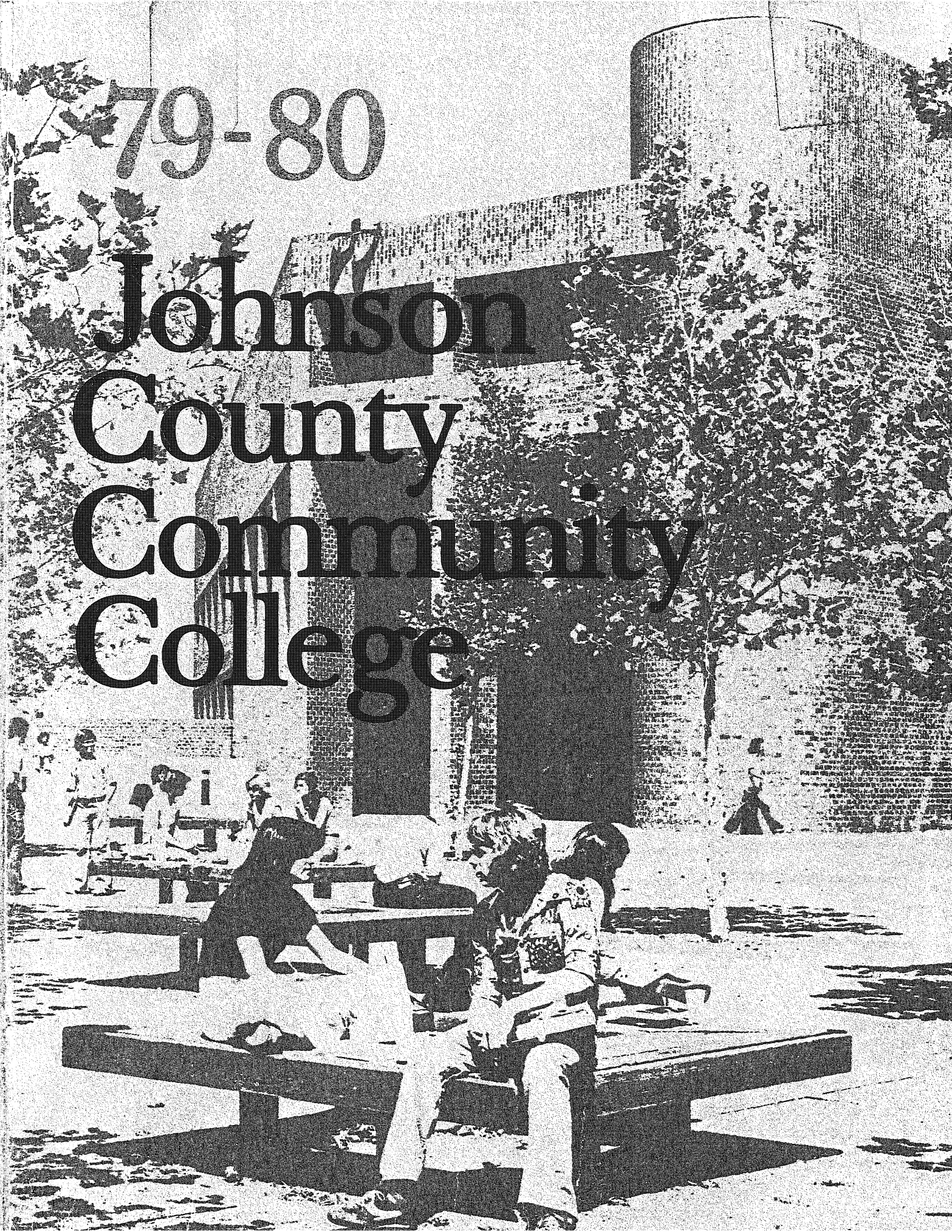
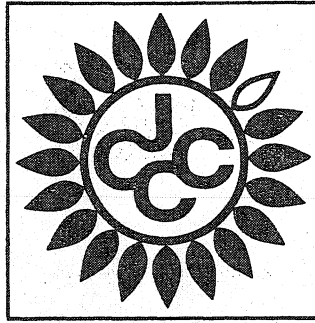


79-80

# Johnson County Community College







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# **University Transfer Program**

**JOHNSON COUNTY COMMUNITY COLLEGE**

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College Boulevard at Quivira Road, Overland Park, Kansas 66210, (913) 888-8500



# University Tra

## A SAMPLE FOUR-YEAR DEGREE (May vary depending on major. See a counselor.)

Total 124-128 hours		General Requirements			Distribution Requirements				
1st Two Years (First 60-64 hours which may be taken at JCCC)	English	Oral Comm.	Foreign Language (required for some degrees)	*Math	Humanities	Natural Science and Math (incl. Lab Sci)	Social Sciences	Electives	
2nd Two Years (Remaining 60-64 hours)	Courses taken in major field			Upper division courses taken not in major field				Electives	

Students planning to transfer should select courses from General and Distribution Requirement Areas as illustrated above. These courses, also known as the "General Education Requirements" of baccalaureate (4-year) degrees, will come from the five divisions listed below. The number of courses required in each division will depend on the college or university the student may transfer to and the major field to be entered. Students must look closely at their major field requirements when planning selection of classes.

\*Math and Natural Science courses for engineering and medical fields are specifically laid out in a particular sequence. Note College requirements with a counselor.

The following course description suggestions may help. The sample program is intended only as a guide.

### COMMUNICATIONS

(3-4 courses)

COM 6524 Communications I (English Comp.) 3  
COM 1467 Communications II (English Comp.) 3

The next 3-6 hours could be Speech or Literature depending on your major. Communications II is a prerequisite for most of the following literature and composition courses.

CSP 4950 Interpersonal Communication 3  
CSP 4130 Public Speaking 3  
COM\*2618 Creative Writing 3  
COM\*4444 Poetry and Drama 3  
COM\*2779 Studies in the Novel 3  
COM\*5271 American Writers 3  
COM\*1051 Masterpieces of the Cinema 3  
COM\*1015 Children's Literature 3  
COM\*6024 World Masterpieces 3  
COM\*3694 Advanced Composition 3

Some college degrees may require foreign language. JCCC offers Spanish, French and German.

\* Prerequisite is COM 1467 Communications II.

### MATHEMATICS

(1 course)

At least one math course is usually required. Students who are unsure of their skills should take a pre-test available in the Testing Center to determine proper course selection.

MTH 7246 Introduction to Algebra# 3  
MTH 3000 Geometry# 2  
MTH 9009 Intro. to Algebra & Geometry# 5  
MTH 3001 Intermediate Algebra# 3  
MTH 3427 College Algebra 3  
MTH 2594 Trigonometry 3  
MTH 6079 Algebra 5  
MTH 7091 Algebra & Trigonometry 5  
MTH 3268 Analytic Geometry & Calculus I 5  
(prerequisite: MTH 7091 or equivalent; usually taken by students enrolled in engineering, science or business)  
MTH 6463 Calculus I 3  
(usually taken by students enrolled in business)  
MTH 2642 Finite Math 3  
(usually taken by elementary education majors)

#May not transfer to some 4-year colleges.

### NATURAL SCIENCES

(2-3 courses)

All schools require at least one lab science. Some majors require both a biological and physical science.

#### Biological Sciences

NLS 6540 Life Science (AVT Lab included) 4  
NLS 5020 Principles of Biology 3  
NLS 5091 Principles of Biology Lab 1  
NLS 5402 General Botany 5  
NLS 4241 General Zoology 5  
NLS\* 5593 Microbiology 3  
NLS\* 6057 Microbiology Lab 2

# JOHNSON COMMUNITY



# nsfer Program

NLS 6186 Human Anatomy/Physiology	5	SS* 5663 Social Psychology	3
NLS 1128 Human Anatomy	4	SS 1456 Political Science	3
NLS* 1144 Human Physiology	4	SS 3138 American National Government	3
NLS 6719 Environmental Science	3	SS 2678 State & Local Government	3
NLS 4720 Environmental Science Lab	1	SS* 5852 Intro. to Comparative Governments	3
NLS 4248 General Genetics (no lab)	3	SS 2808 International Relations	3
<b>Physical Science</b>		SS** 1055 U.S. History to 1877	3
NPS 1031 Physical Science	4	SS** 2000 U.S. History from 1877	3
NPS 6070 Astronomy	4	SS** 9922 European History—1750	3
NPS 4858 General Geology	5	SS 2004 Intro. to Economic Issues	3
NPS 6634 Principles of Chemistry	5	SS 2253 Economics I	3
NPS* 4515 General Chemistry I	4	SS* 3093 Economics II	3
NPS* 4516 General Chemistry I Lab	1	*Check catalog for prerequisite.	
NPS* 4455 General Chemistry II	4	**History courses will transfer as humanities credits to some schools.	
NPS* 4456 General Chemistry II Lab	1	<b>GENERAL ELECTIVES</b>	
NPS* 3308 General Physics I	4	Elective courses that will transfer could be selected from Business and Economics, Physical Development, Art and Music.	
NPS* 5212 Engineering Physics I	4	<hr/>	
*Check catalog for prerequisite.		<b>SAMPLE PROGRAM</b>	
<b>HUMANITIES</b> (2-3 courses)		The following is an example of a first-year program plan for a liberal arts transfer student. This is only an example and your own program could look different. (If you are interested in architecture, fine arts, engineering, science or medicine, talk with a counselor.)	
HUM 6120 Introduction to Humanities	3	<b>First Semester</b>	<b>Credit Hours</b>
HUM 5431 Comparative Cultures	3	Communications I	3
HAR 1713 Introduction to Art History	3	Social Science elective	3
HAR 3878 Modern Art History	3	Math/Natural Science elective	3-5
HMU 8927 Intro. to Music Listening	3	Humanities elective	3
HUM 7520 Introduction to Philosophy	3	*General elective	3
HUM 6392 Logic	3	<b>Total Hours</b>	<b>15-17</b>
HUM 3080 Ethics	3	<b>Second Semester</b>	
HUM 2532 Philosophy of Current Civilization	3	Communications II	3
HUM 2541 Philosophy of Religion	3	Speech elective	3
HUM 5966 History of Ancient Philosophy	3	Math/Natural Science elective	3-5
CDR 1809 Introduction to Theater	3	Social Science/Humanities elective	3
<b>SOCIAL SCIENCES</b> (2-3 courses)		*General elective	3
SS 3404 Sociology	3	<b>Total Hours</b>	<b>15-17</b>
SS 3428 Social Problems	3	*A general elective could be a course in your own field of interest. You may want to check with a counselor to see how it will transfer to a four-year school.	
SS 3721 Physical Anthropology	3	<hr/>	
SS 1029 Cultural Anthropology	3		
SS 1068 Introduction to Psychology	3		
SS* 3546 Child Development	3		
SS* 4639 Personality and Adjustment	3		
SS 5716 Marriage and the Family	3		

# Y COUNTY Y COLLEGE



**NOTICE OF NON-DISCRIMINATION**

Johnson County Community College is committed to a policy of non-discrimination on the basis of race, age, sex, religion, color, national origin, creed, handicap, marital or parental status in admissions, educational programs or activities and employment, as specified by federal and state laws and regulations. Inquiries may be addressed to: Dr. Glen E. Gabert, Assistant to the President, Johnson County Community College, College Boulevard at Quivira Road, Overland Park, Kansas 66210, (913) 888-8500, or Director, Office of Civil Rights, HEW, Washington, DC 20201.

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**UNIVERSITY TRANSFER PROGRAM**

I would like the following assistance:

Application for admission       Counselor to answer questions  
 College Catalog                       Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mail to:

Admissions Office  
Johnson County Community College  
College Blvd. at Quivira Rd.  
Overland Park, KS 66210  
(913) 677-8503



TELECOURSE  
FACT SHEET

Credits 1

Course title: BSC 3018 85 Shorthand Refresher - Write-On Shorthand

Instructor: Peggy Scheloski

Course description: Brush up on your Gregg shorthand theory and skills with this 15-week, 30 lesson refresher course. Take the optional final speed test and you will receive a certificate attesting to your shorthand speed.

Number of programs: 30 Length: 30 minutes

Class meetings?

Textbook: Gregg Shorthand II: Diamond Jubilee Series, Gregg Continuing Education Series, Continuing Education Kit

Study Guide:

Broadcast/Cable schedule: Monday 7-8 p.m., Tuesday 8 - 9 p.m.m., Wednesday 9-10 p.m., Thursday 5-6 p.m., Friday 6-7 p.m., Saturday 10-11 a.m.

Start, End dates: September 2 - December 12

Exams:

Cost: TUITION: \$ 17.50

BOOKS: \$

OTHER: \$

TV Programs produced by: JCCC

Notes:

TELECOURSE  
FACT SHEET

Credits 3

Course title: BUS 4282 85 Introduction to Business - It's Everybody's Business

Instructor: Richard Randolph

Course description: The administrator of a federal agency, the editor of a national publication, the chairperson of a multimillion dollar corporation and other experts share their experience and insights into American business. The telecourse takes an intimate look into the inner workings of contemporary business.

Number of programs: 30 Length: 30 minutes

Class meetings? None

Textbook: Contemporary Business

Study Guide: None

Broadcast/Cable schedule: Monday 8-9 p.m., Tuesday 9-10 p.m., Wednesday 5-6 p.m., Thursday 6-7 p.m., Friday 7-8 p.m., Saturday 11 a.m. - noon

Start, End dates: September 2- December 19

Exams: Mid-semester - October 27 - November 3 - Testing Center

Final exam - December 8 - 17 - Testing Center

Cost: TUITION: \$ \$52.50

BOOKS: \$ 17.80

OTHER: \$

TV Programs produced by:

Notes:



TELECOURSE  
FACT SHEET

Credits 3

Course title: NLS 5020 85 Principles of Biology

Instructor: Virginia Buckner

Course description: Study the body and how it works in this introductory, non-  
laboratory general biology course. You will better understand the unity of all

life forms as the 17-week course relates the human body to plants and animals.  
The course also presents the vital role of the human being in the ecology of the earth.

Number of programs: 34 Length: 30 minutes

Class meetings? \_\_\_\_\_

Textbook: Introducing Biology

Study Guide: Student Handbook for Introduction to Biology

Broadcast/Cable schedule: Monday 5-6 p.m., Tuesday 6-7 p.m., Wednesday 7-8 p.m.,  
Thursday 8-9 p.m., Friday 9-10 p.m., Saturday 8-9 a.m.

Start, End dates: August 25 - December 19

Exams: \_\_\_\_\_

Cost: TUITION: \$ 52.50

BOOKS: \$ 16.30  
10.00 (Handbook)

OTHER: \$ \_\_\_\_\_

TV Programs produced by: \_\_\_\_\_

Notes:

TELECOURSE  
FACT SHEET

Credits 3

Course title: NPS 3031 85 Principles of Astronomy: COSMOS

Instructor: Steven Shawl (KU, Physics and Astronomy) 864-3166 and Stanley Lombardo (KU, Classics)

Course description: This course explores the relationships between Planet Earth its inhabitants and the vast universe that surrounds them. Based on the television series COSMOS, written and hosted by Dr. Carl Sagan, the course examines the evolution of the universe, Earth and humanity, as well as the evolution of perceptions about them.

Number of programs: 13 Length: 1 hour

Class meetings? October 11, November 15, December 20 at Regent's Center

Textbook: COSMOS By Dr. Carl Sagan

Study Guide: Viewers Guide to COSMOS

Broadcast/Cable schedule: Sundays, 7 p.m., Channel 19. Cablecast: Monday 6-7 p.m., Tuesday, 7-8 p.m., Wednesday 8-9 p.m., Thursday 9-10 p.m. Friday 5-6 p.m, Saturday 9-10 a.m.

Start, End dates: September 28 - December 21

Exams: December 22-24, 1980 at 9:00 a.m. at Regent's Center, Room 127

Cost: TUITION: \$ 52.50

- BOOKS: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

TV Programs produced by: PBS

Notes:

# **CATALOG**

## **1979-1980**

Johnson County Community College  
College Boulevard at Quivira Road  
Overland Park, Kansas 66210  
(913) 888-8500

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**This catalog becomes effective July 1, 1979.**

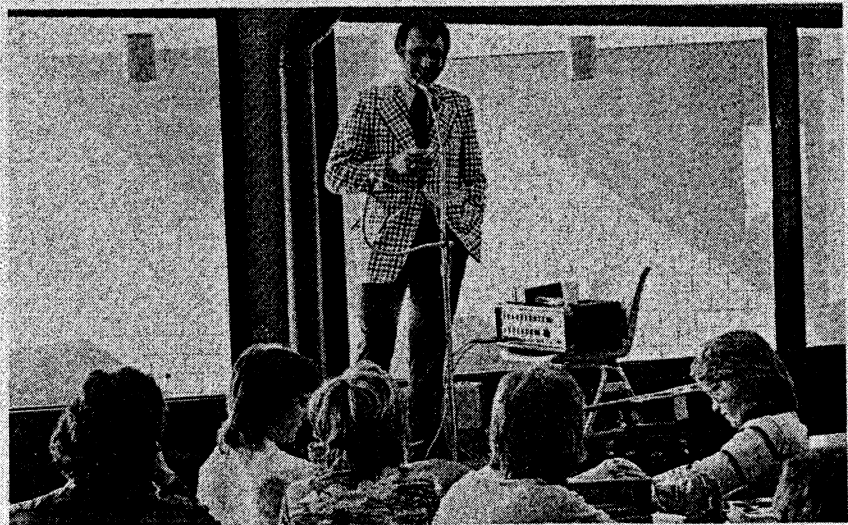
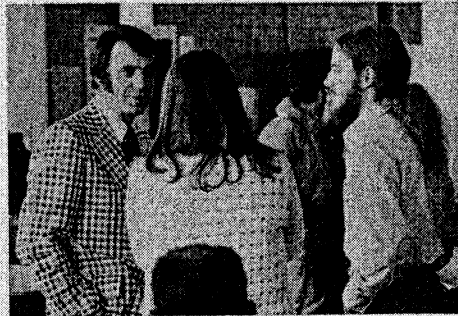
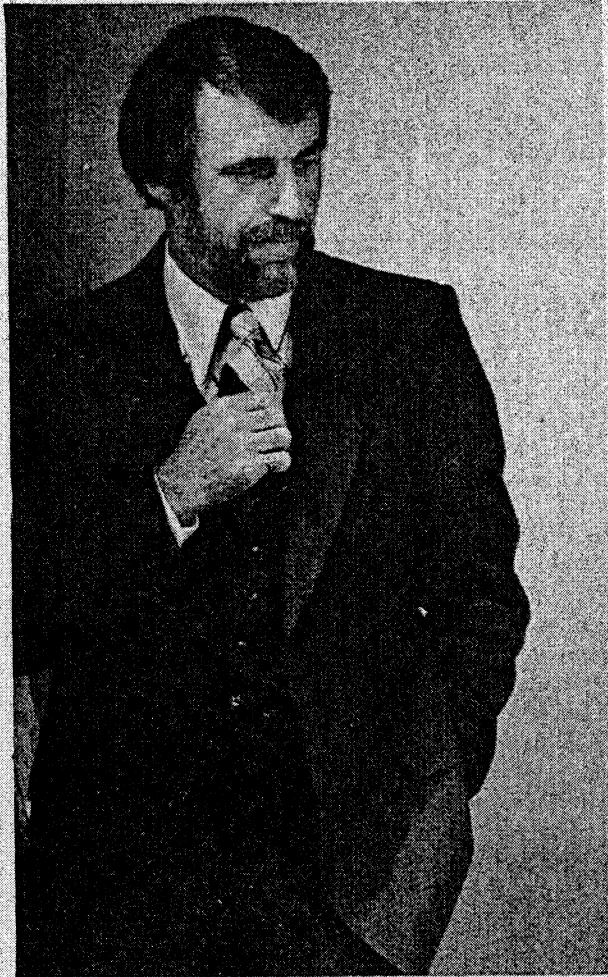
This catalog is for information only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this catalog.

