of D or better

CORR 1001 Introduction to Corrections

3 Credit Hours

This is an introductory study of the field of corrections. It covers the correctional process of probation, institutions, and parole. It also covers a survey of correction careers and correction theories.

CORR 1004 Case Management in Corrections

3 Credit Hours

In this course students will examine the offender case management process from sentencing to reintegration in the community. Emphasis will be placed on the examination of correctional case management strategies and intervention techniques.

CORR 1005 Psychology of Criminal Conduct

3 Credit Hours

This course covers the basics of criminal psychology, with instruction on the definition and variability of criminal conduct, various theories, general personality and social psychology approach, developmental aspects, prediction of behavior and classification of offenders, prevention and rehabilitation, punishment and alternatives, exceptional offenders, and applications.

Prerequisite: PSYC 1000 General Psychology with a grade of C or better

CORR 1006 Corr Supervision & Off Mgmt

3 Credit Hours

Provides students with current information on management and supervision in the correctional facility, focusing on recruiting, training, directing and motivating people. Students will have an understanding of various disorders affecting criminal personality which is critical to effective management of offenders.

Prerequisite: PSYC 1000 General Psychology with a grade of D or better

CORR 1008 Special Populations Correction

3 Credit Hours

This course focuses on unique needs and issues of specialized inmate populations. The class also addresses management strategies and programming necessary to humanely incarcerate these groups and to prepare them for successful reintegration into free society. Focus populations will include the medically and mentally ill, the mentally challenged, women, juveniles convicted as adults, the elderly, high risk inmates, and those with unique or non-mainstream religious needs.

CORR 1011 Cultural & Relig Div in Corr

3 Credit Hours

This course provides information and guidelines for dealing with inmates from various cultural and religious backgrounds. Coursework will start with the history of religion in prison and reveal why it is important for correctional personnel to understand the religious inmate and his/her practices.

CORR 1013 Legal Issues in Corrections

3 Credit Hours

This course will provide students with current and practical information on how to avoid lawsuits in the correctional setting. Students will gain knowledge about federal and state legal liabilities and some of the complex areas of the law affecting correctional institutions.

CORR 1024 Corrections Report Writing

3 Credit Hours

This course is designed to include the basic concepts of written communications adapted to the specific tasks encountered in the corrections profession. There will be heavy concentration in dealing with conflict and cooperation, proper grammar and writing informative and proper corrections reports. The actual class time will be spent in group discussions, structured exercises to build vocabulary, written communication, oral communication and narrative report writing for the corrections field.

CRIM 1612 Criminal Investigation

3 Credit Hours

Explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

CRIM 1661 Criminal Procedures

3 Credit Hours

Introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

DIET 1630 Sanitation & Mgmt of Food Syst

3 Credit Hours

This course is a study of sanitation and safety and management of food services and includes receiving, storage, food protection, personnel standards, chemicals, HACCP, crisis management, quality control, customer/client preferences, meal service, food quality, standardized recipes, forecasting, equipment, cooking procedures, work simplification, menus, purchasing, cost control, budget control, quality improvement, specifications, marketing, policies and procedures, and state and federal regulations.

DIET 1631 Nutrition Therapy

2 Credit Hours

This course is a study of basic nutrition and medical nutrition therapy and includes digestion, food preferences, nutrition screening, nutrition assessment, physicians' orders, menus, supplemental feedings, modified diets, continuous quality improvement, medical records, nutrient intake calculation, and state and federal regulations.

DIET 1632 Human Resource Management

3 Credit Hours

The study of human resource management including scheduling, staffing, corrective action, performance appraisal, policies and procedures, ethics, training, problem solving, ethnic diversity, communication and professional development.

DIET 1633 Fld Exp Sani & Mgt of Food Sys

3 Credit Hours

This course offers field experience in the study and application of sanitation principles, food protection, HACCP guidelines, safety inspections of food preparation equipment and use by employees to meet regulatory guidelines. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

Prerequisite: concurrent enrollment in DIET 1630 Sanitation & Mgmt of Food Syst

DIET 1634 Field Experience in Nutrition

3 Credit Hours

This course offers field experience in the study and application of nutrition therapy through modified diets, nutrition screening, and nutrition assessments. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

Prerequisite: concurrent enrollment in DIET 1631 Nutrition Therapy

DIET 1635 Fld Exp in Human Resources Mgt

2 Credit Hours

This course offers field experience in the study and application of personnel management, policies, evaluation and communication within a foodservice department. The course is to be completed in the student's participating facility and part of which is completed under the supervision of a registered dietitian preceptor.

Prerequisite: concurrent enrollment in DIET 1632 Human Resource Management

ECON 1610 Principles of Macroeconomics

3 Credit Hours

An introduction to the basic history, principles, and problems of modern economics; determinants of national income, employment, resource allocation, and price level; the monetary and banking system; and economic instability.

ECON 1612 Principles of Microeconomics

3 Credit Hours

An introduction to the market mechanism, price and distribution theory, public policy, international growth, and contemporary economic issues.

ECON 1615 Personal Finance

3 Credit Hours

This course is primarily concerned with the management of money from the viewpoint of the individual. Topics to be covered include the consumer's credit buying, borrowing, saving and investing, the purchase of insurance, real estate and other major items, and the problems of taxation and wills.

EDUC 1128 Foundations of Modern Educ

3 Credit Hours

The course is designed to provide the student with the groundwork for entering the teaching profession. The course will address itself to the real issues in education and place the emphasis on where the action is and where it appears likely to be in education. Supervised laboratory experiences are an integral part of the course.

EMHS 1100 Introduction to Terrorism

1 to 3 Credit Hours

This course serves as a basic introduction to terrorism. Historical background, definitions, tactics, ideologies, and terrorism's impact on twenty-first century civilization around the world will be explored.

Both current and historical events are analyzed within course context to provide experiential learning and development of critical thinking skills.

EMHS 1900 Emergency Planning

1 to 3 Credit Hours

This course is designed for persons who are involved in developing an effective emergency planning system. The course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. The focus is on an effective all-hazard emergency planning operations planning process to save lives and protect property threatened by disaster.