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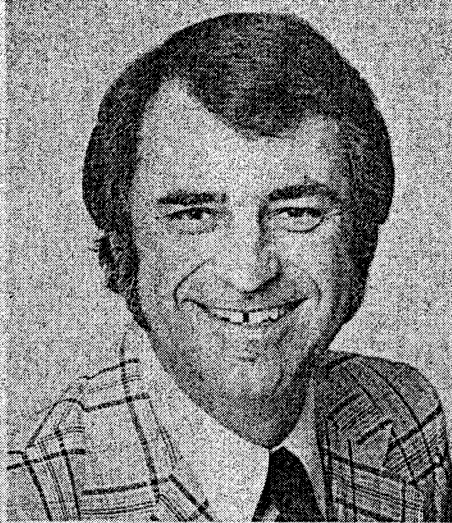


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Welcome to Johnson County Community College. All of us at JCCC have one goal in mind—providing quality educational opportunities for you.

JCCC has a national reputation as a leader among community colleges. Our programs are among the best anywhere. We have an outstanding faculty that encourages the best from its students. And we have a full range of support services available to assist you.

Whether you are on your way to a four-year degree, preparing for job-entry or career, or just need additional training for advancement in your present field, JCCC has a program for you. We also recognize the problems that occur when combining education with work and personal family obligations and have tried to meet your needs by scheduling classes and basic services at convenient times.

This catalog is your reference guide to the requirements, services, and special programs offered by JCCC. In familiarizing yourself with the programs and courses outlined here, take the time to look at the services and support programs available to help you make the most of your opportunities.

Again, welcome to JCCC.

Sincerely,  
John E. Cleek, President



## History of College

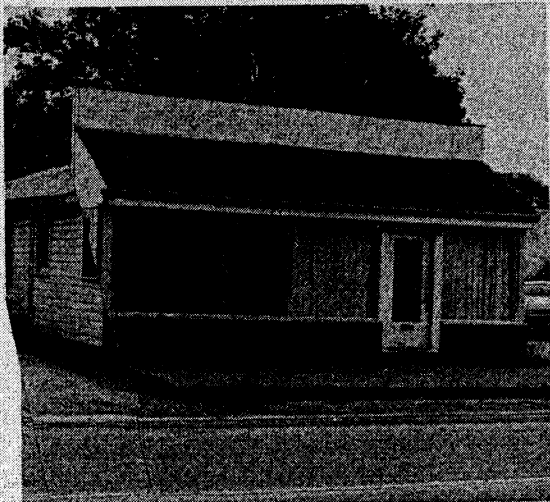
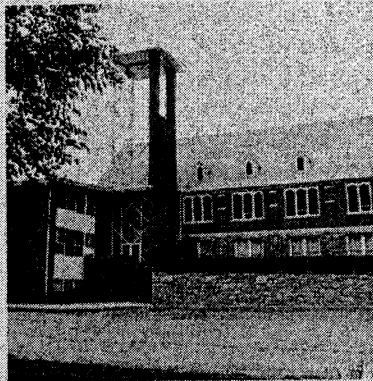
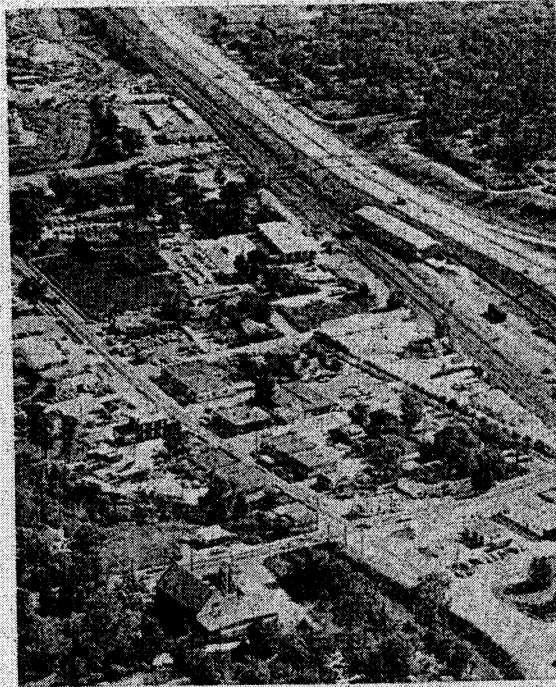
A little over 12 years ago the citizens of Johnson County made history when they created Johnson County Community College. What they envisioned was a school that would grow as the community grew and that would meet the changing needs of all its citizens.

Today JCCC is the largest of the 19 community and junior colleges in Kansas and has a reputation as a leader in community colleges across the nation.

The story of the creation of JCCC is the story of commitment of the citizens in Johnson County to the principle of life-long learning for a student body made up of all the citizens of the community.

In July of 1963, the Board of County Commissioners of Johnson County appointed a committee of 18 residents to explore the feasibility of a county community college. Their study and research was expressed in a unanimous recommendation in December 1966, that the college be established.

The next step was the formation of the Citizen's Action Committee to secure support from citizens and educational leaders for the formation of a community college district to be governed by six trustees elected at large.



JCCC became the first new college recommended for creation under the Community Junior College Act of 1965. The idea became a reality, when JCCC was formally established after a county-wide referendum approved the idea by nearly a 3-1 margin.

Four months later the first Board of Trustees was elected and charged with deciding what kind of school was best for the community, finding a president, and beginning to build a campus. Soon 1,380 students were attending classes in an assortment of rented warehouses, church basements, and a 75-year-old elementary school.

Under the leadership of the Trustees and JCCC's first president, Dr. Robert Harris, the present campus was completed in 1972—six buildings housing 384,550 square feet of space on more than 200 acres of prairie grassland.

The real story of JCCC, however, is lodged in its programs and classes. JCCC offers 26 career programs and more than 400 separate courses in general studies in communications, mathematics, the humanities, and the natural and social sciences and in community and continuing education.

JCCC's open-door admissions policy and quality programs attract 5,500 students each year and more than 19,000 participants in community service and continuing education programs and events.

When it's all added, the success of Johnson County Community College is an expression for the conviction that JCCC and the community which began and supports it are united in commitment to life-long learning for everyone.



### **LEAGUE FOR INNOVATION**

Johnson County Community College is a member of the League for Innovation in the Community College. League membership includes eighteen of the most innovative community college districts in the nation. The stated aim of the League for Innovation is to encourage and evaluate innovation and experimentation designed to improve all aspects of college operation.

Membership in the League constitutes a significant recognition of a commitment to: (1) a program of experimentation and improvement; (2) a willingness to share the fruits of experimentation; (3) a cooperative program with other districts on the solution of common problems; and (4) an evaluation of experimentation in the orderly operation of the district's programs.

### **KCRCHE**

Johnson County Community College is a member of the Kansas City Regional Council for Higher Education and makes KRCHE's programs and services available to students, teachers, and administrators on this campus. These services include curricular enrichment, instructional and administrative development, information brokerage, and arrangements for resource-sharing.

The Kansas City Regional Council for Higher Education was founded in 1962, and has a current membership of 16 parent institutions and 23 campuses in a wide metropolitan area which extends to 125 miles. Included are colleges and universities which are tax-supported, independent, and church-related, both Roman Catholic and Protestant. They are two-year, four-year, and graduate, both single-purpose and multi-purpose, located in Kansas, Missouri, and Iowa. Membership in KRCHE is, therefore, the primary means for keeping regional institutions in active touch with one another across the lines which conventionally separate them—state boundaries, public-private divisions, and distinctive institutional missions. And the diversity in membership adds significantly to the intellectual and organizational resources available for interinstitutional sharing.

### **ACCREDITATION**

Johnson County Community College is officially accredited by the North Central Association of Colleges and Schools. In addition, individual programs are accredited by associated professional organizations such as Dental Hygiene, American Dental Hygienists Association and American Dental Association; Medical Record Technology, American Medical Association and American Medical Records Association; Mental Health Technology, State Board of Nursing; Nursing, State Board of Nursing; Paralegal Program, American Bar Association; Respiratory Therapy, American Medical Association and American Association of Respiratory Therapists; and the Basic Police Academy is accredited by the University of Kansas.

### **WEEKEND COLLEGE**

The Weekend College is a part of the existing fully accredited two-year Johnson County Community College curriculum. The Weekend College enables a more diverse adult population to merge life responsibilities into educational opportunities. It is designed for:

- the adult who is unable to attend classes during the week
- the continuing student who is seeking to accelerate a program toward a degree
- the individual seeking personal enrichment and/or professional growth.

For those who have had some college or none at all, and who want to earn an associate degree or simply continue learning, the Weekend College is a unique way of integrating study and work. It is more than a means of completing a delayed education. It may be a way of changing one's whole life — of meeting new people, reexamining attitudes, sorting out values, redirecting energies.

### **SUMMER SESSION**

Each year, Johnson County Community College conducts a summer session following the spring semester. The courses offered parallel those offered during the regular fall and spring semesters. The balanced programs that are available enable students to accelerate their academic programs or satisfy individual needs.

The summer sessions also provide the opportunity for high school seniors to acquire advanced standing by successfully completing collegiate courses.

# ACADEMIC CALENDAR 79-80

## SUMMER-MAY MINI SESSION-1979

- May 17-18 Registration and payment of fees for first two-week summer mini session.  
 21 Two-week mini session classes begin.  
 28 Memorial Day Holiday. Classes not in session. College offices closed.
- June 2 First two-week summer mini session ends.

## SUMMER SESSION-1979 REGULAR AND MINI SESSIONS

- May 31- Registration and payment of fees for eight-week summer session and first four-week mini session.  
 June 1 week summer session and first four-week mini session.  
 4 Summer session, first four-week session, and Community Education classes begin.  
 June 28 First four-week mini session ends.  
 June 27-28 Registration and payment of fees for second four-week mini session.  
 July 2 Second four-week mini session classes begin.  
 July 4 Independence Day Holiday. Classes not in session. College offices closed.  
 30 Eight-week summer session and second four-week mini session classes ends

## FALL SEMESTER-1979

- Aug. 20 Registration for all students begins. Teaching staff returns.  
 27 Fall semester begins. First day of credit classes.
- Sept. 3 Labor Day Holiday. Classes not in session. College offices closed.  
 4 Community Education classes begin.
- Oct. 18-19 Staff Development Days. Credit classes not in session, with the exception of night classes that meet only once per week.
- Nov. 22-24 Thanksgiving Holiday. Classes not in session. College offices closed.
- Dec. 21 Last day of fall semester classes.  
 Dec. 24 through  
 Jan. 1 Christmas Holidays. College offices closed.

## SPRING MINI SESSION-1980

- Jan. 2 Two-week mini session classes begin.  
 Jan. 12 Spring mini session ends.

## SPRING SEMESTER-1980

- Jan. 7 Registration for all students begins. Teaching staff returns.  
 14 Spring semester begins. First day of credit classes.
- Feb. 5 Community Education classes begin.  
 18 Washington's Birthday observed. Classes not in session. College offices closed.
- March 10 Spring recess begins. Credit classes not in session. College offices open.  
 17 Credit classes resume.
- April 16 Staff Development Day. Classes not in session, with the exception of night classes meeting once per week.  
 May 14 Last day of spring semester classes.  
 16 Commencement.  
 26 Memorial Day. Classes not in session. College offices closed.

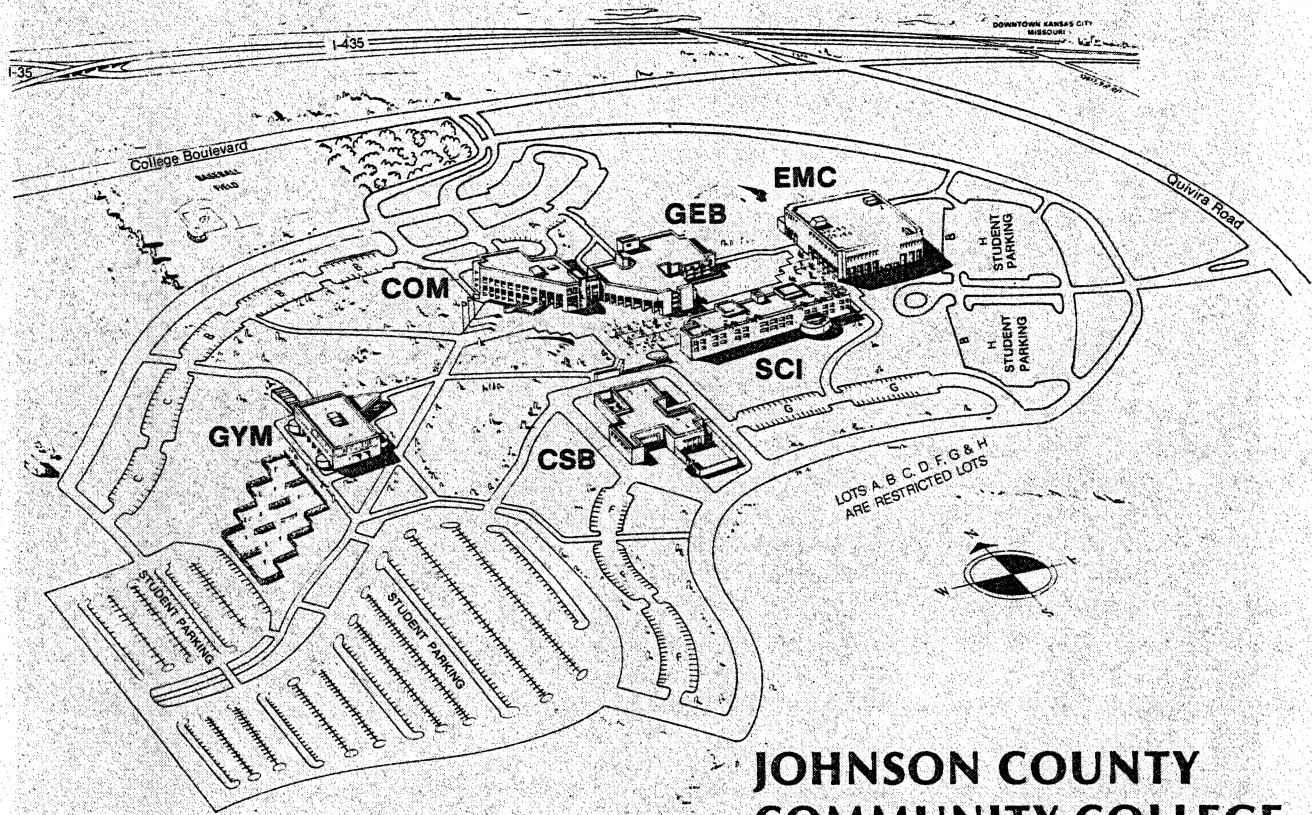
## SUMMER-MAY MINI SESSION-1980

- May 15-16 Registration and payment of fees for first two-week summer mini session.  
 19 Two-week mini session classes begin.  
 31 First two-week summer mini session ends.

## SUMMER SESSION-1980 REGULAR AND MINI SESSIONS

- June 5-6 Registration and payment of fees for eight-week summer session and first four-week mini session.  
 2 Community Education classes begin.  
 9 Summer session and first four-week mini session classes begin.
- July 3 First four-week mini session ends.
- July 2-3 Registration and payment of fees for second four-week mini session.
- July 4 Independence Day Holiday. Classes not in session. College offices closed.  
 7 Second four-week mini session classes begin.
- Aug. 1 Eight-week summer session and second mini session are concluded.





## JOHNSON COUNTY COMMUNITY COLLEGE

**GEB—GENERAL EDUCATION BUILDING:** faculty and administrative offices, a 300-seat lecture hall, general classrooms and specialized teaching facilities, General Studies Lab, Writing Center, College Learning Center, business management labs, seminar rooms, Admissions and Records, Personnel and Business Offices, Community Services, Continuing Education and Financial Aid, Security Office and telephone communications center.

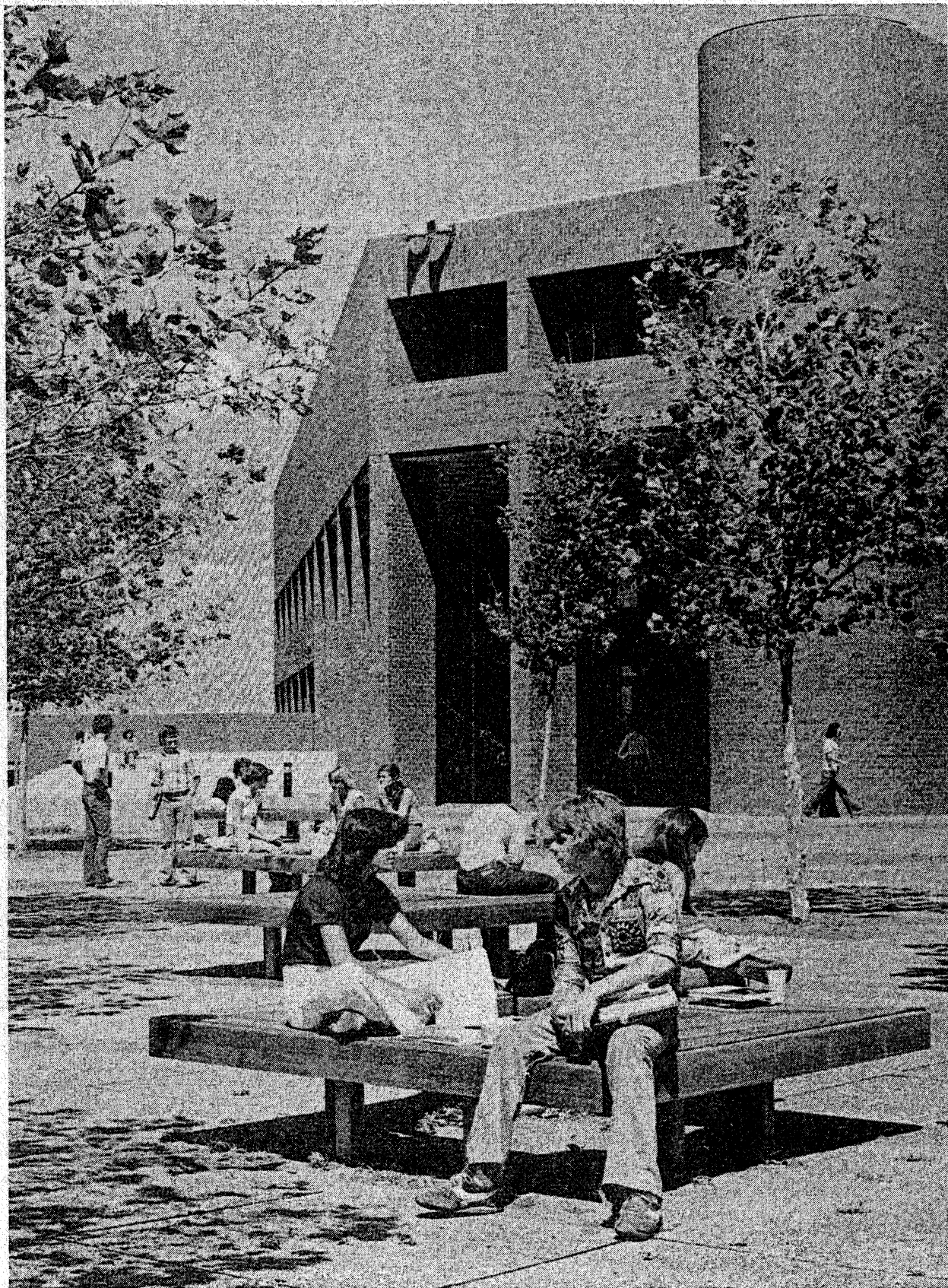
**GYM—GYMNASIUM:** varsity basketball court and physical education facilities; three cross-court playing areas that convert into a 2,300-seat arena or auditorium; weight room; wrestling room; general classrooms; staff offices; minor first aid center, and tennis and racquetball courts; soccer and baseball fields adjacent to the building.

**CSB—CAMPUS SERVICES BUILDING:** Facilities Offices, central warehouse, maintenance office and shops, vehicle repair area, equipment room, and instructional art area.

**COM—COLLEGE COMMONS:** bookstore, food service, recreational facilities, Office of Student Activities, Child Play Center, television lounge, meeting rooms, Hospitality Management Program, and administrative and faculty offices.

**EMC—EDUCATIONAL MEDIA CENTER:** Library; production area for graphics, television, photography and publications; faculty, counseling and veterans offices; art studio; general classrooms; drafting and electronics labs; Career Planning and Placement Center; data processing; Office of Institutional Research; the Gallaudet Regional Extension Center for the Deaf; Student Development/Special Services; and Hearing Impaired Program.

**SCI—SCIENCE AND TECHNOLOGY BUILDING:** four lecture halls; labs for chemistry, physics, life sciences and nursing; dental hygiene clinic; animal room; greenhouse; music and law enforcement areas; faculty offices; and audio-visual tutorial labs.





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# Admissions

Admission Procedures  
Foreign Students  
High School Students  
Handicapped Students  
Registration  
Tuition and Fees  
Refunds  
Textbooks  
Name/Address Change  
Veterans  
Financial Aid

## ADMISSIONS PROCEDURES:

Anyone is eligible to apply for admission to Johnson County Community College. Although a high school student must have written approval from his or her high school principal before enrolling in College courses, age or previous education is not a factor in the admission process. Students who are not legal residents of Johnson County will be accepted after the demands of residents have been met.

Students who have not previously enrolled in the College are required to complete the following procedure:



- **Application** — File an application with the Admissions/Records Office in Room 144 of the General Education Building.

- **High School Transcripts** — Full-time students (those enrolled for 12 or more credit hours) must provide an official transcript of high school work, unless they have been out of high school for two years or more. Transcripts should be sent directly from the high school to the Admissions/Records Office.

- **College Transcripts** — Transcripts from each college attended are requested from students transferring to JCCC from another institution. Transcripts should be sent directly from the college to JCCC's Admissions/Records Office. (Failure to submit proper transcripts will result in the withholding of a student's record at JCCC.)

- **Residency** — Kansas law (KSA-71-406) states that students enrolling at the College without having established a six months' residency prior to the time of enrollment are considered non-residents and must pay the out-of-state tuition and fees of \$37.50 per semester credit hour. Questions about residency requirements should be referred to the division director of Admissions/Records.

- **Tests** — It is recommended but not required that each full-time student filing an application for admission provide American College Testing (ACT)

scores. Students are encouraged to take the ACT test as early as possible on one of the national dates and to list Johnson County Community College as one of the three colleges to receive the test results. ACT scores are required of all applicants for the Nursing and Dental Hygiene Career Programs.

- **Career Programs** — Certain career programs have additional entrance requirements. For more specific information, contact the career program coordinator or the Admissions/Records Office.

## FOREIGN STUDENTS

Johnson County Community College is required under federal law to enroll nonimmigrant alien students. The College encourages students from other nations to take advantage of the JCCC curriculum and the opportunity to acquire a college education while living in the Midwest. Foreign students should, however, make application for admission and supply required documents within the following deadlines:

- June 1 (for fall semester enrollment)

- October 1 (for spring semester)

- March 1 (for summer session)

Foreign students are required to take the Test of English as a Foreign Language (TOEFL). Foreign students transferring from another college or university in the United States must file all additional documents not later than one month prior to the first day of classes. For more information, contact the director of Admissions/Records.

## HIGH SCHOOL STUDENTS

The "Quick Step" program at JCCC offers high school seniors who have completed 15 units the opportunity to take college courses while they are still in high school. Certain courses are scheduled at times intended to be especially convenient for high school students, with starting dates which coincide with local high school schedules. Interested students should contact their high school counselors or the director of Admissions/Records for more information.

## HANDICAPPED STUDENTS

The College provides handicapped students with access to programs and facilities at the College. Special services, such as note takers for hearing or visually handicapped students, are available. The buildings have ramps, elevators and restrooms designed to accommodate wheelchairs. Parking areas convenient to the buildings are reserved for handicapped students. If you are interested in support services for handicapped individuals, contact the director of Student Development and Special Services.

## REGISTRATION

Registration for classes and payment of tuition and fees should be made during the dates specified in the schedule of classes that is available from the Admissions/Records Office. Registration should be preceded by a conference with a member of the College's counseling staff for the purpose of selecting a curriculum. More information on the counseling program may be found on page 18. Procedures are detailed in the class schedules provided prior to registration.

## EARLY REGISTRATION

Early registration is conducted for all students who have submitted applications or are currently enrolled. Early registration will be set up on a phone registration system and walk-in on appointed days. Dates and information regarding early registration are available from the Admissions/Records Office.

## TUITION AND FEES

The tuition for Kansas residents attending Johnson County Community College is \$13 per semester credit hour, a Commons fee of \$1.50 per semester hour, and a Student Activity Fee of \$1.00 per semester hour.

Tuition for out-of-state or foreign students is \$35 per semester credit hour and a Commons fee of \$1.50 per semester credit hour, and a Student Activity Fee of \$1.00 per semester hour. Certain courses have course fees in addition to tuition. Fees are listed in the schedule of classes available at the time of registration.

Tuition and fees are subject to change from year to year by action of the College Board of Trustees. Any change in tuition or fees will be published prior to implementation of change. All tuition and fees must be paid at the time of enrollment. A student is not officially registered until payment is made in full. Until all financial obligations to the College for tuition and course fees have been satisfied, a student may not graduate or have a transcript issued.

Tuition and fees are paid to the Business Office, GEB 110.

## REFUNDS

Full refund will be made if the College exercises its option to cancel a class. Students are eligible for a partial refund of tuition when they withdraw from one or more classes. To apply for a refund, students must bring their validated copy of the registration form to the Admissions/Records Office and complete a drop form. The following schedule reflects the percentage of refund a student will receive.

## Sixteen-Week Semester

### Time of Official Withdrawal

Prior to and through the first week of classes	100%
During the second week of classes	90%
During the third week of classes	60%
During the fourth week of classes	30%
After the beginning of the fifth week of classes	0%

**Exception:** In case of serious illness certified by a physician, or personal hardship certified by written documentation, the student may file a written appeal for consideration of partial refund of tuition. No appeal will be considered after the beginning of the ninth week of classes. Additional information, if desired, can be obtained from the dean of Student Services.

### Four-Week Mini Session, Academies and Short Courses

#### Time of Official Withdrawal

Drop form filed prior to second class meeting	100%
Drop form filed prior to third class meeting	60%

## TEXTBOOKS/BOOKSTORE

Textbooks are purchased by the student. The estimated cost of textbooks is from \$40 to \$60 per semester. A bookstore operated by the College is located on campus in the Commons.



## CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of the student to notify the College, through the Office of Admissions/Records, of changes in name and/or address as they occur. The student must notify the College in writing stating both the old and new name/address. This is important if the student is to receive important notices and information as sent on a recurring basis.



### **VETERANS' ELIGIBILITY (G.I. BILL):**

The Veterans Administration fully approves Johnson County Community College for veterans who wish to secure educational benefits under the G.I. Bill of Rights.

Prospective students who are eligible for veterans' benefits should contact the Veterans Affairs Office to secure proper forms to establish their eligibility.

Financial benefits to veterans are based on the following schedule: 12 or more semester hours—full-time; nine through 11 semester hours—3/4 time; six through eight semester hours—1/2 time; one through five semester hours—less than 1/2 time.

To assure payment of educational benefits, regular attendance in all classes is expected and the veteran needs to sign in monthly at the Veterans Office.

### **FINANCIAL AID**

Johnson County Community College recognizes that financial assistance is a necessary adjunct to its educational program. Consistent with this philosophy, it has developed a program of assistance for full- and part-time students who meet the general requirements for eligibility.

The function of the Office of Financial Aid is to provide assistance in the formulation of realistic student financial plans. A number of grants, scholarships, and long- and short-term loans are available to prospective or present students who have financial need. Part-time employment opportunities are open to all students, but are dependent upon the availability of jobs.

### **DETERMINING FINANCIAL NEED**

Most financial aid is awarded to students who show financial need. In determining this need, consideration is given to the amount of money the student's family should be able to contribute and the cost of attending the College. The student's parents are expected to contribute to his or her education to the extent possible based on their income and assets.

The College utilizes the American College Testing Program. This service provides a fair, objective assessment of a student's needs using a simplified form called the Family Financial Statement. Students making application for financial aid based on need must submit a copy of this completed form and the required fee to the office designated on the form. Family Financial Statements are available from the Financial Aid Office.

Students who are financially independent of their

parents follow the same financial procedure as other students but are not required to provide parents' financial information.

### **APPLICATION FOR FINANCIAL AID**

Students desiring financial aid should obtain an application for admission and complete all admission requirements prior to making application for any type of financial aid. Students should obtain the appropriate application form for the type of financial aid they are seeking from the Financial Aid Office. **For best consideration, financial aid applications should be submitted by July 1 for fall semester and December 1 for spring semester.**

### **NOTIFICATION OF AWARDS**

Every student will be notified by mail of the decision on his or her application as soon as possible.

### **TYPES OF AID AVAILABLE**

#### **● Basic Educational Opportunity Grant (BEOG):**

The federal government instituted a new program in 1973 for undergraduate students. These grants amount to \$1800 minus the expected family contribution. The actual dollar amount depends on the funding level established by the federal government and the number of hours in which the student is enrolled. (Six credit hours in a semester is the minimum for grant eligibility.)

#### **● Supplemental Educational Opportunity Grant (SEOG):**

Funds for these grants are provided by the federal government and will be awarded to those students with the greatest financial need. The maximum grant under this program is \$1,500. The amount of this grant will be determined by the Family Financial Statement.

#### **● Higher Education Loan Program:**

The education of young people from middle or upper income groups frequently places a financial burden on their families. The student from the higher income brackets may not show enough need to qualify for other loans or grants. To help these young people and their families, the federal government authorized the Insured Loan Program. These loans may be obtained from any local participating lending agency or the Higher Education Loan Program of Kansas.

Students may borrow as much as \$2,500 per academic year and an aggregate amount not to exceed \$7,500 for undergraduate studies. Students may obtain application forms from the Financial Aid Office and must also receive verification of their enrollment from the College. Please note that under this program loans are

made or denied at the discretion of the participating lending agency.

● **Board of Trustees Grants:** The Johnson County Community College Board of Trustees provides grants for qualified students. Grants are available to Johnson County residents who are at least half-time students and have financial need, academic excellence or special talent. Applications may be obtained from the Financial Aid Office.

● **JCCC Foundation Awards:** A number of grants and scholarships are provided by interested service, business and industrial organizations and individuals through the JCCC Foundation. Some of these are directed toward students enrolled in specific programs at the College but others are open to all. The Financial Aid Office can supply information about the requirements for Foundation grants and scholarships. The following sources of financial aid are available for JCCC students:

American Business Women's  
Association Scholarship

B'nai B'rith Women's Scholarship

American Association of  
University Women's Scholarship

The Jones Scholarship

The Dickinson Scholarship

Smith Golf Scholarship

Cohen Trust Scholarship

Cress Memorial Scholarship

St. Joseph High School Scholarship

Scholarship applications are available from the Financial Aid Office, Room 142 in the General Education Building.

● **College Work Study Program (CWSP):** The College provides part-time jobs on campus for students from low-income families with the greatest financial need. Numerous jobs are available on campus (clerical, secretarial, lab assistant, library assistant, etc.) at the current minimum wage. Eligibility for this program is determined by the Family Financial Statement.

● **National Direct Student Loan (NDSL):** Johnson County Community College is a participating member of the National Direct Student Loan Program. Students who are U.S. citizens are eligible to apply for one of these loans. Students may borrow a maximum of \$2,500 for their first two years of college. Eligibility is determined by the Family Financial Statement.

● **Law Enforcement Education Program Grants:** The grant program provides for payment of tuition and fees of not more than \$300 per semester for full-time or part-time enrollment in an undergraduate program leading to a degree or certificate in law enforcement. Applications may be obtained from the Financial Aid Office and from most law enforcement agencies. The student must be employed in law enforcement.

#### STATEMENT OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS AT JCCC

Individuals who fail to maintain satisfactory academic progress at JCCC will have financial aid terminated. Satisfactory academic progress for the National Direct Student Loan, Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, College Work-Study and Guaranteed Loan programs is defined as completion of at least 6 credit hours of course work per semester with a cumulative grade point average as follows:

Upon Completion of	Minimum Acceptable GPA
6-15 credit hours	1.25
16-30 credit hours	1.65
31-45 credit hours	1.75
46-60 credit hours	2.00

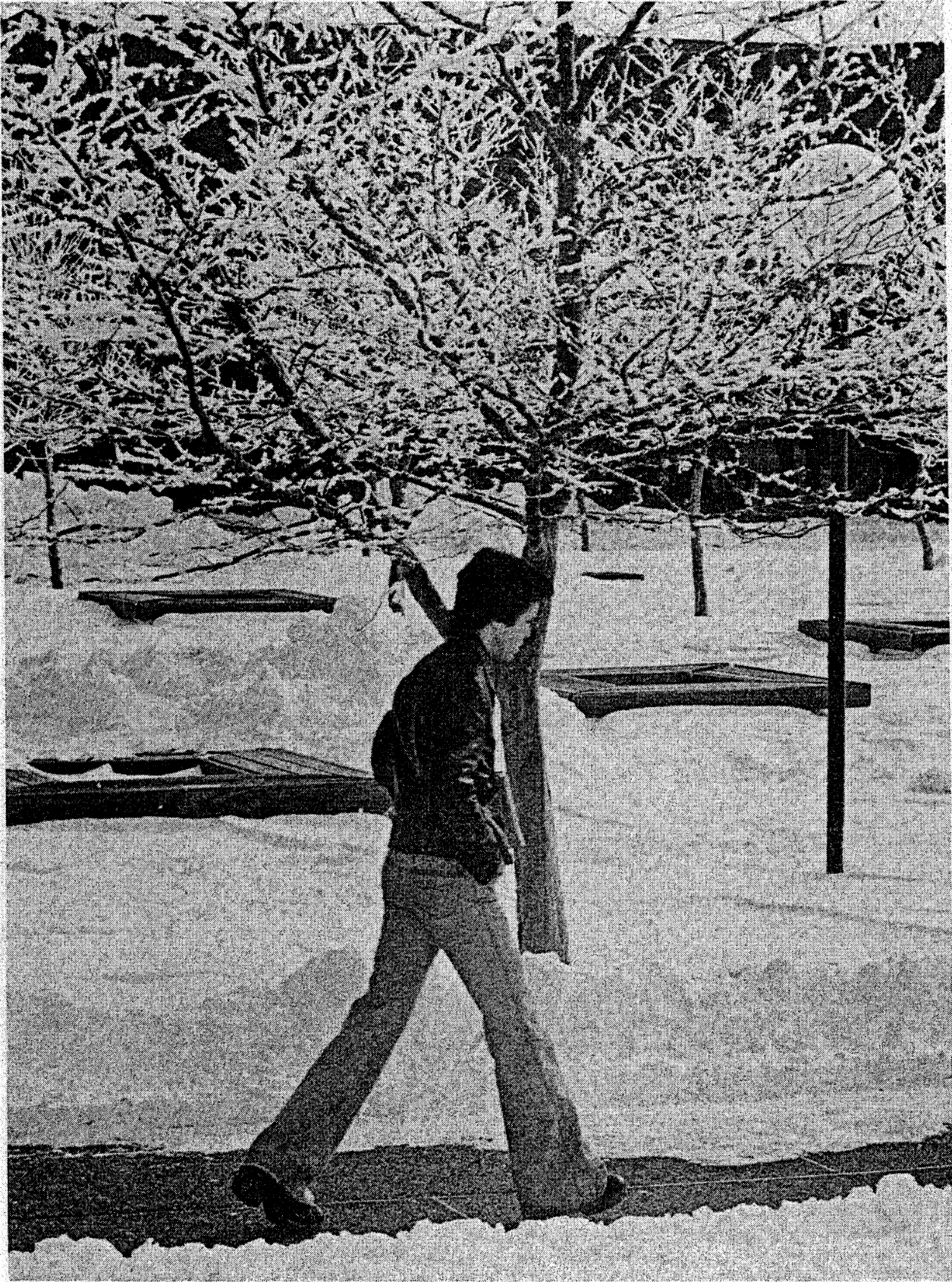
Further financial aid will not be provided for aid recipients if the above standards are not met. Total I's, W's or N's will result in the loss of aid.