EMHS 1905 Dev & Managing Volunteer Res

1 to 3 Credit Hours

This course offers training in identifying volunteer resources and recruiting, assigning, training, supervising, evaluating, and motivating volunteers. The course also addresses coordinating with voluntary agencies, Voluntary Organizations Active in Disaster (VOAD), community-based organizations such as church groups, food banks, professional groups, as well as business and industry. Special issues such as spontaneous volunteers, stress management and legal issues of volunteers are also addressed. "This course does not address volunteer firefighters because of the vast technical scope of the topic."

EMHS 1907 Haz Mat Response Operations

3 Credit Hours

This course provides students with the skills needed to manage or respond to a hazardous materials incident at the awareness or operations level. Topics include Hazardous Materials Laws, Regulations and Standards, Recognitions and Identification, Information Resources, Protection, Protective Actions, Product Control and Air Monitoring, Terrorism Awareness, HAZMAT and Law Enforcement issues. The course follows National Fire Prevention Agency (NFPA) 472 guidelines.

EMHS 1908 Mitigation for Emergency Mgmt

3 Credit Hours

This course is designed to introduce students to the fundamentals of mitigation as a means to reduce hazard risks to our communities and citizens.

EMHS 1909 Basic Skills Emergency Manager

3 Credit Hours

This course is designed to improve the first responders and emergency managers skills in the areas of leadership and influence, decision-making and problem solving, and communication.

EMHS 1910 Emergency Management Seminar

3 Credit Hours

This course is designed to explore the issues and strategies of emergency management in the following key areas: Legal Issues, Policy & Politics, Organizational Management, Historical and Current Situations, and Economics of Emergency Management.

EMHS 1952 Basic Incident Command System

1 to 3 Credit Hours

This course is designed to train students in the basic levels of the Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and the National Incident Management System (NIMS). Students will manage resources and personnel for incidents ranging from ceremonies to natural disasters. The course instruction will follow and meet the guidelines established by the (FEMA) courses IS100, IS200, and IS700.

EMHS 1962 Disaster Site Worker

3 Credit Hours

This course will train students in accordance with OSHA regulations pertaining to construction standards and Safety for Disaster Site Workers that are set forth in the Code of Federal Regulations (CFR) 29, part 1926. This course will also introduce students to the operational skills and procedures required to

provide support services, (e.g. utility, demolition, debris removal, or heavy equipment operation) or site clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and to be able to determine appropriate protective measures for ensuring disaster site worker safety.

EMHS 1963 Intro to Emergency Management

3 Credit Hours

This course provides emergency preparedness personnel with an overview of the skills needed at the community and state levels for emergency operations involving all hazards. This class is appropriate for business and industry, firefighters, Emergency Managers, EMS, police and other interested parties.

ENGL 1199 Principles Grammar Form & Style

3 Credit Hours

Principles of Grammar, Form, and Style, ENGL 1199, includes a study of the parts of speech, phrases, clauses, sentence structure, and paragraph form. In this course, students should acquire and apply the basic skills, techniques, and attitudes necessary to compose college-level writing. This course is especially helpful for students who will be required to complete more advanced tasks in written communication at the business, professional, or college level - most immediately, in English Composition I or II.

ENGL 1200 Business English

1 to 3 Credit Hours

This course stresses correct word usage, grammatical structure, punctuation and mechanics, and gives the students practice in writing various types of business communications. The course is recommended for business and career technical education students who need more experience in business English prior to their work experience.

Prerequisite: ENGL 1190 Basic English with a grade of C or better or ASSET Writing Skills score of at least 30 or ACT English score of at least 11 or SAT Verbal score of at least 270 or Accuplacer Writing Skills score of at least 40 or Work Ready Skills score of at least 4

ENGL 1204 English Composition I

3 Credit Hours

An approach to purposeful writing stressing self-expression through written communication by logical presentation of ideas with emphasis on content, organization, and mechanics.

Prerequisite: (ENGL 1194 Intermediate English with a grade of C or better or ASSET Writing Skills score of at least 40 or ACT English score of at least 17 or SAT Verbal score of at least 360 or Accuplacer Writing Skills score of at least 69 or Compass Writing Skills score of at least 55) AND (READ 1109 Intermediate Reading with a grade of C or better or ASSET Reading Skills score of at least 40 or ACT Reading score of at least 18 or Accuplacer Reading Skills score of at least 69 or Compass Reading Skills score of at least 75) or ENGL 1122 English Speakers Other LangIII with a grade of C or better

ENGL 1205 Technical and Report Writing

3 Credit Hours

The course involves the study of various composition techniques vital to a technical or professional writer. Structure, terminology, and types of reports are studied in depth.

ENGL 1206 English Composition II

3 Credit Hours

This course builds on the skills mastered in the pre-requisite course and is a study of advanced problems in composition, emphasizing rhetorical and logical tools in argument development. A series of essays on controversial issues or problems, which lead to a final documented research essay, will train students both to interpret evidence well and to argue persuasively. The course will increase the student's ability to analyze and evaluate arguments and to express ideas clearly, concisely, logically and persuasively.

Prerequisite: ENGL 1204 English Composition I with a grade of C or better

ENGL 1236 Technical Communications**1 to 3 Credit Hours**

This course is designed primarily for the student who needs training and practice in writing skills pertaining to his/her own field. It will involve familiarity with the journals, with research techniques, report and letter writing and basic mechanical skills.

Prerequisite: ENGL 1200 Business English with a grade of C or better or ENGL 1194 Intermediate English with a grade of C or better or ENGL 1199 Principles Grammar Form & Style with a grade of C or better or ENGL 1204 English Composition I with a grade of C or better or ASSET Writing Skills score of at least 40 or ACT English score of at least 17 or Accuplacer Writing Skills score of at least 69 or Compass Writing Skills score of at least 65

GEOG 1819 World & Regional Geography**3 Credit Hours**

This course is designed as an introductory geographic survey arranged around the eight major regions: Anglo-American, Latin American, Europe, the former Soviet Union, The Middle East, The Pacific World, and Africa. Emphasis is placed on an analysis of the natural environment, cultural environment, population status, economic development, and potentials.

GRPH 1048 Multimedia Presentations**1 to 3 Credit Hours**

This course is designed to let the student experience multimedia technology. The student's ability to communicate information is directly related to their success as a professional. Multimedia can help them increase the effectiveness of presentations by incorporating text, graphics, sound, animation and video.