Financial aid recipients will have to complete a minimum of 6 credit hours each semester in order to maintain aid eligibility. No aid is available to any student taking less than 6 credit hours.

Financial aid will be reinstated once satisfactory academic progress is maintained.

Note: Failure to meet the Standard of Academic Progress for Financial Aid Recipients does NOT mean that the student is removed from school. He or she may continue as a student at JCCC but may not receive financial aid until the minimum standards are met.







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# Student and Instructional Services

Counseling  
Testing/Assessment  
Career Planning and Placement Center  
GED Program  
General Studies  
Writing Center  
Project CLEAR  
Hearing Impaired Program  
Gallaudet College Midcentral  
Regional Extension Center  
Child Play Center  
Dental Hygiene Clinic  
Student Activities  
Campus Ledger  
Intercollegiate Athletics  
Library  
Parking  
Student Code of Conduct  
Student Grievance Policy & Procedure  
Access to Student Information

## COUNSELING

Counselors are available to students who wish to discuss academic, career or personal matters. Students are encouraged to visit the Counseling Center, located on the second floor of the EMC building.

A counselor can usually be seen on a walk-in basis. Occasionally during registration and pre-registration times it may be necessary to schedule an appointment. The Center is open from 8 a.m. to 8:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday.

Special services provided by the Center include:

- **Career Planning and Exploration:** Various interest tests, occupational and educational information are available to help people understand themselves better and become more aware of career possibilities.



- **Academic and Career Programs:** Aid is offered to help students understand the various career programs and academic offerings at JCCC.

- **Transfer Information:** Current information is available on what the four-year schools suggest a person needs and courses that will transfer.

- **Personal Social Concerns:** Counselors provide assistance to individuals having concerns that may interfere with academic or social success. It is aimed at helping students look at personal goals and understand about concerns, attitudes and values. All the services are geared for students to better understand themselves and their decisions now and in the future. Community referrals are available.

- **Orientation:** Since your chances of success are increased by being familiar with the JCCC programs, orientation sessions are held with students in groups or individually. The orientation process introduces the JCCC student to the instructional as well as the service components of the College. Each student who attends the College for the first time is encouraged to attend and participate in an orientation session.

## TESTING/ASSESSMENT CENTER

The Center provides a variety of testing services to students and interested members of the community. The range of testing services include administration and interpretation of standardized exams, course placement exams, and instructor developed exams.

In addition, the staff works with all persons interested in receiving advanced college credit through examination or through experience based credit.

Students interested in testing services are invited to visit the Testing/Assessment Center, second floor EMC, or to telephone for an appointment. In addition, information regarding specific tests, testing dates, etc. will be mailed to interested persons upon request.

## CAREER PLANNING AND PLACEMENT CENTER

Current information about a wide variety of careers is available at the Center. The staff welcomes the opportunity to assist any student with individual career planning or job hunting.

The Center usually has several hundred job listings available for students who are seeking employment. Services include assistance in planning for successful interviews, and help with writing resumes and letters of application.

The staff maintains cooperative working relationships with employers, other college and university placement offices, and both public and private employment agencies in the metropolitan area through personal and telephone contact.

Students interested in career planning or employment opportunities are invited to visit the Career Planning and Placement Center, Room 216, EMC, or to telephone 677-8570 for an appointment.

## GED PROGRAM

Individuals who are interested in obtaining a high school equivalency certificate by taking the General Educational Development test (GED) may receive help through the General Studies Program. A personalized program will be designed to assist the student in preparing for the test. Instruc-



tional material is available in the General Studies Center. Students work at their own speed, without formal class meetings. Other methods of preparation for the GED test are available, including tutoring and organized classes. Additional information may be obtained by contacting General Studies or Testing/Assessment Center.

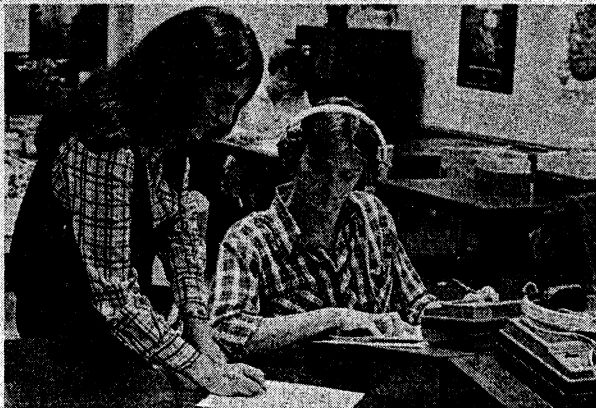
### GENERAL STUDIES

General Studies offers JCCC students opportunities to develop basic skills in several areas.

Working in the General Studies Lab, students may use self-paced materials to develop their basic skills in areas such as reading comprehension, reading rate, basic mathematics, spelling, vocabulary and study skills. They may also study medical terminology and prepare for college-level studies in algebra and chemistry. Also, small classes usually last a few weeks. In addition to individual study programs and small classes, the General Studies Program has a resource list of tutors available upon request.

The General Studies Program offers ADULT BASIC EDUCATION in reading, mathematics, English as a second language and preparation for the GED examination. Instruction is available on either a self-paced basis or in classes offered both on campus and in several county locations.

Further information on the programs of General Studies is available through the General Studies Lab, GEB 140.



### THE JCCC WRITING CENTER

The Writing Center specializes in helping students write essays, paragraphs, and term papers of all sizes and lengths. Peer tutors and instructors are available throughout the day to aid students on a drop-in basis. Specific grammar, spelling, and word usage problems can be solved quickly and simply. All students and citizens in Johnson County are urged to make use of this fine service, located in GEB 149.

### PROJECT CLEAR

College Learning Experiences for Adults with Retardation (Project CLEAR) is a program sponsored by Johnson County Community College to provide non-credit, continuing education opportunities for mentally retarded adults.

Classes are designed to teach independent living skills and to provide life-enhancing experiences. The program offers ten-week sessions during the JCCC fall and spring semesters. A summer program is also available. While in session, CLEAR offers classes from 10 a.m.-4 p.m. on Saturdays and several evenings during the week.

Project CLEAR also offers programs for parents of mentally retarded individuals, professionals, and the community. Persons wishing more information may contact the Student Development/Special Services division at JCCC.

### HEARING-IMPAIRED PROGRAM

The JCCC Hearing-Impaired Program is designed to specifically serve post-secondary age hearing-impaired persons desiring either credit or non-credit educational opportunities. The Hearing-Impaired Program provides direct instructional offerings in a variety of areas including speech therapy, manual communications, and fundamentals of math and English. Another direct service to students is the identification of specialized support services personnel, including notetakers, interpreters, and tutors for students requesting any combination of these services.

The JCCC Hearing-Impaired Program is also involved in the overall brokering and promotion of instructional mainstreaming for the hearing-impaired to other colleges and agencies both locally and nationally.

### GALLAUDET COLLEGE MIDCENTRAL REGIONAL EXTENSION CENTER

Gallaudet College, the only four-year liberal arts college in the world for the deaf, in conjunction with Johnson County Community College, has established the Midcentral Regional Extension Center.

The general goal of the Center is to facilitate the delivery of services from Gallaudet College and other institutions and agencies in the five-state area. The staff of the Center will act in the role of consultant/liaison or coordinator to provide for better utilization of services for the deaf in the five-state area of Kansas, Missouri, Nebraska, Iowa, and Oklahoma.

The Center staff will provide services including seminars, workshops, conferences, consultation and information dissemination. For information, call 677-8572 (voice or TTY).



#### CHILD PLAY CENTER

The Child Play Center provides a service for parents to leave their children while the parents engage in their own educational endeavors on campus. The center will provide quality care and programs for children between 2½ (and toilet trained) and 12 years of age. Enrollment will be limited to a set number of children per hour so the children need to be registered for the times the service is needed. The center can be used on a regular basis or on an as-needed drop-in basis with prior notification. The charge for the center is \$1.00 per hour per child. Staff can use the center providing there is space available. Students have first priority. The center's goal is to help children develop at their own rate through the use of materials and participation in activities. The staff will work with the parents and children to provide an atmosphere for positive growth.

#### CENTER HOURS:

8:00 a.m. to 2:00 p.m. Monday through Friday  
6:00 p.m. to 9:00 p.m. evenings if need is shown.

#### DENTAL HYGIENE CLINIC

Students and interested members of the community can have their teeth checked, cleaned, x-rayed and treated with fluoride for a small fee at the Dental Clinic in room 228 of the Science Building. Dental hygiene students, working under the supervision of licensed dentists and dental hygienists, will provide the services as well as show how to care for teeth in the future. Open from 9:00 a.m. to 4:00 p.m. Monday through Thursday. Call 677-8505 for appointment.

#### STUDENT ACTIVITIES

The Student Activities Program at JCCC provides a cultural, social and recreational program which attempts to make free time a cooperative factor with study. Programs are developed and presented by the Student Assembly in cooperation with the Student Activities Office in support of three primary goals. (1) The program attempts to develop leadership skills in students through actual "hands on" experience in areas of program planning and implementation. (2) Programs are provided which complement and supplement the regular classroom educational experiences with out-of-classroom learning opportunities. (3) Finally, JCCC views the College Commons as the "living room" of the campus. Programs are developed to bring entertainment, both stimulating and relaxing in nature, to the student's "living space."

Most programs are developed by the JCCC Student Assembly. The Assembly is an all-volunteer student government organization which any JCCC student may attend and have both voice and vote. The Assembly meets weekly with the coordinator of Student Activities to develop new programs as well as carry on established programs like the Friday Cinema Series, Spring Fever Week, Captioned Films for the Deaf and the annual Holiday Dance.



The Student Assembly attempts to program live entertainment in the Commons Cafeteria in addition to cooperative ventures with JCCC clubs, faculty and community organizations. A partial listing of past programs would include a three-day mime residency with the artist visiting drama classes, a science fiction and fantasy convention (Fool-Con) with guest authors speaking to JCCC classes, a fall film festival (films utilized by numerous courses) and a seminar on rape with participation by JCCC health career students. The emphasis at JCCC is on both entertainment and cooperative programs which complement the educational offerings.



The opportunities for involvement are unlimited. A number of clubs exist, both vocationally oriented and otherwise, which are open to students for membership. A partial listing would include the Hospitality Management Club, the Junior American Dental Hygienist Association of JCCC (JADHA), Distributive Education Clubs of America (DECA), Sigma Lambda Epsilon (law enforcement), Flying Hands (hearing-impaired students.), Equus (Equine Studies Club), For Those Serious About Entertainment (drama), Acts (an interdenominational fellowship group), Chess Club and Sword & Shield (a science fiction/fantasy club). Additional clubs are formed each year based upon student interests.

The Student Activities Office also plans ski trips and canoe trips each year, as well as local trips to Kansas City area dinner theaters.

#### **THE CAMPUS LEDGER**

The Campus Ledger is a student run newspaper. It is an important communication link which binds the different facets of campus life together. Emphasis is on Johnson County Community College news and programs. Ultimate editorial responsibility rests with the Editor-in-Chief who in turn is responsible to the JCCC Publication Board.

#### **INTERCOLLEGIATE ATHLETICS**

JCCC is a member of the National Junior College Athletic Association and the Kansas Jayhawk Community College Conference. Men compete in baseball, tennis, basketball, golf, soccer, track, and wrestling, while women compete in tennis, volleyball, basketball, softball, and track. The College will participate in other intercollegiate athletics approved by the Board of Trustees. All athletes participating in intercollegiate athletics must be eligible according to the National Junior College Athletic Association Eligibility Rules.

● **Intramural Activities:** The College provides extracurricular activities to complement and supplement the instructional programs. The purpose of the intramural program is to develop skills, encourage friendships and provide for enjoyable use of leisure time.

#### **LIBRARY**

The library maintains a collection of all media books, periodicals, films, slides, tapes, microfilms, etc.—and provides a highly trained staff of librarians, library specialists, and library aids to assist patrons in locating, using, and producing the needed media. Any Johnson County resident may use the library services.

Over 38,000 books, 480 current periodicals, 130,000 documents on microfiche, plus hundreds of slides, videotapes and audio recordings are available to support institution and independent study in the College. A catalog of these materials is maintained by computer.

Books are arranged on the shelves according to the Library of Congress (LC) classification. Printed outlines of the LC classifications are available at the circulation desk.

Reference books, most audio-visual materials, and all magazines and newspapers must be used in the library. A coin-operated photocopier is available for student use at the rate of 10 cents per page. The size of the page to be copied is variable, from 8½ x 11 to 8½ x 14.



Ordinarily books checked out on any day will be due two weeks from the following Monday. This provides a loan period of from two to three weeks. Students who fail to return library materials promptly will be subject to a fee of 10 cents per day for each item from the date on which the materials were due. The maximum fee that will be assessed is set at the cost of the material or \$5, whichever is greater. The charge for lost items is the cost of the item plus a \$2 service charge.

Materials are frequently placed on reserve by instructors. These items are checked out for a limited loan period that is specified by the instructor. A fee of 25 cents per hour or \$1 per day (whichever is less) is assessed for each piece of reserve material that is overdue.

A student's grades and/or transcript will not be released unless all library fees have been paid.

#### **Library Hours (effective September 1979):**

Monday through Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

**PARKING**

The College provides free parking to all JCCC students. Students are not required to register their vehicles.

Student parking is permitted at all times in the following lots (see campus map): Lot C, Lot D, Lot E, the southwest portion of Lot F, and Lot H. There is designated parking by permit only for staff and handicapped students in Lot B and Lot H. There is also identified visitor parking in Lot B and Lot H. Parking lots are marked with signs directing personnel to the designated parking areas. Students may not park in the visitors' and handicapped students' Lots B and H, or staff area lots marked A and G, at any time.

After 5 p.m., students may park in Lot B and all of Lot F.

- **Permanent handicapped personnel** may obtain a vehicle registration sticker from the Security Office. This sticker should be attached to the rear bumper, driver's side, of your vehicle and will entitle you to park in the designated handicapped areas.

Permits to park for a limited period of time in the handicapped parking area are obtained from the

Security Office located in the General Education Building. These stickers should be attached to the rear window, driver's side of your vehicle.

A certificate from a physician will be required before a permanent handicapped sticker can be issued. The issuing of temporary handicapped permits will be left to the discretion of the College.

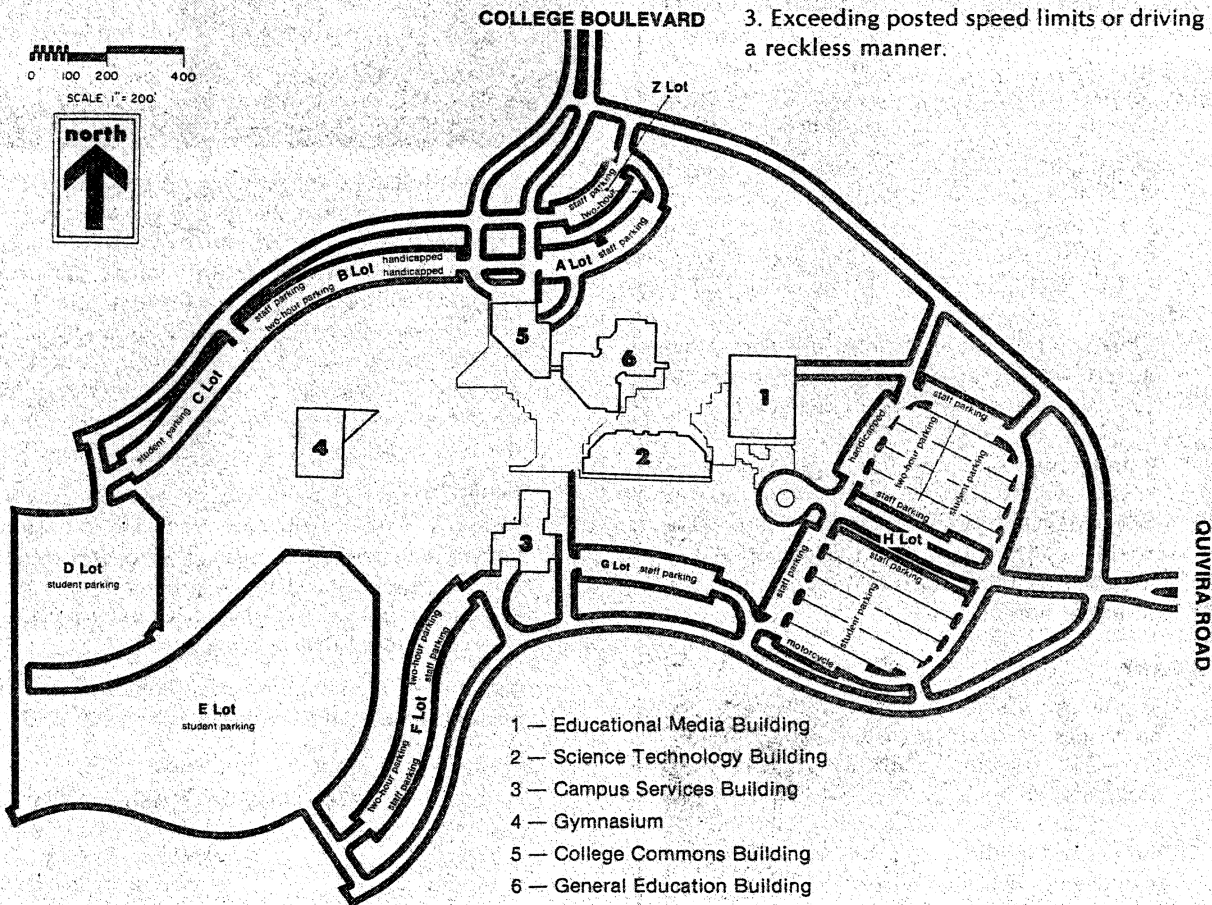
- **Motorcycles and motorscooters** are considered motor vehicles and operators are expected to comply with parking and traffic regulations.

- **Bicycle racks** are provided at several campus locations. Bicycles do not need to be registered but riders are expected to exercise care and responsibility.

- For a **special permit for emergency parking** or loading, contact the Security Office.

- **Tickets** will be issued for the following violations:

1. Parking in a staff or restricted area such as a driveway, loading dock area or on the grass.
2. Parking in an improper manner, such as parking across yellow lines.
3. Exceeding posted speed limits or driving in a reckless manner.



● **Handicap Lot Violation:**

Any vehicle without a permit parked in the handicapped lots Monday through Friday between the hours of 7:00 a.m. and 9:00 p.m. will be immobilized upon receiving the second citation. The cost for removal of the immobilizer will be \$10.00.

● Your vehicle may be **immobilized** or towed away if:

1. It is parked in handicapped parking or a loading area without appropriate sticker.
2. It has received three penalty tickets.
3. Driver refuses to move vehicle after being requested to do so by a security officer.
4. It is blocking a dock or sidewalk area or is parked on the grass.
5. It is a car or truck parked in the motorcycle area.

● **Fees for penalty tickets:**

First offense — \$2

Second offense — \$3

Third offense — \$4

Fourth offense — immobilization or removal of vehicle.

(Fee for immobilization is \$5 plus payment of previous tickets.)

Penalty tickets are to be paid at the Business Office within five school days of issue. Please bring ticket to the Business Office between 8 a.m. and 5 p.m., Monday through Friday, or the ticket may be mailed to the Business Office.

In case of an accident on campus, please inform a security officer immediately and file an accident report.



**STUDENT CODE OF CONDUCT**

Students and staff of Johnson County Community College constitute a special community engaged in the processes of education. It is assumed by the College its students will demonstrate a code of personal honor which is based upon courtesy, integrity, common sense, and respect for others, both inside and outside the classroom.

The College reserves the right to suspend or dismiss a student for conduct which is detrimental to the best interests of the College. The following types of behavior will be considered violations of the College standards for student conduct and may result in suspension or other disciplinary action:

1. Threatening the life or physical safety of others;
2. Conduct which substantially disrupts, impedes, or interferes with the operation of the College;
3. Conduct which substantially infringes upon or invades the rights of others;
4. Inflicting damage to College equipment or facilities;
5. Violation of conditions of probation;
6. Academic dishonesty;
7. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees; or
8. Conduct which has resulted in conviction of the student of any offense specified in federal or state criminal statutes. (It is not the intent of these policies to prohibit the participation in College programs to individuals who may have a previous criminal record, for which they have met the requirements of the law.)

The Dean of Student Services is responsible for any temporary or permanent student suspension. Unless the suspension is the result of action involving an immediate danger to life, limb or property, a student will have the opportunity to discuss the suspension with the dean before formal action is taken.

Suspension is a serious action. The emphasis of all disciplinary action at the College is to do everything possible to keep you in school and to assist you in the fulfillment of your objectives.



There is a stated policy concerning suspension which protects the rights of the individual student. All procedures are handled in writing with sufficient time for the student to appeal the suspension through a student discipline committee of the College to the President of the College and to the Board of Trustees. A copy of this policy can be obtained from the office of the dean of Student Services.

The College emphasizes in its daily operations the understanding as formulated by the Board of Trustees that all rules and regulations be administered in a manner that is both fair and applicable to all persons.

### STUDENT GRIEVANCE POLICY AND PROCEDURES

The following procedures for processing student grievance(s) or complaint(s) have been established in order to assist in the fair resolution of student problems. A student grievance may concern an alleged violation of school policies, alleged infringement upon a student's rights, and other such problems dealing with students, College staff, and authorized College activities. The following sequential steps shall be taken by the student:

If a student has a formal grievance (s) or complaint(s) the student must, within ten (10) College working days, attempt to rectify it with the supervisor of the area of activity in which the alleged violation occurred and attempt to resolve the problem. EVERY EFFORT WILL BE MADE TO SECURE AN APPROPRIATE RESOLUTION OF A STUDENT'S GRIEVANCE OR COMPLAINT AT THE LOWEST POSSIBLE LEVEL.

- A. Consultation with appropriate supervisor, e.g., instructor, coordinator, or division director: An attempt should be made to resolve the student's grievance by means of informal discussions at this level.

The supervisor must, within five (5) College working days, inform the student in writing of any decision made and reasons for that decision.

If the student feels the grievance is not resolved, the student may submit a grievance in writing to the next level of authority within ten (10) College working days from the time the complaint was filed at the previous level. Each level appealed to will have five (5) College working days to respond.

- B. Consultation with the Dean of Student Services:  
1. Submit the grievance or complaint in writing

to the Dean of Student Services. The student may request a conference with the Dean of Student Services.

2. The Dean of Student Services will notify the Affirmative Action/Title IX Officer of the College in writing of any grievance concerned with alleged discrimination.

3. The Dean of Student Services must, within five (5) College working days, inform the student in writing, of any decision made and reasons for that decision.

4. If the grievance or complaint is not resolved with the Dean of Student Services within five (5) College working days after the Dean of Student Services has received the written grievance, the student may appeal, in writing, to the President of the College.

- C. Consultation with the President of the College:

1. The written appeal must be received by the President within ten (10) College working days from the time the complaint was filed with the Dean of Student Services.

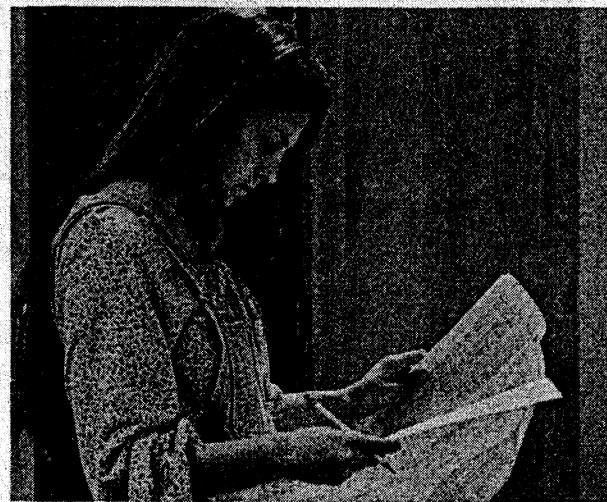
2. The President must, within five (5) College working days, inform the student in writing of any decision made and reasons for that decision.

3. The decision of the President is final.

If the student does not take the next step in the grievance procedure within the stated time period, the grievance or complaint shall be considered settled.

#### Rights of Grievant

No reprisals of any kind will be taken against a grievant by any member or representative of the administration for filing a grievance.



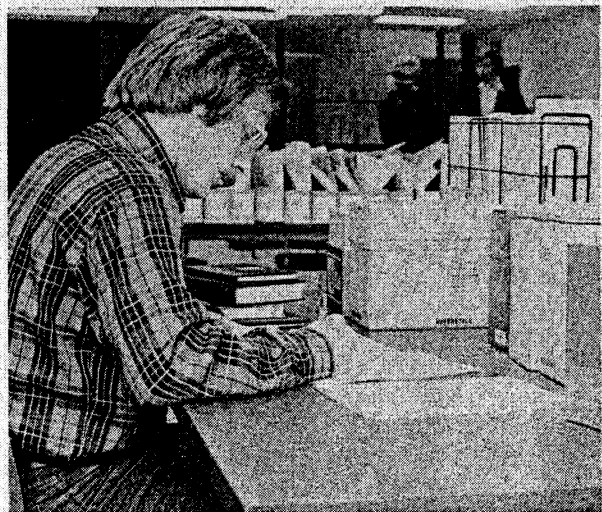


### ACCESS TO STUDENT INFORMATION

This notice informs students of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with the Department of Health, Education, and Welfare. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by HEW in the June 17, 1976, Federal Register.

The law, and regulations published by the Department of Health, Education, and Welfare, require educational institutions to:

A. Provide students the opportunity to inspect student educational records. This can be done by contacting the Admissions/Records Office.



B. Provide students the opportunity for a hearing to challenge the content of the educational record when they believe it contains information that is inaccurate, misleading, or in violation of the right to privacy. (Grades are NOT subject to challenge.)

C. Limit disclosure of information from the student's record to those who have the consent of the student, or to officials specifically permitted within the law such as college officials, and, under certain conditions and for specific purposes, local, state, and federal officials.

Parents of dependent students will have access to the educational record. The College will assume that students are dependent on the parents if the parents will provide a written statement that the student is listed as a dependent on their federal income tax forms.

Johnson County Community College does not publish a student directory. Such information of this type is requested from external sources concerning students. Upon such requests, the following information is provided:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities
7. Sports - weight and height of athletic team members
8. Dates of attendance
9. Degrees
10. Awards received
11. Most recent previous educational institution attended

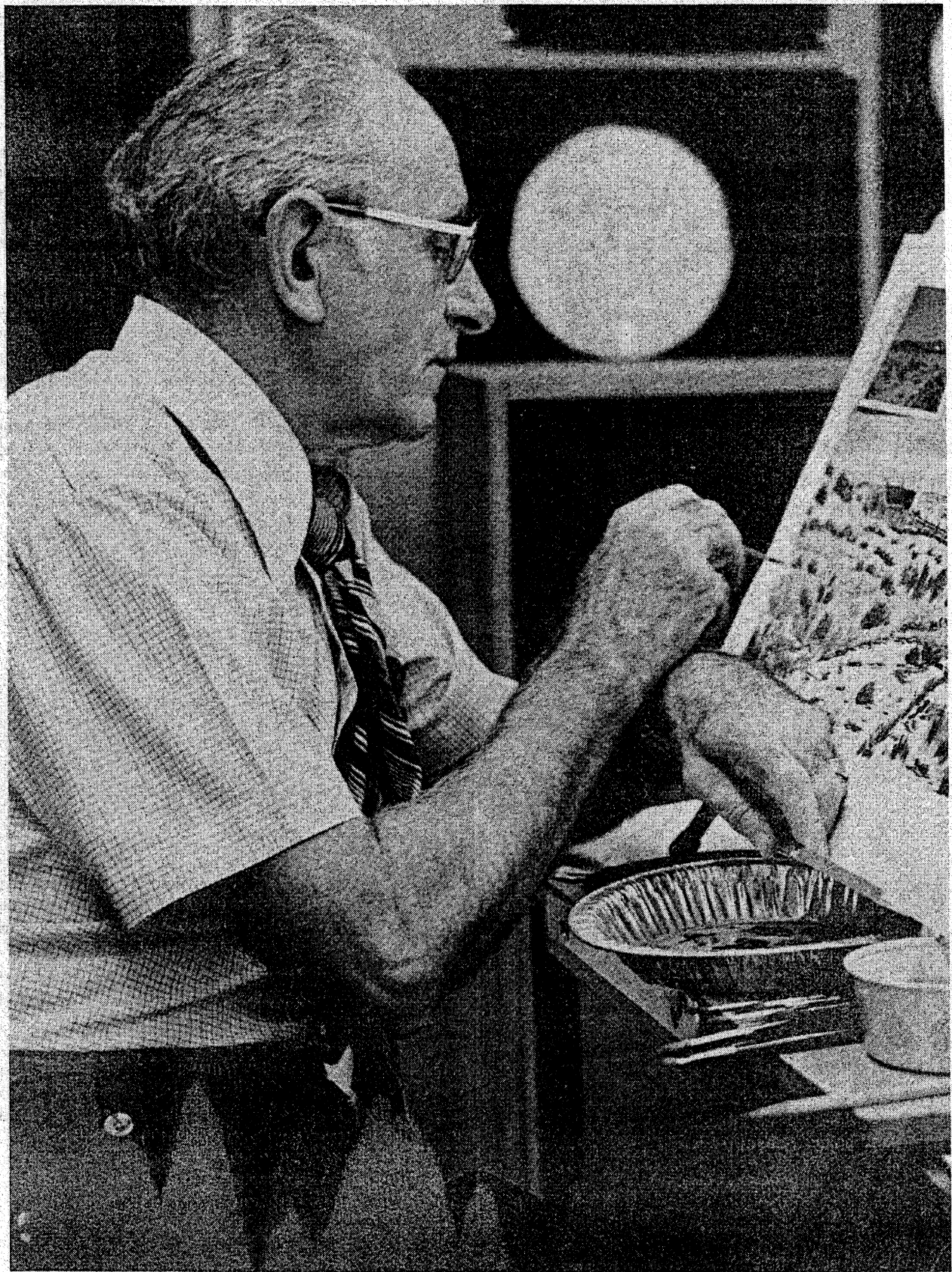
Should a student object to the disclosure of any or all of the above information, the student must notify the Admissions/Records Office in writing that any or all categories should not be released without prior written consent.

Copies of the College policy and implementation procedures are available upon request from the Admissions/Records Office.

Students may file a complaint with HEW if they believe their rights under this law have been violated and efforts to resolve the situation through JCCC appeal channels have not proved satisfactory. Complaints should be addressed to:

F.E.R.P.A., HEW  
Room 514E  
200 Independence Avenue, S.W.  
Washington, D.C. 20201







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# Community Education and Services

Continuing Education  
Community Development  
Community School Program  
VIEWS for Women  
Cultural Arts Program  
A Program for Those Over 60  
On-Site Education  
Clinics for Youth  
Speakers Bureau  
Child Care Directory

## COMMUNITY EDUCATION

● **Continuing Education:** JCCC provides a varied program of courses, workshops and seminars for those who wish to improve job performance, develop new skills, or pursue leisure time interests. Most courses are noncredit, and are held in locations throughout Johnson County as well as on the campus. Major areas include: art, aviation, business and finance, GED test preparation, folk arts, foreign languages, home and family, human relations, music, office education, photography, practical know-how, sports and recreation, and business and industrial in-service. Bulletins announcing courses offered are mailed three times yearly to all Johnson County residences.

● **Community Development:** The College is a meeting ground and catalyst for people interested in the development, stabilization or change of their community. JCCC has brought citizens together for the following purposes: to develop leadership skills; to examine proposed amendments to the state constitution; to meet and question candidates for political office; to explore problems relating to youth, women, single adults, and the elderly; to discuss health services, county reorganization, land use, water and environment; to join in Great Decision discussion groups investigating foreign policy decisions including arms reduction; to consider today's trends in ethics and economics; to search for values affecting individuals and society.

When there is an issue of concern to the community, JCCC offers its facilities and assistance in planning methods of openly confronting these issues.



● **Community School Program:** The Community School Program is community based and designed especially for the smaller urban and rural areas of Johnson County. Classrooms in local school buildings are used for courses selected jointly by the Community School Council and the College. The Community School Council is made up of a cross section of local residents. Members of the Community School Council are confirmed by the local board of education, making the community school a joint venture of the College and the community. Each community school has a resident coordinator who assists in scheduling and registration procedures. Community Schools have been established in Olathe, Stanley-Stilwell, DeSoto-Clearview, Gardner, Edgerton and Spring Hill.

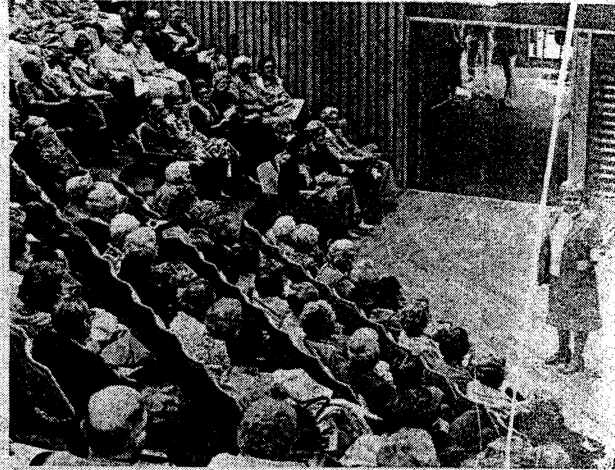
● **VIEWS for Women:** JCCC's special programming for women consists of a full spectrum of courses, seminars and workshops, all focusing on the expressed needs and concerns of area women. Changes in society that have increased women's expectations and choices have created a need for specialized programming. JCCC has consistently offered programs which help make personal development and the resulting changes compatible and mutually enriching to all family members—presenting concepts which may aid in the development of solid, adaptive, supportive and happier relationships. Included are discussions and lectures on personal growth, health and physical development, communication skills, home and automobile maintenance, financial management, career development, human relationships and leadership.

● **Cultural Arts Program:** The goals of JCCC's Cultural Arts Program are to encourage community members to experience the joys of taking advantage of the rich array of cultural opportunities available in the greater Kansas City area, to encourage wide participation in College credit and non-credit offerings, and to provide the tools with which to build a more enjoyable life. The program based on these goals includes classes, lectures, films, concerts and tours, all covering a wide range of subjects such as architecture, antiques, anthropology, art, jewelry, theater, music, photography, astronomy, travel, nature, and commerce. All divisions of the College cooperate with other local schools, colleges, institutions, and organizations to maintain a rich and varied program of cultural activities on and off campus for area residents.