GRPH 1049 Web Site Construction**3 Credit Hours**

This course offers students the chance to explore current software and hardware used to construct web pages on the Internet. There will be a pronounced emphasis on information layout, forms, and JavaScripting. Students will be exposed to one or more popular web page layout applications, the use of which will save time and countless keystrokes in the coding process. The scripting component of this course will focus heavily on programming concepts rather than techniques, preparing the student for much heavier programming. Other Web related topics covered include: animation, frames, forms, CGIs, external media, plugins, and current technological trends in web page mastery.

GRPH 1054 Digital Image Editing**3 Credit Hours**

This course is for the individuals interested in exploration into the use of computer graphics as applied to the advertising and business communications industries. Concentration will be on the creation of digital images for use in printed publications, corporate identity and web pages for the Internet.

HIST 1400 American History to 1877**3 Credit Hours**

The history of America will be examined from the early arrival of the colonists through the American Civil War and its reconstruction period. Political, social, economic, cultural, and religious forces that have shaped American History will be studied. The course provides a foundation for understanding the basics of American History.

HIST 1402 American History 1877-Present**1 to 3 Credit Hours**

American History 1877-Present is a study of social, economic, and political developments in American society from the end of the Civil War reconstruction (1877) to the present.

HIST 1406 History of Kansas**1 to 3 Credit Hours**

A survey of the exploration, settlement, and development of Kansas with special emphasis upon early history.

HIST 1408 Western Civilization to 1500

3 Credit Hours

It is the intent of the course to introduce students to the broad sweep of Western civilization. The course is focus on examining Western heritage from the historical perspective. The class will examine social history as a core element, but extensive attention is given to economic, political, cultural, and intellectual developments.

HIST 1409 Hist & Phil Western cul to1500

3 Credit Hours

This course focuses upon reading and discussing a select group of important writings and ideas that left an imprint on the intellectual and cultural development of the Western world. History and Philosophy of Western Culture to 1500 includes readings from the ancient, medieval, and early modern periods.

HIST 1410 Western Civilization 1500-Pres

3 Credit Hours

This course is a continuation of HIST 1408 Western Civilization to 1500. HIST 1410 will cover Western Civilization from 1500 to the present. It is the intent of the course to introduce students to the broad sweep of Western civilization. The course is focused on examining Western heritage from the historical perspective. The class will examine social history as a core element, but extensive attention is given to economic, political, cultural, and intellectual developments.

HIST 1411 Hist&Phil West Cul 1500 - Pres

3 Credit Hours

This course focuses upon reading and discussing a select group of important writings and ideas that left an imprint on the intellectual and cultural development of the Western world. History and Philosophy of Western Culture 1500- Present includes readings from the modern periods.

HIST 1416 American Military History

3 Credit Hours

This course is designed to present a balanced history of the Army from its beginnings through the post-Vietnam era, with appropriate attention to peacetime as well as wartime achievements.

HIST 1425 Women & The American Experience

3 Credit Hours

This course is an introduction to the history of women in America. The primary focus is that of the experience of American women in the areas of family life, economic life, and public life. Special attention will be given to the diversity of class, race, and region. Topics are covered which give women's history its distinctive character.

HIST 1463 Military Hist/Second World War

3 Credit Hours

This course presents the military history of World War II. As background for the war, this course will first examine the political, diplomatic, economic, and military events from 1919 to 1941 that led to war in both the Pacific and European Theaters. The course will then concentrate on the military, naval, and air campaigns and battles from 1941 to 1945. This portion of the course will cover the major campaigns and battles in all the major theaters of the war. The campaign/battle studies will not consist merely of an examination of the events of each campaign/battle. The studies will also examine the political, diplomatic, economic, and strategic context in which they occurred. Thus, the campaign/battle studies will address the events that precipitated each campaign/battle; the strategy, tactics, and leadership of the belligerents; and the result of the battle on the outcome of the war.

HLTH 1248 Personal & Community Health

3 Credit Hours

The purpose of this course is to provide a personal appreciation, understanding, and awareness for good health and well-being by analyzing the causes and effects of major health problems in our society today

HOME 1501 Basic Nutrition

1 to 3 Credit Hours

Fundamentals of nutrition, including food nutrients, their sources, and utilization through body processes will be studied. Also diets for special needs and food fads.

HZMT 1905 Environmental Sampling & Monit

3 Credit Hours

This course introduces students to the basic concepts and technologies employed to properly sample and monitor various environmental media in a variety of settings. Course emphasis is given to both regulatory compliance and response operations. Topics include air, water, and soil sampling plans, equipment selection, sampling techniques, sample integrity, monitoring techniques, chain of custody, quality, and data interpretation

HZMT 1907 Resource Conserv & Recovery Act

3 Credit Hours

This course provides an introduction to the Resource Conservation and Recovery Act (RCRA) with an emphasis on federal rulemaking, regulatory framework, and hazardous waste management. Topics include the Federal Register, Code of Federal Regulations, hazardous waste characterization, generator classifications, transporter responsibilities, treatment and disposal facilities, universal waste, standard and innovative remediation technologies, and contingency planning. Students will also explore and discuss related laws impacting hazardous waste management such as the Comprehensive Environmental Response and Liability Act (CERCLA) and the Emergency Planning and Community Right to know Act (EPCRA).

HZMT 1909 Clean Air & Water Quality Regs

3 Credit Hours

This course provides a study of the laws and regulations associated with the protection of air and water. Topics and activities include the Clean Air Act Amendments (CAAA), Clean Water Act (CWA), air pollution control technologies, National Pollutant Discharge Elimination System (NPDES), and interpreting standards promulgated in the Code of Federal Regulations.

HZMT 1912 Industrial Hygiene/Toxicology

1 to 3 Credit Hours

A review of the research done in determining the systematic health effects of exposures to chemicals. Determination of risk factors, routes of entry, control measures, and acute and chronic effects are discussed.

HZMT 1917 Dept. of Transportation Regs

1 to 3 Credit Hours

This course provides a detailed study of the U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, prepare shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of hazardous materials.

HZMT 1934 ISO 14000 Environmental Mgmt

3 Credit Hours

This course will concentrate on general environmental management systems and tools, which comprise the scope of ISO 14000, the voluntary international standard for environmental management systems. Students will explore specific requirements for environmental management systems, to enable an organization to formulate policies and objectives, which minimize the impact of its operation on the environment. Examples of environmental management systems that will be reviewed include policies, organizational systems, management, planning, operational procedures, effect and regulatory

identification procedures, objectives, targets, vendor controls, auditing, record keeping and many others. Students will be given practical exercises requiring application and critical thinking to add structure and perspective to their learning process.

HZMT 1940 Introduction Ergonomics

3 Credit Hours

This course provides the student the fundamental knowledge about human structure, behavior, and common work practices. Knowledge gained in class will enable the student to evaluate work systems and recommend changes that will reduce work related musculoskeletal disorders (MSD) and other workplace ergonomics related injuries.

HZMT 1950 Characteristics of Haz Mat

3 Credit Hours

This course focuses on the basic concepts needed by first responders, emergency operations personnel, industry, and law enforcement to evaluate the potential hazards and behaviors of materials considered hazardous. It examines the reasons for the chemical behavior of hazardous materials and is designed to improve decision-making in safety operations, handling, entrance protection, mitigation, and decontamination procedures. Units of the course include the Periodic Table, chemical and physical aspects of chemical compounds and how these properties affect emergency incidents, salts, non-salts, the hydrocarbon family, hydrocarbon derivatives, and physical process of combustion.

HZMT 1977 IATA Dangerous Goods Regs

3 Credit Hours

This course provides a detailed review and familiarization of how to prepare dangerous goods for commercial airlift in accordance with the IATA Dangerous Goods Regulation. Topics include identifying the dangerous goods that can be transported on a commercial aircraft, identify the different restrictions and variations for air carriers and host nations, preparing shipping documents, selecting appropriate containment devices and recognizing their immediate limitations, and selecting the correct markings and labels that are used to communicate the hazard(s) of the items.

HZMT 1978 GIS for Emergency Operations

3 Credit Hours

This course serves as an introduction to Geographic Information Systems and their application in Emergency Operations. The basic concepts of geography, cartography and Global Positioning Systems will be covered, along with the basic components and capabilities of a geographic information system. Students will learn about the fundamental types of GIS analysis and applications, focusing on those used in Emergency Operations.

HZMT 1979 Continuity Operations Planning

3 Credit Hours

This course provides a brief overview of continuity of operations planning, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and the essential elements of a viable continuity program. The course covers program requirements, elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

LANG 1900 Elementary German I

3 or 5 Credit Hours

An introductory course in general education designed to develop the skills needed to communicate in German at a basic level in everyday situations. Throughout the course, emphasis will be placed on discussion skills, such as speaking, listening, and using cultural background information. Reading and writing skills, as well as a thorough study of basic grammatical structures are also seen as essential to achieve the main objective of communication. Lab work, taped conversations, videos, and exercises

accompanying the text reinforce classroom work. Supplementary materials to expand vocabulary and understanding of the German language cultures will be introduced at appropriate times.

LANG 1902 Elementary German II

5 Credit Hours

This is the second semester of German and is a continuation of Elementary German I. This course is designed to develop the skills needed to communicate in German at the basic level in everyday situations. Throughout the course, emphasis will be placed on discussion skills, such as speaking, listening and using cultural background information. Reading and writing skills, as well as a thorough study of basic grammatical structures, are also seen as essential to achieve the main objective of communication. Lab work, taped conversations and exercises accompanying the text reinforce classroom work. Supplementary materials to expand vocabulary and understanding of the German language cultures will be introduced at appropriate times.

Prerequisite: LANG 1900 Elementary German I or 1 year of high school German or equivalent.

LANG 1908 Elementary Spanish I

5 Credit Hours

An introductory course in Spanish in which four language skills are emphasized; initially listening and speaking, followed by reading and writing. Correct grammar, vocabulary, and pronunciation are stressed and mastered through exposure and practice in the language lab. Introduction to Hispanic culture and civilization through history, arts, literature, and cultural settings is included.

LANG 1914 Elementary French I

5 Credit Hours

An introductory course in French in which the four language skills are emphasized initially listening and speaking, followed by reading and writing. Correct grammar, vocabulary, and pronunciation are stressed and mastered through exposure and practice in the language lab. Introduction to French culture and civilization through history, arts, literature, and cultural settings is included.

LANG 1933 Spanish for the Workplace

1 to 3 Credit Hours

This course provides a study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with both colleagues and customers. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical in the workplace.

LEAD 1000 Intro to Leadership Concepts

3 Credit Hours

This course studies leadership styles, skills, roles, and functions of leaders of organizations. Students will gain a broad understanding of the history and origins of leadership, theoretical approaches to leadership, and ethical issues facing contemporary leaders. Students will also develop a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This program integrates readings from the humanities, classic works of literature, contemporary multicultural writings, and experiential learning exercises with readings and discussions of traditional leadership theories.

LIFE 1402 Principles of Biology

0 to 5 Credit Hours

The course introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organism and population levels with inquiry into the nature of scientific investigation. This course is designed to provide students with a biological frame of reference in a liberal education as well as for students selecting additional courses in the department of biology.

LIFE 1407 Anatomy & Physiology I

0 or 4 Credit Hours

The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems. This course is the first in a series of two.

LIFE 1408 Anatomy & Physiology

0 to 5 Credit Hours

The aim of this course is to provide the student with a knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems.

LIFE 1409 Anatomy & Physiology II

0 or 4 Credit Hours

The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems. This course is the first in a series of two.

Prerequisite: LIFE 1407 Anatomy & Physiology I with a grade of C or better

LIFE 1411 Anat/Physiol-PreHospit Provide

4 Credit Hours

This course will provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. All concepts in this course will then also be related to the sick and injured patients commonly seen in the pre-hospital emergency environment.

Prerequisite: Consent of Instructor

LIFE 1412 Principles of Microbiology

0 or 5 Credit Hours

Microbiology is the study of microorganisms and their role in the world around us. This course includes a study of bacteria in relation to their physiology, morphology, taxonomy, life cycles, and economic influences. The students will acquire skills in performing lab techniques involved in the culturing and studying of microorganisms. The course is designed to meet the requirements of those interested in biology and allied health programs.