● **A Program For Those Over 60:** While JCCC offers educational services to adults of all ages, the needs of senior citizens in Johnson County are of vital concern to the College. Special services for Johnson County residents over 60 include the Brown and Gold Club, with provisions for no-cost entrance to College courses and activities, including credit and non-credit classes, and College-sponsored events such as musical programs, dramatic presentations, and athletic contests. There is no charge for joining the Brown and Gold Club. In addition, the College presents programs at senior citizen centers, luncheon sites, churches, and libraries. A full day of programming and involvement with JCCC students and instructors each semester on Campus Day is open to the community, and is very popular with those over 60.

● **On-Site Education:** Most courses listed in the College Catalog and the Community Education Bulletin can be taught on the premises of any business, firm, industry or community organization in the Johnson County area. When an organization has a specific need that cannot be met by existing courses, the College staff will assist in designing a workshop, seminar, or course to meet that need. In the recent past, the College has offered courses in human relations, effective writing, and English as a second language to hospital and corporation employees and to migrant workers.

● **Clinics and Courses for Youth:** Each year the College offers sports clinics and courses especially designed for boys and girls ranging in age from 7 to 16. These clinics have provided instruction in tennis, baseball, basketball, gymnastics, volleyball, softball, and soccer.



● **Speakers Bureau:** Speakers on a variety of topics, program planning assistance and performances by music, drama, and speech students are available to Johnson County organizations upon request.

● **Child Care Directory:** A directory of child care centers is available upon request by sending a large self-addressed stamped envelope to JCCC Community Services.





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# Academic Information

Attendance  
Courses by Arrangement  
Independent Studies  
Travel for Credit  
Advanced Standing Credit  
KRCHE  
Grading System  
Honors  
Academic Progress  
Degree/Certificate Information

JCCC

McKay, Jr

Johnson County Community College  
12345 College at Quivira  
Overland Park, Kansas 66210-1299  
(913) 469-8500

(2)

December 5, 1989

To Whom It May Concern:

Prior to the 1983-84 school year, Johnson County Community College used an "N" grade to signify that no credit had been awarded. The "N" grade was non-punititive and was not computed into the student's grade point average. Since the grade was not counted in the GPA, students were not encouraged to officially withdraw from classes which has created problems for some students later in their educational pursuits.

\* Johnson County Community College has made the decision to allow students attending prior to 1983 the option of appealing the "N" grade. If a valid appeal is received and approved, the "N" grade is changed to a "W".

The attached transcript reflects such a change and may be different from an earlier copy sent to your institution. If you have any questions, please feel free to contact me.

Sincerely,

Patricia N Long

Patricia N. Long  
Director of Admissions and Records

PNL:cb

Enclosure

Letter + trans. sent to LS DAS + Student  
Patricia

DEC 14 1989

File trans in drawer  
showing grade changes for old record  
looked on film.



each course and are recorded on the student's permanent record. The College uses two grading systems, the regular grading system and the credit/no credit grading system.

● **Regular Grading System:** The regular grading system uses the traditional symbols of evaluation understood and accepted by the general public and the business and educational communities. This system provides a range of grade levels indicating the student's achievement of the objectives established for a course. The regular grading system is as follows:

A - Outstanding achievement of the educational objectives.

B - Highly satisfactory achievement of the educational objectives.

C - Adequate achievement of the educational objectives.

D - Passing, marginal achievement of the educational objectives.

\* N - No credit, unsatisfactory achievement.

W - Withdrawal without academic assessment.

A student may withdraw from a course from the first day of instruction up to one week prior to the last day of the semester. A "W" will be recorded on the student's transcript if the withdrawal occurs after the official state reporting date (September 15 for first semester, February 1 for second semester, and after one-fourth of a summer or mini session has been completed).

I - Incomplete. This grade will be used only when extenuating circumstances prevent the student from completing the course work during the semester. It is the student's responsibility to arrange with the instructor for the completion of the "I" grade. It normally would not require re-enrollment in the course for successful completion. Course work needed to remove the "I" grade is expected to be completed by the end of the following semester. All "I" grades will be changed to "N" if the instructor has not initiated a grade change by the end of the semester following the grading period for which the "I" was given.

R - Repeated Course. Whenever a student repeats a course only the credit and grades earned in the repeated course will be used in computing the student's grade point average. The grade of the course that is repeated will be changed to "R."

## CREDIT / NO CREDIT GRADING SYSTEM

The credit/no credit grading system is most often chosen by students wishing to take courses not directly related to their major objectives, or explore courses outside their usual range of subject matter.

Courses completed under this option will be shown on the student's transcript; however, grades received under this grading system are not used in computing the student's grade point average.

Under this grading system, a student receives the following grades:

S - Credit earned

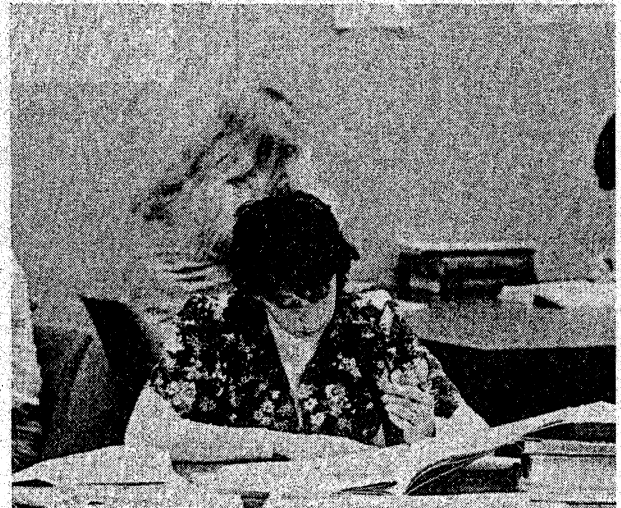
N - No credit

W - Withdrawn

A counselor's approval is necessary before a student chooses the credit/no credit grading system. Generally, a student may enroll in only one course per semester under this option.

Prior to the ninth week of the semester, students desiring to exercise this option must complete a form in the Counseling Office.

\*NOTE: Some schools, scholarship committees and honorary societies do not accept this grading system and convert grades of S to C and N to F when computing grade point averages, or otherwise penalize students who use this option.



## GRADE POINT AVERAGE:

A - 4 grade points per semester credit hour earned.

B - 3 grade points per semester credit hour earned.

C - 2 grade points per semester credit hour earned.

D - 1 grade point per semester credit hour earned.

The total grade points accumulated by a student are divided by the total semester credit hours successfully completed, excluding the semester credit hours for which an "S," "W," or an "N" were assigned. The result is the student's accumulated grade point average.

### HONORS

The names of students who complete a minimum of twelve (12) hours of credit and who earn an overall grade point average of 3.0 or higher during any semester are published on the Dean's list at the end of the semester. Students who maintain an average of 3.5 or above will be recognized by being placed on the President's list.

### ACADEMIC PROGRESS

The College wants every student to succeed. If the student is not making satisfactory academic progress, a counselor will help reassess the program, motives, interests and aptitudes and help to decide whether a change of program or additional assistance is necessary.

JCCC offers the following guidelines for minimum grade point averages:

Upon completion of:	GPA
15 credit hours	1.25
30 credit hours	1.65
45 credit hours	1.75

See your counselor if you experience difficulty.

### ASSOCIATE OF ARTS DEGREE

Requirements for the Associate of Arts degree include the successful completion of a minimum of sixty (60) semester credit hours in an approved program with a cumulative grade point average of 2.0. Students must earn a minimum of 15 semester credit hours in residence at Johnson County Community College.

● **Approved Programs:** An approved program is that program designed to meet the requirements for graduation which is developed by the individual with the approval of a designated official of the College.

● **Intent to Graduate:** A written notice of intent to graduate must be filed in the Admissions/Records Office by the following dates:

October 1 for fall                      February 1 for spring  
July 1 for summer

Any extension of these deadlines must be appealed in writing to the director of Admissions and Records.



● **Commencement Exercises:** Requirements for graduation may be completed during any semester, but the degree will not be conferred until the commencement exercises, which are held at the close of each spring semester.

● **Honors:** An Associate of Arts degree will be granted "With Honors" if the recipient earns an overall average of 3.5 in all courses applicable to the degree.

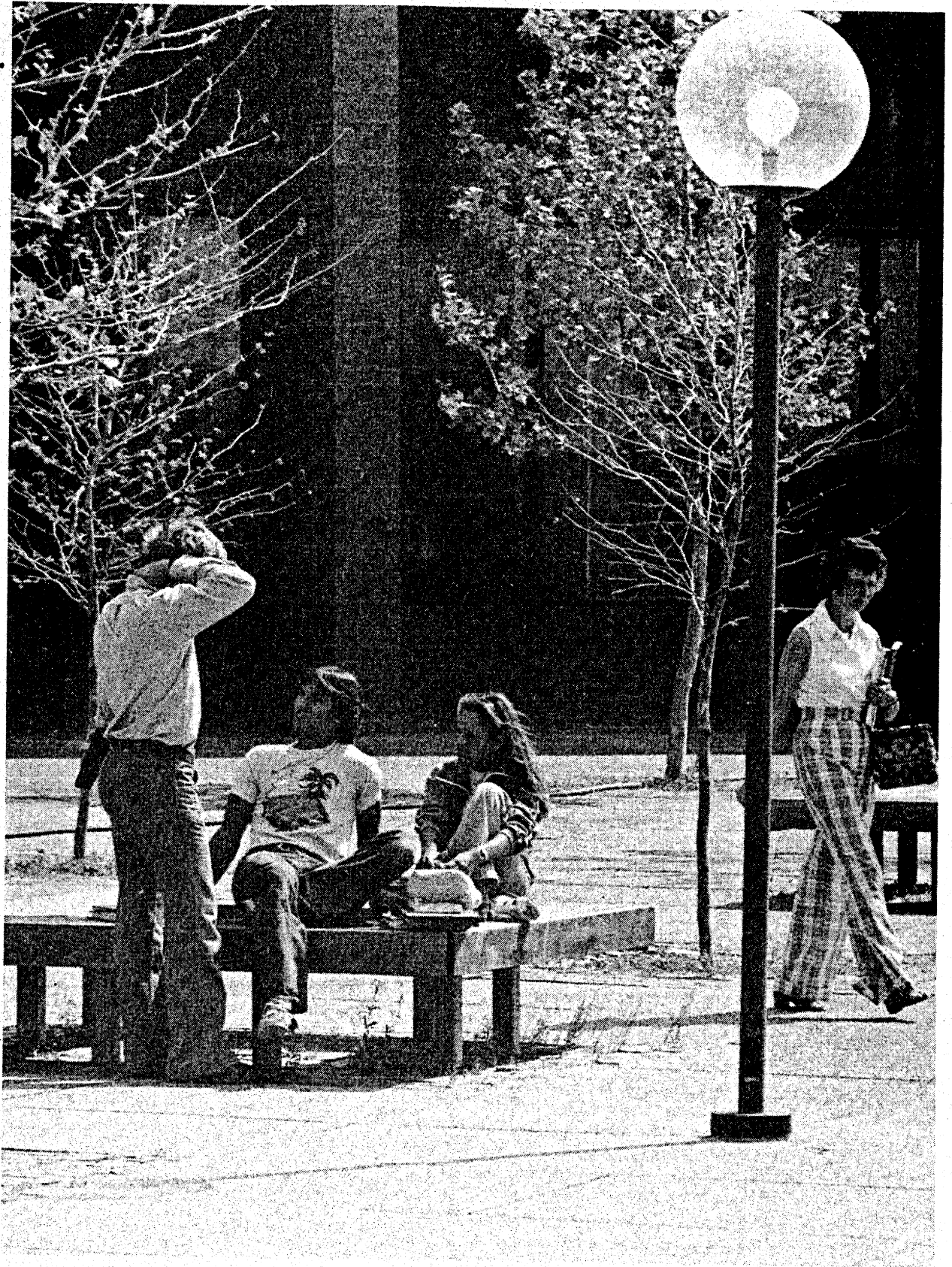
### CERTIFICATE PROGRAMS

Certificates of completion will be awarded upon the successful completion of Board of Trustees-approved programs that will normally take no more than one year to complete. A cumulative grade point average of 2.0 in prescribed course work is required. As a general rule, certificates will be awarded upon completion of the following programs:

- Emergency Medical Technology\*
- Fire Protection and Public Safety
- Hospitality Management
- Medical Transcription\*
- Mental Health Technology
- Paralegal
- Police Dispatcher
- Recreational Leadership
- Riding Instructor Program
- Secretarial Careers

\*Program is less than one year in length.







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# Programs of Study

Transfer  
Career

## TRANSFER CURRICULA AND MAJORS

JCCC offers the first two years of most college baccalaureate degree programs. That is, most of the standard college "majors" can be begun at JCCC. **As a general rule, students can spend the first two years at Johnson County Community College earning an Associate of Arts degree, then transfer to a four-year institution without loss of time or credit—if the student's program has been put together with the assistance of a JCCC counselor.** Students planning to transfer after two years, but not certain which area of specialization to choose from at JCCC, should satisfy the general education requirements which are common prerequisites for earning most four-year degrees.

Following are some "majors" that can be started at JCCC:

### Business

- Agribusiness
- Accounting
- Business Administration
- Finance
- Management
- Marketing
- Real Estate
- Retailing
- Insurance

### Education

- Education (elementary and secondary)
- Physical Education
- Special Education
- Recreation

### Engineering (Pre-Engineering)

- Aerospace Engineering
- Architecture
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Industrial Engineering
- Mechanical Engineering

### Home Economics

### Humanities and Fine Arts (Liberal Arts)

- Art
- English
- Foreign Language
- Journalism
- Law
- Liberal Arts or Studies
- Literature
- Music

- Philosophy
- Speech
- Theater

### Medicine (Liberal Arts or General Science)

- Dentistry
- Medicine
- Nursing
- Optometry
- Pharmacy
- Veterinary Medicine
- Allied Health fields

### Science and Mathematics (General Science)

- Biology
- Botany
- Chemistry
- Earth Science
- Geography
- Geology
- Mathematics
- Physics
- Zoology

### Social Science (Liberal Arts)

- Anthropology
- Economics
- Geography
- History
- Political Science
- Psychology
- Social Work
- Sociology

These are only samples of major areas of study of baccalaureate programs. Students need to look closely at the individual four-year school requirements and major area of study requirements to which they intend to eventually transfer. Many four-year school catalogs are available for inspection at the Reference Desk on the first floor of the Library, or at the Counseling Center on the second floor of the Educational Media Center (EMC). Careful planning with a JCCC counselor prior to actually enrolling for a first semester of classes can assure proper course selection for maximum transferability.

Students planning to transfer to a baccalaureate program should select courses from general and distribution required courses. These basic courses are offered in different divisions, such as Communications, Humanities and Social Science, Natural Science and Mathematics. The amount of credits required in each division depends on the college or university and degree.

## A SAMPLE FOUR YEAR DEGREE

(May vary depending on major. See a counselor.)

Total 124-128 hours	General Requirements			Distribution Requirements				
1st Two Years <i>(First 60-64 hours which may be taken at JCCC)</i>	English	Oral Comm.	Foreign Language (required for some degrees)	*Math	Humanities	Natural Science and Math (incl. Lab Sci)	Social Sciences	Electives
2nd Two Years <i>(Remaining 60-64 hours)</i>	Courses taken in major field			Upper division courses taken not in major field				Electives

\*Math and Natural Science courses for engineering and medical fields are specifically laid out in a particular sequence. Note College requirements with a counselor.

The following course description suggestions may help. The sample program is intended only as a guide.

### COMMUNICATIONS

(3-4 courses)

COM 6524 Communications I (Eng. Composition)	3
COM 1467 Communications II (Eng. Composition)	3

The next 3-6 could be either Speech and/or Literature depending on your major. Communications II is a prerequisite for most of the following literature and composition courses.

CSP 4950 Interpersonal Communication	3
CSP 4130 Public Speaking	3
COM 2618 Creative Writing	3
COM 4444 Poetry and Drama	3
COM 2779 Studies in the Novel	3
COM 5271 American Writers	3
COM 1051 Masterpieces of the Cinema	3
COM 1015 Children's Literature	3
COM 6024 World Masterpieces	3
COM 3694 Advanced Composition	3

Some college degrees may require foreign language. JCCC offers Spanish, French and German.

### MATHEMATICS

(1 course) Usually one math course is required.

MATH 7246 Introduction to Algebra — 3 credit hours (may not transfer but should be taken if your background in math is weak or not current).

MTH 3000 Geometry (may not transfer)	2
MTH 9009 Intro. Algebra & Geo. (may not transfer)	5
MTH 3001 Intermed. Algebra (may not transfer)	3
MTH 3427 College Algebra	3

MTH 2594 Trigonometry	3
MTH 6079 Algebra	5
MTH 7091 Algebra-Trig.	5
MTH 3268 Analytic Geometry-Calculus I (prerequisite: MTH 7091 or equivalent; usually taken by students enrolled in engineering, science or business)	5
MTH 6463 Calculus I (usually taken by students enrolled in business).	3
MTH 2642 Finite Math (usually required for elementary education major)	3

See course descriptions for prerequisites.

### NATURAL SCIENCES

(2-3 Courses)

All schools require at least one lab science. Elementary education majors need both a biological and physical science.

#### Biological Sciences

NLS 6540 Life Science	4
NLS 5020 & 5091 Princ. of Biology & Lab	6
NLS 5402 General Botany	5
NLS 4241 General Zoology	5
NLS* 5593 & 6057 Microbiology-Lab	5
NLS 6186 Human Anatomy/Physiology	5
NLS 1128 Human Anatomy	4
NLS *1144 Human Physiology	4
NLS 6719 & 4720 Environmental Science-Lab	4
NLS 4248 General Genetics (no lab)	3

#### Physical Science

NPS 1031 Physical Science	4
NPS 6070 Astronomy	4
NPS 4858 General Geology	5
NPS 6634 Principles of Chemistry	5
NPS 4515 & 4516 General Chemistry I & Lab	5
NPS 4455 & 4456 General Chemistry II & Lab	5
NPS* 3308 General Physics I	4
NPS* 5212 Eng. Physics I	4

\*Check catalog for prerequisite.