LIFE 1413 Environmental Science

3 Credit Hours

A study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues as global warming, acid rain, extinction of species, and energy waste by examining current scientific and political thought.

LIFE 1414 Environmental Science Lab

2 Credit Hours

This course covers lab procedures that are commonly used to determine the quality of our environment. Students will perform quantitative and qualitative experiments on air, water, food, and soil to determine environmental quality.

Prerequisite: LIFE 1413 Environmental Science or concurrent enrollment in LIFE 1413 Environmental Science

LIFE 1422 Pathophysiology

4 Credit Hours

This course is an introduction to the basic concepts of pathophysiology. Students will examine the phenomena that produce alterations in human physiologic function and the resulting human response.

Upon completion of the course, students will understand pathophysiological changes, including how pathological processes are manifested, progress in the body, and the primary and secondary effects of these changes.

LITR 1212 The Short Story

3 Credit Hours

A careful examination of numerous short stories, for interest and artistic excellence. The purposes of this course are to increase the student's pleasure and sensitivity in short literature, to waken interest in materials and forms of fictions, and to increase understanding of the problems of life.

LITR 1215 World Literature

3 Credit Hours

This course is a study of literature from several countries and regions, by diverse authors, and of a variety of literary types. The literature will be used as a vehicle to examine universal themes basic to the human condition, to investigate the breadth of human diversity, and to increase awareness of human values, attitudes, and behavior throughout the world.

MATH 1806 Technical Mathematics

1 to 3 Credit Hours

This course covers the mathematics needed by students enrolled in technical or trade programs. The emphasis will be on application in solving problems encountered in vocational fields; the student will be exposed to a broad coverage of arithmetic, algebra, geometry and basic statistics. The metric system and measurement techniques will also be covered.

Prerequisite: MATH 1809 Basic Applied Mathematics with a grade of C or better OR having passed Module 4 in College Preparatory Mathematics OR an appropriate placement score.

MATH 1809 Basic Applied Mathematics

3 Credit Hours

This course is for the college student whose grasp of basic arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of integers, decimals and fractions as well as ratio and percent will be emphasized. Many of the problems in the course notes will be applied to real world topics.

MATH 1819 Business Mathematics

3 Credit Hours

This course deals with fundamental mathematical concepts useful for business decision making. Students will learn the mathematics involved in discounts, markups and markdowns, banking, simple and compound interest, annuities, payroll, inventory and depreciation.

Prerequisite: MATH 1809 Basic Applied Mathematics with a grade of C or better OR having passed Module 4 in College Preparatory Mathematics OR an appropriate placement score.

MATH 1821 Basic Algebra

3 Credit Hours

Topics cover fundamental algebraic operations, factoring, algebraic fractions, linear and quadratic equations, exponents and radicals.

Prerequisite: MATH 1809 Basic Applied Mathematics with a grade of C or better or MATH 1811 Preparatory Mathematics with a grade of C or better or ASSET Numerical Skills score of at least 40 or ACT Math score of at least 17 or SAT Mathematics score of at least 400 or Accuplacer Arithmetic Skills score of at least 70 or Compass Numerical/PreAlgebra score of at least 22

MATH 1824 Intermediate Algebra

3 Credit Hours

Topics include properties of real numbers, linear and quadratic equations, equations of lines, operations on polynomials and factoring, operations on rational expressions, functions, graphs of linear and

quadratic functions, complex numbers, integer and rational exponents, radicals, systems of linear equations, and linear and quadratic inequalities.

Prerequisite: MATH 1821 Basic Algebra with a grade of C or better or ASSET Elementary Algebra score of at least 39 or ACT Math score of at least 21 or SAT Mathematics score of at least 460 or Accuplacer College Level Math score of at least 1 or Compass Algebra score of at least 41

MATH 1828 College Algebra

3 Credit Hours

A study of polynomial, rational, exponential, and logarithmic functions and their graphs; complex numbers, systems of equations and inequalities, and an introduction to matrices and determinants. Additional topics may include conic sections, partial fractions, sequence and series, discrete mathematics, probability, and the binomial theorem.

Prerequisite: MATH 1824 Intermediate Algebra with a grade of C or better OR having passed Module 12 in College Preparatory Mathematics OR appropriate placement score.

MATH 1830 Trigonometry

3 Credit Hours

A study of the trigonometric functions, identities, complex numbers, and solutions of triangles.

Prerequisite: MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

MATH 1831 Business Calculus

3 Credit Hours

A condensed study of differential and integral calculus with an emphasis on applications in the areas of business and economics.

Prerequisite: MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

MATH 1832 Analytic Geometry-Calculus I

5 Credit Hours

A study of limits, differentiation, definite and indefinite integration of polynomial, trigonometric, exponential, logarithmic and inverse trigonometric functions.

Prerequisite: MATH 1830 Trigonometry with a grade of C or better (or high school equivalent AND ASSET College Algebra score of at least 38 or ACT Math score of at least 26 or SAT Mathematics score of at least 540 or Accuplacer College Level Math score of at least 86)

MATH 1834 Analytic Geometry-Calculus II

5 Credit Hours

A continuation of Analytic Geometry and Calculus I covering volume, work, advanced methods of integration, indeterminate forms, improper integrals, and series.

Prerequisite: MATH 1832 Analytic Geometry-Calculus I with a grade of C or better

MATH 1840 Intro to Contemporary Math

3 Credit Hours

This course explores uses of mathematics in the contemporary world. Topics include: management science, statistics, coding of information, social choice and decision making, geometry of growth and symmetry.

Prerequisite: MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

MATH 1853 Math for the PreHospital Provd

3 Credit Hours

This course will provide the student with a working knowledge of all math formulas and equations relative to patient care in the pre-hospital emergency environment. Students will participate in

mathematics and fractions review, learn systems of measurement, and drug dosage calculations in for the non-emergent and emergent environments.

Prerequisite: Enrollment by consent of instructor.

MDAS 1655 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. Focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

Prerequisite: MDAS 1672 Medical Terminology with a grade of C or better

MDAS 1672 Medical Terminology

3 Credit Hours

Medical Terminology includes medical terms commonly encountered in the day-to-day activities of medically oriented students. Each lesson consists of prefixes, root words and/or suffixes, exercises, pronunciation of terms, practical applications, and review sheets.

MDAS 1673 Medical Coding I

3 Credit Hours

Medical Coding I is designed to provide students the basic guidelines and rules to use with this nomenclature and classification system.

Prerequisite: MDAS 1672 Medical Terminology with a grade of D or better

MDAS 1674 Medical Coding II

3 Credit Hours

Medical Coding II is designed to provide students more advanced guidelines and rules to use this nomenclature classification system. Students will continue to learn coding in further detail beyond Medical Coding I.

Prerequisite: MDAS 1673 Medical Coding I

MDAS 1675 Medical Coding III

4 Credit Hours

Medical Coding III course is designed to provide students with a basic understanding of the CPT (Common Procedural Terminology) and HCPCS (Health Care Procedure Coding System).

Prerequisite: MDAS 1673 Medical Coding I with a grade of D or better AND MDAS 1672 Medical Terminology with a grade of D or better

MDAS 1677 Healthcare Doc & Transcrip II

3 Credit Hours

A course planned to provide intermediate training for students enrolled in machine transcription of medical terminology that a beginning transcriptionist is likely to encounter in case histories, correspondence, x-ray or pathological reports, and some of the medical specialties currently recognized by the American Medical Association.

Prerequisite: MDAS 1672 Medical Terminology with a grade of C or better

MDAS 1680 Basic Pharmacology

3 Credit Hours

This course is designed to teach the physiological effects and clinical use of medications that may be administered in the prevention/management of health care conditions. This includes a general knowledge of use, action, dosage, side effects, contraindications of medications and patient education suggestions. Safe and legal practices are stressed throughout the course.

MLTC 1500 MLT Urinalysis & Body Fluids

0 to 3 Credit Hours

This course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing a routine urinalysis and body fluid analysis. Other body fluids included in this course are feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and correlation of this knowledge to disease states will be included and discussed. Hands on laboratory time is required.

Prerequisite: Enrollment by consent of instructor

MLTC 1503 Principles of Phlebotomy

0 to 3 Credit Hours

This class is an overview of the principles and practice of phlebotomy. The course will emphasize safety, specimen collection, and specimen processing. Students will learn the basic skills required to collect a blood specimen.

MLTC 1504 MLT Clinical Chemistry

0 to 6 Credit Hours

This course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthy periods. Basic interpretations of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes, blood gases, and therapeutic drug monitoring will be discussed. The student will perform routine clinical tests on biological fluids, maintain quality assurance records, and perform preventative maintenance on instrumentation. Hands on laboratory time is required.

Prerequisite: CHEM 1802 Fundamentals of General Chem or equivalent.

MLTC 1505 MLT Pathogenic Microbiology

0 to 6 Credit Hours

This course will survey microbiology as it is applicable to a clinical laboratory. Procedures for routine specimen collection will be discussed and practiced. Normal flora and pathogenic bacteria will be identified by morphology, staining characteristics, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses and chlamydia will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified and procedures utilized for proper identification will be discussed. Hands on laboratory time is required.

Prerequisite: LIFE 1412 Principles of Microbiology or equivalent.

MLTC 1511 MLT:Sem in Laboratory Medicine

1 Credit Hours

A study of selected laboratory analysis and topics.

Prerequisite: Enrollment by consent of instructor.

MUSI 1002 Introduction to Music

3 Credit Hours

This course is designed for the non-music major. A background in music is not necessary for enrollment. Emphasis is placed on the development of competence in listening to music through the study of the sources, mediums, elements of music, musical forms, composers, and periods of music.

NTWK 1030 Linux I

3 Credit Hours

Linux I prepares students to administer a Linux network operating system. Students learn to install, configure, manage, monitor and troubleshoot a Linux server. Part one of a two course sequence which prepares students for Linux+ certification.

NTWK 1032 Introduction to Networking

3 Credit Hours

Introduction to Networking will introduce students to the underlying concepts of telecommunications and networking. It provides a general overview of computer networks and will focus on the terminology and technologies in current networking environments. Students in business and computer fields will learn a basic understanding of networking setup and how to access data across the network.

NTWK 1034 Networking I

3 Credit Hours

This course is designed to expand the student's view of networking and prepare students to pass a vendor neutral networking certification exam. This course covers a wide range of material about networking, from local area networks to wide area networks, protocols, topologies, transmission media, and security. It discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. This course is the first course in a two course sequence which prepares the student for Network+ certification.

Prerequisite: NTWK 1032 Introduction to Networking with a grade of C or better or consent of instructor.

NTWK 1046 Local Area Network Workstation

3 Credit Hours

This course prepares students to operate and manage Local Area Network (LAN) workstations and prepares to pass the current industry certification. Students learn to install, configure, deploy, monitor and maintain a LAN workstation. Migration from previous versions and new features are highlighted.

NTWK 1072 Information Security

3 Credit Hours

This course examines principles of information security. Emphasis is placed on the confidentiality, integrity and availability of information in a technological setting. Security awareness, analysis, design, implementation and maintenance are explored. Students, who complete this class with a C or better, earn the NSTISSI (National Training Standard for Information Systems Security) 4011 certification in Information Systems Security. (pending certification approval)

OFTC 1600 Beginning Keyboarding

1 to 3 Credit Hours

Designed primarily for students desiring a personal use, keyboarding skill, or as the first course in a sequence leading to a vocational program. Emphasis is on touch techniques utilizing a variety of exercises, drills, and scheduled use of a keyboard lab to develop a firm foundation and reasonable speed on keyboarding.

OFTC 1601 Keyboarding I

2 to 3 Credit Hours

Designed primarily for students desiring a personal use, keyboarding skill, or as the first course in a sequence leading to a vocational program. Emphasis is on touch keyboarding techniques utilizing a variety of exercises, drills, and scheduled use of the keyboarding lab to develop a firm foundation and reasonable speed on keyboarding.

OFTC 1603 Keyboarding II

2 to 3 Credit Hours

Keyboarding II is designed and offered to those who have previous knowledge of keyboarding but who need to improve keyboarding skills, increase keyboarding speed, and practice on straight copy skill. Prerequisite: OFTC 1601 Keyboarding I or basic keyboarding knowledge.