## HUMANITIES

(2-3 courses)

HUM 6120	Introduction to Humanities	3
HUM 5431	Comparative Cultures	3
HAR 1713	Introduction to Art History	3
HAR 3878	Modern Art History	3
HMN 8927	Introduction to Music Listening	3
HUM 7520	Introduction to Philosophy	3
HUM 6392	Logic	3
HUM 3080	Ethics	3
HUM 2532	Philosophy/Current Civilization	3
HUM 2541	Philosophy of Religion	3
HUM 5966	History of Ancient Philosophy	3



## SOCIAL SCIENCES

(2-3 Courses)

SS 3404	Sociology	3
SS 3428	Social Problems	3
SS 3721	Physical Anthropology	3
SS 1029	Cultural Anthropology	3
SS 1068	Introduction to Psychology	3
SS* 3546	Child Development	3
SS* 4639	Personality and Adjustment	3
SS 5716	Marriage and the Family	3
SS* 5663	Social Psychology	3
SS 1456	Political Science	3
SS 3138	American National Government	3
SS 2678	State and Local Government	3
SS 5852	Introduction to Comparative Governments	3
SS 2808	International Relations	3
SS 1055	U.S. History to 1877	3
SS** 2000	U.S. History from 1877	3
SS** 9922	European History—1750	3
SS 2004	Introduction to Econ. Issues	3
SS 2253	Economics I	3
SS* 3093	Economics II	3

\*Check catalog for prerequisite.

\*\* History courses will transfer as humanities credits to some schools.

## SAMPLE PROGRAM:

The following is an example of a first-year program plan for a liberal arts transfer student. This is only an example and your own program could look different. **(If you are interested in architecture, fine arts, engineering, science or medicine, talk with a counselor.)**

First Semester	Cr. Hrs.
Communications I	3
Social Science elective	3
Math/Natural Science elective	3-5
Humanities elective	3
*General elective	3
<b>Total Hours</b>	<b>15-17</b>

Second Semester	Cr. Hrs.
Communications II	3
Speech elective	3
Math/Natural Science elective	3-5
Social Science/Humanities elective	3
*General elective	3
<b>Total Hours</b>	<b>16-17</b>

\*A general elective could be a course in your own field of interest. You may want to check with a counselor to see how it will transfer to a four-year school.



## CAREER PROGRAMS

JCCC's 29 career programs for 1979-80 constitute approximately half of the College's credit class offerings. The most readily apparent difference between the career programs and the transfer courses is that students who decide on a specific career as a field of study have expressed an interest in entering the job market sooner.

Most of the career programs at Johnson County can be completed in two years; a few may be completed in a year or less. Certain career programs such as data processing, drafting and journalism are as old as the College, while equine studies, and the fire protection and public safety programs are new programs to the college.



Each program, however, has been designed with the assistance of a community advisory committee composed of men and women currently working in the particular field. They are people who are well aware of the requirements—and the job potential—in today's market.

For the students who decide on additional college work, many of the present career program courses are transferable to four-year colleges and universities. And several of the programs provide valuable work experience in the community under instructional supervision.

Anyone interested in a career program should contact the program coordinator or one of the College counselors. Important considerations such as entrance requirements, course selection and sequence and job possibilities are examined on a year-round basis by the coordinators and the counselors. Careful planning and course selection by students are considered just as important to success as dedication in the classroom.

Programs are described in more detail in the following pages. Students are encouraged to seek the assistance of a counselor or program coordinator after examining the catalog and prior to enrollment. Detailed career brochures can be obtained from the Admissions/Records Office upon request.

## PROGRAMS FOR 1979-80

ACCOUNTING CAREERS  
ADMINISTRATION OF JUSTICE/LAW EN-  
FORCEMENT  
BIOMEDICAL EQUIPMENT TECHNOLOGY  
COMMERCIAL ART  
DATA PROCESSING  
DENTAL ASSISTING  
DENTAL HYGIENE  
DRAFTING TECHNOLOGY  
ELECTRONICS ENGINEERING TECHNOLOGY  
EMERGENCY MEDICAL TECHNOLOGY  
EQUINE STUDIES  
FASHION MERCHANDISING  
FIRE PROTECTION & PUBLIC SAFETY  
HOSPITALITY MANAGEMENT & CULINARY  
CAREER  
JOURNALISM  
LIFE AND HOME MANAGEMENT  
MARKETING AND MANAGEMENT  
MEDICAL LABORATORY TECHNICIAN  
MEDICAL RECORD TECHNOLOGY  
MENTAL HEALTH TECHNOLOGY  
NURSING (RN)  
PARALEGAL  
PHYSICAL THERAPY ASSISTANT  
RADIOLOGIC TECHNOLOGY  
RECREATIONAL LEADERSHIP  
RESPIRATORY THERAPY  
SECRETARIAL CAREERS  
SMALL ANIMAL HEALTH  
URBAN AGRIBUSINESS

## ACCOUNTING CAREERS

A dual-purpose accounting curriculum for students interested in entering the job market at a para-professional level after two years of post-high school study, as well as providing initial preparation for those who wish to pursue a bachelor's degree. Students enrolled in a transfer program do not need to take the Field Study courses.

Required Accounting and Business Courses		Cr. Hrs.
BAC 4092	Accounting I	3
BUS 1121	Business Law I	3
BAC 6524	Communications I	3
BAC 5096	Accounting II	3
RDP 7135	Bus Data Processing or	3-4
RDP 6699	Program Fund	
BAC 2036	FS Human Relations	3
BUS 3093	Economics II	3
BAC 3111	FS Business Math	3
* BAC	Elective (one of three listed below)	3
BAC 5099	FS Accounting Seminar	3
BUS 1007	Bus Com.	3

### Accounting Elective (choose one)

- \* BAC 6299 Intermed. Accounting I,
- \* BAC 2436 Cost Accounting or
- \* BAC 4218 Accounting for Nonprofit Organizations

### Required General Courses

Social Science	3
Math	3
Natural Science	3

### Recommended Electives

BUS 4282	Introduction to Business	3
BUS 5134	Business Law II	
BAC 4063	Managerial Accounting	3
BAC 2436	Cost Accounting	3
BAC 4218	Acct. for Nonprofit Org.	3
BUS 2263	Economics I	3
BAC 6299	Int. Acct. I	3
BAC 6294	Int. Acct. II	3
BAC 6038	Savings and Investment	3
BUS 2259	Personal Finance	3
BUS 2341	Personnel Management	3
BUS 7007	Marketing	3
BUS 2360	Fed. Income Tax	3

## ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT

The program currently offers a 30-hour certificate option in police dispatching as well as the Associate of Arts degree options in law enforcement. The preservice option is designed for students preparing for initial job entry in the field of law enforcement, while the in-service option is intended for presently employed police officers

who desire to upgrade their knowledge and qualifications. The certificate option for police dispatcher is attractive to persons who do not meet all of the strict standards for employment as police officers.

### Suggested Programs\*\*

Core Courses		Cr. Hrs.
COM 6524	Communications I	3
COM 1467	Communications II	3
SS 3404	Sociology	3
SS 2678	State and Local Government	3
SS 1068	Introduction to Psychology	3
BSC 1263	Beginning Typing	3
SLE* 2080	Introd. to Admin. of Justice	3
SLE 7108	Study of Criminal Justice System	3
SLE 1585	Criminology	3
SLE 6432	Police and the Public	3
SLE 1160	Juvenile Code & Procedures	3
SLE* 4588	Criminal Law	3
SLE* 5137	Fundamentals of Criminal Investigation	3
SLE* 4418	Constitutional Case Law	3
SLE 4263	Crime Prevention	3
SLE* 7288	Defensive Tactics for Police	3
	Career Emphasis Options	12
<b>Total Hours</b>		<b>60</b>

\*Persons certified under Kansas State Law 7456.02 are eligible to receive Experienced-Based Education credit for these courses.

\*\*Individual program plans reflecting student needs and interests are worked out with the program coordinator. Changes and substitutions of other credits can be made in the design of a student's program plan.

### Career Emphasis Options Preservice

SLE 2461	Motor Vehicle Law	3
SLE 6653	Traffic Safety & Accident Investigation	3
SLE 4033	Patrol Procedures	3
SLE 7292	Introduction to Criminalistics	3
<b>Total Hours</b>		<b>12</b>

### In-Service

SLE 7292	Introduction to Criminalistics	3
SLE 7161	Supervisory Techniques	3
SLE 7454	Police Organization and Management	3
SLE 2341	Personnel Management	3
<b>Total Hours</b>		<b>12</b>





### Emergency Services Dispatcher Certification

SLE 7108	Study of Criminal Justice System	3
SLE 6432	Police and the Public	3
SLE 4033	Patrol Procedures	3
BSC 1263	Beginning Typing	3
BSC 2376	Intermediate Typing	3
BSC 1342	Records Management	3
COM 6524	Communications I	3
COM 1467	Communications II	3
SS 1068	Introduction to Psychology	3
SLE	Field Study	3
<b>Total Hours</b>		<b>30</b>

### BIOMEDICAL EQUIPMENT TECHNOLOGY

The biomedical equipment technician may work for a hospital, for a medical equipment manufacturer, for a medical equipment service firm or may find a career as a field service technician selling, maintaining and installing specialized electronic systems used in the health field. The type of work performed will include electrical safety checks, troubleshooting and repairing medical equipment, preventive maintenance procedures and may include responsibility for in-service training of medical personnel. JCCC's program is centered on courses which are devoted to the fundamentals of electronics, natural sciences, and related mathematics. Internship in an area hospital or medical equipment service is required.

### Suggested Sequence of Courses

		Cr. Hrs.
<b>First Semester</b>		
MTH 9000	Math for Electronics I	5
EET 2322	Resistive Circuits	3
EET 5290	Introductory Electronics	3
COM 6524	Communications I	3
<b>Total Hours</b>		<b>14</b>

### Second Semester

MTH 9001	Math for Electronics II	5
EET 5056	Capacitive & Inductive Circuits	3
EET 4289	Resistive Electronics	3
EET 7643	Digital Electronics	3
NS 5381	Medical Terminology	2
<b>Total Hours</b>		<b>16</b>

### Third Semester

EET 7604	Linear Electronics	3
NLS 6186	Human Anatomy & Physiology	5
EMT 6824	Biomedical Equipment Tech. I	3
EMT 4504	Biomedical Electrical Safety	2
COM 1260	Technical Writing	3
<b>Total Hours</b>		<b>16</b>

### Fourth Semester

EET 7490	Nonlinear Electronics	3
EET 4503	Microprocessors	3
EMT 9824	Biomedical Equip. Tech. II	3
NPS 6634	Principles of Chemistry	5
EMT 4504	Biomedical Internship	3
<b>Total Hours</b>		<b>17</b>

### COMMERCIAL ART

The Commercial Art Program is designed to provide students with the visual and technical skills, problem-solving ability and creative versatility necessary for effective performance as commercial artists. High professional standards, established within the graphic arts industry, are maintained in all courses that are a part of the JCCC program.

Outstanding studio facilities offer students in-depth experience with the type of equipment, tools, materials and processes which will be encountered on the job. Instruction is provided by full-time faculty and professional advertising artists working in the Kansas City area.



Development of a professional portfolio for presentation to prospective employers and job placement after graduation are major objectives of the program.

While there are no formal requirements associated with entering the Commercial Art Program, there is a committee review of all student work at the conclusion of each semester. Participation in this review is a requirement for continuing in the program.

**Suggested Sequence of Courses**

<b>First Semester</b>		<b>Cr. Hrs.</b>
HAR 2880	Design 2D	3
HCA 6862	Basic Representation I	3
HPH 5555	Basic Photography I	3
HCA 7205	Lettering	3
	Art Elective	3
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
HAR 7209	Design Color	3
HCA 5863	Basic Representation II	3
HCA 4679	Visual Technology I	4
HAR 4028	Silkscreen	3
HCA 1861	Layout	3
<b>Total Hours</b>		<b>16</b>
<b>Third Semester</b>		
HAR 6021	Design 3D	4
HAR 1689	Visual Communications II	4
HPH 6666	Photography II	3
HCA 6688	Visual Technology II	4
<b>Total Hours</b>		<b>15</b>
<b>Fourth Semester</b>		
HCA 9689	Visual Communications II	4
HCA 7690	Preparation of Portfolio	2
HCA 5691	Comm. Art Field Study	3
	Electives	6
<b>Total Hours</b>		<b>15</b>

**Suggested Academic Electives**

COM 6524	Communications I	3
CJO 2136	Fundamentals of Advertising	3
CJO 7139	Advertising Copywriting	3
BUS 2259	Personal Finance	3
BUS 4282	Introduction to Business	3

**Suggested Art Electives**

HCA 8853	Airbrush Techniques	3
HAR 3564	Intro. to Printmaking	3
HAR 1713	Intro. to Art History	3
HAR 3878	Modern Art History	3
HAR 7576	Drawing I	3
HAR 6125	Life Drawing I	3
HAR 6064	Drawing II	3

**DATA PROCESSING**

The Data Processing Program provides skill for entry level programming positions or related occupations. On-the-job experience is available as part of the curriculum. JCCC's data processing factory is open on an unscheduled basis six days a week (over 80 hours). The equipment includes a programmable remote batch terminal which provides access to an IBM 370-158 and to a multiple CDC 6000 computer system. Also available are keypunches, teletypes, CRT's and unit record equipment to help give students practical experience in data processing. Individuals from the field of data processing may enroll in courses to upgrade and broaden their knowledge.

**Required Data Processing Courses**

		<b>Cr. Hrs.</b>
MTH 3001	Intermediate Algebra	3
BAC 4092	Accounting I	3
BDP 6699	Programmming Fund.	4
BDP 4700	COBOL I	4
BDP 1702	COBAL II	4
BDP 1698	Assembler Language I	4
BDP 4551	Intro to Systems Design & Anal.	3
BDP 6514	Applic. Programming Data Proc.	3
	Topics	3
BDP 7300	Applic. Programming: Applic.	3
BDP 6451	Operating Systems	3
<b>Total Hrs.</b>		<b>36</b>

**Data Processing Electives**

Three of the eight courses must be taken. At least one elective language must be taken.

BDP 6703	FORTRAN	4
BDP 4701	PL/I	4
BDP 1684	Assembler Language II	4
BDP 7683	RPG/II Beginning	4
BDP 5832	RPG/II Advanced	4
BDP 7224	Teleprocessing	3
BDP 1036	Date File Management	3
BDP 6005	OS/JCL	3
BDP 3009	SPSS	4

**Suggested Electives**

COM 6524	Communications I	3
COM 1467	Communications II	3
CSP 4950	Interpersonal CLOmm.	3
BAC 5096	Accounting II	3
HUM 6392	Logic	3
SS 1068	Psychology	3
BUS 2253	Economics	3
MTH	Math/Additional	

## DENTAL ASSISTING

Successful completion of the cooperative program with Penn Valley Community College enables the student to meet requirements for an Associate of Arts degree and to sit for the Certified Dental Assistant examination. Students must be accepted into the program at Penn Valley prior to enrolling at JCCC and should plan their programs with a counselor to include the following essential courses to be taken concurrently at both institutions:

Note: All courses with NDA prefix are taught at Penn Valley Community College in Kansas City, Missouri.

### Required Courses at JCCC

		Cr. Hrs.
CSP 4950	Interpersonal Communication	3
NPS 6634	Prin. of Chem	5
COM 6524	Communications I	3
SS 1068	Psychology	3
NLS 6816	Hum. Anat./Phys.	5
SS 3404	Sociology	3
NLS 5593	Microbiology	3
NLS 6057	Microbio Lab	2
BAC 2171	Small Business Accounting	3
NLS 6152	General Nutrition	3
	Elective	2
NS 5381	Medical Terminology I	2
	<b>Total Hours</b>	<b>37</b>

### Required Courses at PVCC

NDA 2041	Fund. of Dent. I	5
NDA 1044	Fund. of Dent. II	4
NDA 1052	Pre-clinical practice	3
NDA 2855	Fund. of Dent. III	4
NDA 1047	Clinical Practice I	3
NDA 5048	Fund. of Dent. IV	3
NDA 6050	Clinical Practice II	5
	<b>Total Hours</b>	<b>27</b>

## DENTAL HYGIENE

The dental hygienist, as a member of a modern dental health team, is qualified by education and licensure to provide direct service for maintenance of oral health and prevention of disease.

The Dental Hygiene Program is fully accredited by the American Dental Association's Commission for Accreditation of Dental and Dental Auxiliary Education. Length of study includes two full academic years and one summer session. The dental hygiene clinic on campus is used to develop the student's efficiency in clinical techniques under

the supervision of a licensed dentist and registered dental hygienists. In addition, learning experiences are arranged in order for students to contribute to the raising of dental health standards throughout the community. The application packet for the Dental Hygiene Program is available in the Admissions/Records Office on campus and includes specific information about deadlines, steps for admission and options for meeting academic criteria.

### Suggested Sequence of Classes

	First Semester	Cr. Hrs.
NDH 4103	Clinical Dental Hygiene I	3
NPS 6634	Principles of Chemistry	5
NDH 2339	Head and Neck Anatomy	3
NDH 6518	Oral Histology	2
NDH 1323	Dental Morphology & Occlusion	2
COM 6524	Communications I	3
	<b>Total Hours</b>	<b>18</b>

	Second Semester	Cr. Hrs.
NDH 6112	Clinical Dental Hygiene II	3
NLS 1144	Human Physiology	4
NLS 5593	Microbiology	3
NDH 6266	Dental Radiology	2
NLS 6152	Nutrition	3
SS 1068	Psychology	3
	<b>Total Hours</b>	<b>18</b>

	Summer Session	Cr. Hrs.
NDH 7338	Clinical Dental Hygiene III	3
NDH 2583	Pathology & Periodontology I	1
	<b>Total Hours</b>	<b>4</b>

	Third Semester	Cr. Hrs.
NDH 5019	Clinical Dental Hygiene IV	5
NDH 6027	Pathology & Periodontology II	3
NDH 4473	Community Dental Health	3
NLS 1264	Pharmacology	3
NDH 5250	Dental Materials	2
	<b>Total Hours</b>	<b>16</b>

	Fourth Semester	Cr. Hrs.
NDH 4339	Clinical Dental Hygiene V	6
NDH 4990	Principles of Local Anesthesia	1
SS 3404	Sociology	3
CSP 4950	Interpersonal Communication	3
	<b>Total Hours</b>	<b>13</b>



## DRAFTING TECHNOLOGY

The drafting technology curriculum provides a comprehensive program based on standards for drafting technicians established by industries in the Kansas City area. Drafting technicians work in areas such as machine production; electrical-electronics; structural, architectural, and technical illustration; and cartography. Typical duties may include detailed production drawings, assemblies, schematics, specifications, pictorials, reproductions, photographs, estimating, inspection and design. Projects and laboratory procedures are similar to those used in industry. The laboratory is equipped with up-to-date drafting, photo-mechanical and reproduction equipment.