OFTC 1621 Business Admin Procedures

3 Credit Hours

Business Administrative Procedures in a capstone course for Business Administrative Technology students. Upon successful completion of this course, students will be able to understand and apply professional techniques in an administrative setting. Through the use of technology, this course explores

a variety of topics including, but not limited to the following: business ethics, telephone techniques, personal development, career building skills, business etiquette, and presentation skills.

Prerequisite: Near completion of Business Administrative Technology Degree

OFTC 1650 Ten Key Mastery

1 Credit Hours

A competency based skill development course in which the student learns to operate the microcomputer ten-key numeric keyboard using the touch-entry method for data entry.

OFTC 1696 Word Processing Applications

1 to 3 Credit Hours

A course emphasizing the preparation of documents utilizing automated electronic text-editing word processing equipment and all the language arts skills necessary for accurate copy. Included will be creation, revision, printing, formatting, pagination, rulers, repetitive documents, hyphenation, spelling, error detection, list/merge processing, and related functions.

OFTC 1697 Adv Word Processing Appl

3 Credit Hours

This course will provide students with an enhanced ability to efficiently use a word processing application and utilize advanced word processing features. Some of these features will include advanced formatting, editing and proofreading skills; customization in pictures, tables, charts, WordArt, SmartArt and templates; and creating multiple page reports and mail merged documents.

Prerequisite: BSTC 1036 Computer Concepts & Appl with a grade of C or better

PHED 1244 Elementary Health & Phys Educa

3 Credit Hours

This course is designed for physical educators to enhance their understanding and use of contemporary elementary health and physical education concepts to foster active and healthy lifestyles for all students.

PHED 1270 Intro to Exercise Science

1 to 3 Credit Hours

This course is designed to provide a student with information on the basic physiological functions specific to exercise science and the effects of physical exercise on the human body.

PHIL 1602 Introduction to Philosophy

3 Credit Hours

A course designed to introduce the student to various intellectual problems and questions that have confronted mankind since his beginning. Philosophical problems as well as methods of solving these problems will be discussed. This course is designed to help the student understand the integral place philosophy has in institutions of higher learning.

PHIL 1604 Systematic Ethics

3 Credit Hours

This course will examine the historical systems of ethical thought, considering the strengths and weakness of each in order to assist the student to understand the basis of ethical behavior and theories.

PHIL 1605 Reason and Argument

3 Credit Hours

This course is a study of how we can (and do) reason about all aspects of our lives. Students learn how to both create logically consistent arguments and also to break down arguments presented by others so as to judge their logical validity. Special subjects in the course include inductive fallacies, generalization, induction, analogies, and cause/ effect, as well as a study of formal (or propositionally deductive) logic.

PHRM 1000 Orientation to Pharmacy Tech

3 Credit Hours

This course highlights the practice and role delineation of pharmacists and pharmacy technicians. The course of study also includes educational requirements, issues related to credentialing, and an overview of pharmacy law, pharmacy ethics, pharmacy math, pharmaceutical operations, and pharmacology.

PHRM 1001 Pharmacology

3 Credit Hours

This course provides practical students with information applicable to pharmacology including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contra-indications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory and gastrointestinal systems. The course of study also includes methods of administering therapeutic agents with an emphasis on the renal, reproductive, vascular, sensory, dermatological, immunological and hematological systems. The benefits and disadvantages of over-the-counter vs. non-prescriptive medication will be addressed.

PHRM 1002 Pharmacy Calculations

3 Credit Hours

This course teaches students the basic terminology, abbreviations, and units needed to perform pharmaceutical calculations. Apothecary, avoirdupois, and metric systems are an essential component of the course. Students will review calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas, and dilution and concentration problems.

Prerequisite: MATH 1821 Basic Algebra with a grade of C or better

PHRM 1003 Pharmacy Operations

3 Credit Hours

This course stimulates daily activities in pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques.

PHRM 1005 Pharmacy Technician Internship

1 to 6 Credit Hours

This internship provides students with the opportunity to apply basic pharmacy technician concepts in a community pharmacy setting with rotation options in the community or at a hospital, medical center, home health care facility and/or drug information center.

PHRM 1006 Advanced Pharmacy Operations

3 Credit Hours

This course demonstrates and simulates daily activities in pharmaceutical practice settings. Topics include: intravenous therapy and non-sterile compounding, sterile technique, drug delivery systems, TPN, weights and measurements. Students discuss compounding facilities and essential compounding equipment, standard packaging forms, interpreting compounding orders and formulations records. Students gain exposure to non-sterile and aseptic compounding techniques in action.

PHSC 1400 Physical Science

0 or 5 Credit Hours

Physical Science is designed primarily for students other than those planning on mathematics or science majors. It is a lab course concerned with the concepts of matter and energy involved in the fields of physics, chemistry, astronomy, and earth science as well as introduction into the applied mathematics pertaining to each of these fields

Prerequisite: MATH 1821 Basic Algebra with a grade of C or better (or higher level math course) OR having passed Module 6 in College Preparatory Mathematics OR appropriate math placement score.

PHSC 1404 Physical Geography

3 Credit Hours

A study of the geographic factors of our physical environments, including climate, terrain, soils, landforms, the seas, economic sources, cartographic elements and an introduction to regional studies

PHYS 1600 Physics I

0 or 5 Credit Hours

The course will cover the basic principles of mechanics, heat and sound. Students enrolled in Physics are required to enroll in the accompanying lab. RESTRICTION: 1830 Trigonometry or high school trigonometry.

Prerequisite: MATH 1830 Trigonometry or high school Trigonometry.

PHYS 1602 Physics II

0 or 5 Credit Hours

The course will cover the basic principles of electricity, magnetism, light, and modern physics. Students enrolled in Physics II are required to enroll in the accompanying lab.

Prerequisite: PHYS 1600 Physics I with a grade of C or better

POLS 1800 Government of United States

3 Credit Hours

A study of the constitution of the United States and the organizations, powers, and functions of the national government. In addition, current problems and policy and the role of the individual will be studied.

POLS 1815 Intro to UN & InternationalOrg

3 Credit Hours

This course will explore various theoretical perspectives on international relations, and on the role of international organizations more specifically. The course focus will center on examining the historical evolution of the United Nations and its precursors. We will discuss the UN's structure and governance role in international peace and security, terrorism, human rights, development, and the environment. We will also explore the weaknesses and strengths of the UN and its agencies along with other international organizations and the tension faced by globalization, supranational governance, and national sovereignty.

POLS 1828 State & Local Government

3 Credit Hours

A study of the principles of organization and practical operations of state, county, and city governments in the United States. Special emphasis will be given to current problems facing state and local governments.

PRGM 1030 Java Programming

3 Credit Hours

This course is an introduction to the Java programming language. Topics covered in this course include: Java language conventions and rules, data types and operators, control structures, methods, object-oriented programming, arrays and strings, class hierarchies, and files. Multiple programming projects.

PSYC 1000 General Psychology

3 Credit Hours

This course provides a broad overview of the theories and research findings associated with the scientific study of behavior and mental processes. Topics covered may include research techniques, the biological influences on behavior, development, sensation and perception, motivation and emotion, intelligence, consciousness, learning, memory, the role of psychological factors in health, personality, mental disorders and their treatment, and social influences on behavior

PSYC 1006 Abnormal Psychology

3 Credit Hours

This course will examine the criteria for normal and abnormal behavior by exploring the dynamics of their occurrence as well as their etiology, symptoms, diagnosis, and treatment. Topics covered include

anxiety and stress disorders, mood disorders, sexual dysfunctions and deviations, somatoforms, and schizophrenia. Fulfills: Social Science Requirement

Prerequisite: PSYC 1000 General Psychology with a grade of C or better

PSYC 1014 Developmental Psychology

1 to 3 Credit Hours

This course examines the theories, methodologies and data pertinent to the study of the individual across the life-span. Emphasis will focus on both the continuity and changes in behavior due to hereditary and environmental influences within infancy, early childhood, adolescence, adulthood, and late adulthood. Topics will include behavioral genetics, prenatal influences, physical maturation and aging, mental abilities, gender and sexuality, moral development, family and peer interactions, developmental disorders, as well as death and dying.

Prerequisite: PSYC 1000 General Psychology with a grade of C or better OR College level assessment scores in Reading.

PSYC 1016 Social Psychology

3 Credit Hours

This course will be concerned with the forces on individual and group behavior in social situations. Topics will include the creation of attitudes and prejudice, persuasion and conformity, obedience to authority, group decision making, theories of aggressions and altruism, social cognition and perception and interpersonal attraction.

Prerequisite: PSYC 1000 General Psychology with a grade of C or better

PSYC 1026 Psychology Grief & Separation

1 Credit Hours

An appropriate course for the student pursuing skills in any of the helping professions. It is also appropriate for the individual who is simply interested in learning more about the process of grief for his or her own benefit.

PSYC 1027 Coping with Stress

1 to 3 Credit Hours

Coping with Stress is designed to give the student a basic knowledge of different stress management techniques and to learn how to apply different stress management techniques to one's own life.

PSYC 1033 Psychology of Serial Killers

3 Credit Hours

This course critically examines serial killers from the psychological and sociological perspectives. Students will explore myths and facts associated with the most popular case examples. Additionally, the course will explore the psychopathology and development of serial killers as well as their portrayal in mass media and the effect on culture and society.

PSYC 1130 Death & Dying

1 to 3 Credit Hours

This course will provide a broad overview of the theories and data concerning death, grief, and bereavement throughout the life-span. Topics will include demographic trends in death rates, societal views of death and dying, cultural and religious influences on dying, age differences in death experiences and coping, health care practices, and legal issues concerning death.

RELI 1311 World Religions

3 Credit Hours

A survey of the major religious systems of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. Objectivity and impartiality are important characteristics of our study. We seek to understand the world's religions, not evaluate their comparative merits

SOCI 1100 Introduction to Sociology

3 Credit Hours

This course is the study of human social environments. Particular emphasis is given to the origin and nature of society and its institutions, general principles of sociology, and the influence of culture on the individual. Applications of these principles will be made to current social problems.

SOCI 1102 Marriage & Family

3 Credit Hours

A survey of sociological research methods and theories used in the study of marriages/families. The effects of social change, gender theory, and contemporary global problems facing marriages/families will be considered.

SOCI 1104 Contemporary Social Problems

1 to 3 Credit Hours

This course provides a framework for identifying, exploring, and evaluating social problems today. Students are encouraged to distinguish knowledge from values in their own attitudes about what constitutes a “social problem” and in their assessment of current programs aimed at alleviation of social problems

SOCI 1114 Human Sexuality

3 Credit Hours

This course is designed as a comprehensive overview of the entire field of sexuality and uses an interdisciplinary approach, which deals with the biological, psychological, and sociological aspects of sexuality. There is emphasis placed on factual dimensions as well as religious, moral, and ethical values and the social mores of the various cultural groups.

Prerequisite: SOCI 1100 Introduction to Sociology or PSYC 1000 General Psychology

SOCI 1129 Cross Cultural Awareness

3 Credit Hours

The purpose of the class is to assist students in developing an awareness of cultural background, attitudes, and experiences. The class is also intended to create an awareness of one’s own individual respect for human dignity and individual rights both for oneself and others in our increasingly pluralistic society

SOCI 1145 Parenting

3 Credit Hours

An examination of parenting lifestyles and values and their relationship to available alternatives for guiding children’s behavior. The course will provide purposeful training in preparation for the responsibilities of parenthood.

STAT 1829 Elements of Statistics

0 to 3 Credit Hours

This course will cover descriptive statistics, probability, random variables, random sampling, sampling theory, confidence intervals, hypothesis testing, and linear regression.

Prerequisite: MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

STAT 1840 Business & Economics Stats I

3 Credit Hours

An introduction to the basic concepts of statistics related to business and economics; including descriptive statistics, probability, discrete and continuous distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

Prerequisite: MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

STAT 1845 Business & Economics Stats II

3 Credit Hours

Continuation of STAT 1840 with applications to business and economic studies; including sample comparisons, analysis of variance, multiple regression, correlation, quality control, time-series, forecasting, business cycles, chi-square tests, and nonparametric methods.

Prerequisite: STAT 1840 Business & Economics Stats I or MATH 1829 Elements of Statistics