Taken in the sequence indicated, the courses below will help the student develop a portfolio reflecting skills in application of design, photo-drafting, technical illustration and reproduction techniques.

### Suggested Sequence of Classes

<b>First Semester</b>		<b>Cr. Hrs.</b>
EDT 5810	Technical Drafting I	5
EDT 1813	Reprographics I	2
MTH 2942	Industrial Math I	5
COM 6524	Communications I (or Elective)	3
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
EDT 2811	Technical Drafting II	5
EDT 7812	Pictorial Drafting	2
MTH 2943	Industrial Math II	5
EGR 5269	Industrial Science I	30
<b>Total Hours</b>		<b>15</b>
<b>Third Semester</b>		
Selected Drafting Classes (Note List)		6-8
EGR 3315	Industrial Sci. II	3
COM 1260	Tech. Writing	1
EGR 4661	Process & Mats. of Mfg.	3
<b>Total Hours</b>		<b>15-17</b>
<b>Fourth Semester</b>		
Selected Drafting Classes		6-8
EGR 7118	Bldg. Mats. & Const.	3
Electives		4-6
<b>Total Hours</b>		<b>13-17</b>

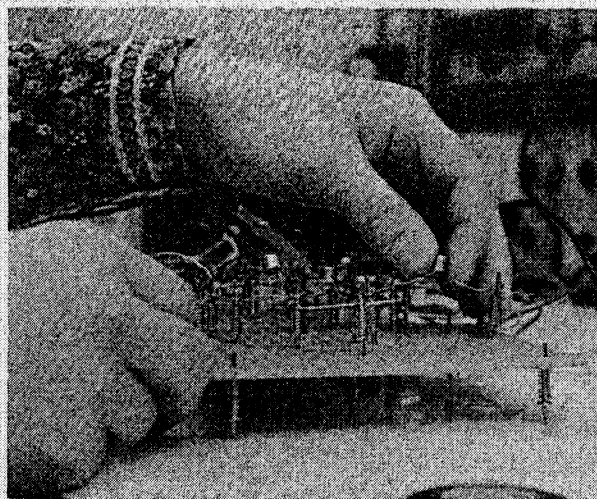
## Selected Drafting Courses

EDT 4011	Interpret. Arch. Dwgs.	2
EDT 4013	Electronics Drafting	2
EDT 2914	Architectural Drafting*	3
EDT 4014	Process Piping*	3
EDT 2297	Technical Illustration	3
EDT 4012	Interpret. Machine Dwgs.	2
EDT 4010	Reprographics II*	2
EDT 1916	Structural Drafting*	3
EDT 5924	Electrical Drafting*	3
EDT 4015	Cart/Surveying*	3
EDT 1229	Bldg. Cont. Est.	3
EDT 6016	Interpre. Weld Dwgs.	2

\*Courses have prerequisites

## Suggested Electives

EDT 7674	Graphic Comm.	1-7
EGR 1243	Engr. Graphics I	3
BUS 2253	Economics I	3
CSP 4950	Interpersonal Communication	3
HPH 5555	Photography I	3
BUS 2259	Personal Finance	3
BUS 2341	Personnel Management	3
MTH	Math (Additional)	
NPS 1031	Physical Science (Additional)	



## ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Program focuses on a core of courses devoted to the fundamentals of electronics and related mathematics. Laboratory instruments comparable to those used by industry are available for diagnosing problems and repair equipment. The "open lab" concept allows access to the electronics labs during weekdays. The sequence of courses following is designed to provide comprehensive, theoretical and practical information in electronics technology

While the main emphasis of the program is to train for job entry in the electronics industry upon graduation, several alternatives exist. One such alternative is the JCCC Biomedical Equipment Technician Program. The Biomedical and Electronic programs are almost identical the first year, so a change may be made any time prior to the start of the second year. Another possibility allows for the electronics graduate to attend a four-year college or university for two more years of study in electronic engineering technology and earn a B.S. degree in engineering technology.

#### Suggested Sequence of Courses

First Semester		Cr. Hrs.
EET 5290	Introductory Electronics	3
EET 2322	Resistive Circuits	3
MTH 9000	Math for Electronics I	5
COM 6524	Communications I	3
<b>Total Hours</b>		<b>14</b>
Second Semester		Cr. Hrs.
EET 5056	Capacitive and Inductive Circuits	3
EET 4289	Resistive Electronics	3
EET 7643	Digital Electronics	3
MTH 9001	Math for Electronics II	5
<b>Total Hours</b>		<b>14</b>
Third Semester		Cr. Hrs.
EET 7604	Linear Electronics	3
EET 4065	Basic Computer Components	3
EGR 7724	Programming for Eng. & Science	4
EGR 5269	Industrial Science I	3
COM 1260	Technical Writing	3
<b>Total Hours</b>		<b>16</b>
Fourth Semester		Cr. Hrs.
EET 7490	Nonlinear Electronics	3
EET 2468	Electronic Comm. Systems	3
EET 4503	Microprocessors	3
EGR 3315	Industrial Science II	4
	Nontechnical Elective	3
<b>Total Hours</b>		<b>16</b>

#### EMERGENCY MEDICAL TECHNICIAN

The short-term certificate program requires approximately 120 class hours to complete. Successful completion will meet the educational prerequisite for taking the State Registry Examination for Emergency Medical Technicians. An additional fee for taking the registry examination is required at the time of testing.

Classroom instruction includes basic anatomy and physiology, pathophysiology, and emergency recognition and care of acute medical emergencies and trauma-related injuries. Skills in performing CPR, bandaging and splinting, childbirth techniques, and other emergency care procedures are also taught. In addition, students spend ten hours of in-hospital observation in areas such as the recovery room, intensive care unit, and the emergency, obstetric, and psychiatric departments. A simulated automobile accident will enable students to gain first-hand experience in auto extrication, which is the safe removal of accident victims from their vehicle.

Any Semester		Cr. Hrs.
NET 6441	Basic Emergency Medical Care	5

#### EQUINE STUDIES

The Equine Studies Program has been designed for persons intending to earn a living while working with horses. A portion of the instruction is also designed for men and women who wish to improve their skills in riding, training, judging or caring for horses. The Riding Instructor Certificate Program requires 30 credit hours of specialized course work in equine skills which can be applied in offering lessons in horsemanship, management of small business operation, learning basic riding techniques or sharpening competitive skills for entering horse shows.

The Associate of Arts degree program is designed for those pursuing careers as stable owners and managers, breeders, trainers or managers of other programs and expanding facilities in today's horse industry.

#### Suggested Sequence of Courses

First Semester		Cr. Hrs.
COM 6524	Communications I	3
SES 1216	Stable Management	3
SES 2335	Equine Anatomy and Physiology	4
SES 1395	Western Equitation	2
SES 2352	Basic Horse Training	2
	Elective	3
<b>Total Hours</b>		<b>17</b>
Second Semester		Cr. Hrs.
COM 1467	Communications II	3
SS 1068	Intro. to Psychology	3
	Equine Health	4
SES 2430	Advanced Western Equitation*	2
	Advanced Horse Training*	2
	Elective	3
<b>Total Hours</b>		<b>17</b>

<b>Third Semester</b>			
CSP 4950	Interpersonal Communication		3
BAC 2171	Small Business Accounting		3
	Equine Breeding & Management		4
SES 1880	English Equitation		2
SES 1103	Equine Showmanship		2
	Elective		3
	<b>Total Hours</b>		<b>17</b>

<b>Fourth Semester</b>			
BUS 2341	Personnel Management		3
SES 1156	Basic Horseshoeing		3
SES 1350	Equine Nutrition		4
	Advanced English Equitation*		2
SES 1308	Equine Judging		2
	Elective		3
	<b>Total Hours</b>		<b>17</b>

#### **RIDING INSTRUCTOR CERTIFICATE PROGRAM**

	<b>Cr. Hrs.</b>
Stable Management	3
Horse Psychology	3
Tech. of Riding Instruction I	3
Tech. of Riding Instruction II*	3
Western Equitation	2
Advanced Western Equitation*	2
English Equitation	2
Advanced English Equitation*	2
Basic Horse Training	2
Advanced Horse Training*	2
Showmanship	2
Equine Judging	2
Advanced Equitation Project	2
<b>Total Hours</b>	<b>30</b>

\*Prerequisite course work required.

#### **FASHION MERCHANDISING**

Students in the Fashion Merchandising Program enroll in courses related to merchandising, marketing and management as those competitive areas apply to today's fashion field. The fashion industry may be grouped into five general areas of operation: textile, apparel designs, manufacturing, media and promotion, and retailing. The College's Fashion Merchandising Program is a combination of campus instruction and on-the-job training experiences in fashion-related fields. Field experiences are an essential part of the program. Students are guided through behind-the-scene operations in Kansas City stores to observe the network of sales-supporting activities as well as

manufacturing operations. Students will also have options for participating in field experiences in Dallas, New York City, the Orient and Europe.

#### **Suggested Sequence of Courses**

<b>First Semester</b>		<b>Cr. Hrs.</b>
BFM 2017	Fashion Seminar: Human Rel.	3
BFM 7013	Fashion Fundamentals I*	3
BFM 3046	Fashion in Society	3
BMM1026	Retailing	3
	Elective	3
	<b>Total Hours</b>	<b>15</b>

<b>Second Semester</b>		
BFM 2204	Fashion Seminar: Superv. Dev.	3
BFM 1195	Textiles	3
BMM 2407	Creative Retail Selling	3
BFM 4655	Fashion Promotion**	3
	Elective	3
	<b>Total Hours</b>	<b>15</b>

<b>Third Semester</b>		
BFM 7552	Fashion Seminar: Career Opt.	3
BFM 1019	Fashion Fundamentals II	3
BUS 7007	Marketing	3
BFM 1054	Fashion Display	3
	Elective	3
	<b>Total Hours</b>	<b>15</b>

<b>Fourth Semester</b>		
BFM 1165	Fashion Seminar: Mkt. Research	3
BFM 3503	Merchandise Evaluation	3
BUS 2004	Intro. to Economic Issues	3
	Elective	3
	Elective	3
	<b>Total Hours</b>	<b>15</b>

\*Offered in fall semester only.

\*\*Offered in spring semester only.

#### **Suggested Electives**

Students may choose the following courses to fill elective hours:

BFM 2568	History of Dress	3
BFM 5294	Fashion Illustration I	3
BFM 1926	Fashion Illustration II	3
BFM 5149	Interior Design I	3
BFM 2925	Interior Design II*	3
BUS 2259	Personal Finance	3
BAC 4092	Accounting I	3
HAR 1192	Weaving	3
BUS 2341	Personnel Management	3
BUS 1121	Business Law I	3
BDP 7135	Business Data Processing	3
COM 6524	Communications I	3
MTH 2122	Fund. of Mathematics	3
CSP 4950	Interpersonal Communication	3
SS 3404	Sociology	3



## FIRE PROTECTION/PUBLIC SAFETY

The associate degree and certificate programs are designed to provide advanced professional training for fire fighters, architects, insurance adjusters, and other individuals with fire and safety interest. This program allows interested persons to work on a 30 credit hour certificate program in fire prevention, fire protection, or fire service administration. A student may receive an associate Degree by combining two 30 credit hour programs or by completing one certificate program and completing an additional 30 credit hours of relevant course work.

### Course Offerings

	Prevention	Cr. Hrs.
EFS 1745	Fundamentals of Fire Prevention	3
EFS 2742	Hazardous Materials I	3
EFS 6749	Hazardous Materials II	3
EFS 3744	Building Construction for Fire Protection	3
EFS 4750	Fire Investigation	3
	Electives	15
	<b>Total Hours</b>	<b>30</b>
	<b>Administration</b>	
EFS 1752	Fire Company Organization and Management	3
EFS 4754	Fire Service Communication Systems	3
EFS 5746	Fire Service Records & Reports	3
EFS 6753	Related Codes & Ordinances	3
	Electives	18
	<b>Total Hours</b>	<b>30</b>
	<b>Protection</b>	
EFS 1743	Introduction to Fire Science	3
EFS 1748	Fire Hydraulics	3
EFS 3757	Fire Apparatus and Equipment	3
EFS 4751	Fire Protection Equipment and Systems	3
EFS 5756	Fire Tactics and Strategy	3
NET 6441	Emergency Medical Technician	5
	Electives	10
	<b>Total Hours</b>	<b>30</b>
	<b>Technical Electives</b>	
	*Major Disasters & Civil Disorders	3
EFS 6747	Fire Vehicle Maintenance for Operators and Mechanics	3
	*Investigative Photography	3
	*Readings in Fire & Safety Tech.	1-3
EFS 6755	Rescue Practices	3
NPS 6634	Principles of Chemistry	5
EGR 5269	Industrial Science	3

MTH 4354	Technical Math I	5
SLE 7108	Criminal Justice System	3
EFS 2415	Seminar: Fire Protection and Public Safety	1

### Nontechnical Electives

COM 5035	Fundamentals of Writing	3
CSP 4950	Interpersonal Communication	3
SS 1068	Introduction to Psychology	3
	*Public Relations	3
	*Industrial Supervision	3

\*Courses yet to be developed.

## HOSPITALITY MANAGEMENT

The Hospitality Management Program at JCCC provides the student with a one-year certificate option as well as a two-year degree option which emphasizes management skills to a greater extent. Emphasis is placed on general principles of restaurant and hotel management which include food purchasing and preparation, planning menus and service for all types of food operations, beverage control, sanitation laws, supervision of hotel and restaurant employees as well as office procedures and techniques used in lodging establishments.

Although primary emphasis is on the training of students interested in job entry management positions, the program is also open to individuals who are interested in updating and broadening their skills and knowledge. Students should plan their program with the program coordinator to include the following essential courses in the sequence indicated.

### Suggested Sequence of Courses for Hospitality Mgmt.

	First Semester	Cr. Hrs.
BHM 6037	Hospitality Management Fund.	3
BHM 7028	Basic Food Preparation	3
COM 6524	Communications I	3
BHM 1287	Seminar in Hospitality Management: Purchasing	3
	Elective	3
	<b>Total Hours</b>	<b>15</b>
	<b>Second Semester</b>	
BHM 3006	Food Management	3
BHM 4489	Supervisory Management	3
BHM 5008	Seminar in Hospitality Mgmt: Accounting	3
BUS 2341	Personnel Management	3
	Elective	3
	<b>Total Hours</b>	<b>15</b>

<b>Summer Session</b>		
BHM 2640	Seminar in Hospitality Management: Internship	3

<b>Third Semester</b>		
BHM 4805	Seminar: Menu Planning and Sales Promotion	3
BHM 4203	Hotel-Restaurant Operations	3
BHM 3804	Design Techniques	2
CSP 4950	Interpersonal Communications Elective	3
<b>Total Hours</b>		<b>14</b>

<b>Fourth Semester</b>		
BHM 7803	Advanced Food Prep. & Meats	4
BHM 5806	Advanced Front Office Mgmt.	3
BHM 4807	Seminar: Beverage Control Elective	3
<b>Total Hours</b>		<b>13</b>

<b>Suggested Electives</b>		
BDP 7135	Business Data Processing	3
CJO 2136	Fundamentals of Advertising	3
HUM 6392	Logic	3
PD 1078	Phys. Fitns. & Weight Training	1
SS 1068	Psychology	3
BAC 2171	Small Business Accounting	3
BUS 2259	Personal Finance	3
BMM 5026	Salesmanship	3
BUS 1121	Business Law I	3
BUS 5134	Business Law II	3
BUS 7007	Marketing	3
NLS 6540	Life Science	4
NLS 6152	General Nutrition	3

### HOSPITALITY MANAGEMENT—CULLINARY CAREER

Culinary Arts is one of the most dynamic fields a student can enter. Because of the steady increase in disposable income, the average family eats out more often than previous generations, thus creating a tremendous growth in the hospitality industry. The restaurant/food service industry is the third largest industry in the United States.

### CULINARY TRAINING

**Duration:** Three years of 6,000 hours on-the-job training. The initial 500 hours will be a probationary period. Upon job placement, the apprentice will be eligible to join the American Culinary Federation Educational Institute for registered apprentice membership. Also, at this time the ap-

prentice will be registered with the Department of Labor and will be officially indentured to his supervising chef and the sponsoring American Culinary Federation affiliate chapter.

### Recommended Sequence of Courses

<b>Fall First Semester</b>		<b>Cr. Hrs.</b>
BHM 6037	Hosp. Mangmt. Fund	3
BHM 7028	Basic Food Prep.	3
BHM 2913	Practicum I	2
<b>Total Hours</b>		<b>8</b>

<b>Spring Second Semester</b>		
BHM 4807	Sem. in Bev. Control	3
BHM 2165	Food Spec. II	3
BHM 4941	Practicum II	2
<b>Total Hours</b>		<b>8</b>

<b>First Summer</b>		
COM 6524	Communications I	3
NLS 6540	Life Science	4
<b>Total Hours</b>		<b>7</b>

<b>Fall Third Semester</b>		
BHM 4489	Super. Management	3
BHM 3023	Food Spec. III	3
BHM 5942	Practicum III	2
<b>Total Hours</b>		<b>8</b>

<b>Spring Fourth Semester</b>		
BHM 7803	Adv. Food Prep.	3
BHM 4084	Food Spec. IV	3
BHM 7942	Practicum IV	2
<b>Total Hours</b>		<b>8</b>

<b>Second Summer</b>		
CSP 2501	Speech Elective	3
<b>Total Hours</b>		<b>6</b>

<b>Fall Fifth Semester</b>		
BHM 5008	Sem. in Accounting	3
BHM 3006	Food Management	3
BHM 6944	Practicum V	2
<b>Total Hours</b>		<b>8</b>

<b>Spring Sixth Semester</b>		
BHM 4805	Menu Planning	3
BHM 1287	Purchasing	3
BHM 9945	Practicum VI	2
<b>Total Hours</b>		<b>8</b>

## JOURNALISM

The Journalism Program is a dual-track curriculum which provides skills for immediate placement in local news media or a transfer base upon which to acquire a baccalaureate degree. Building a portfolio of journalistic writing and advertising samples is an objective of the program.

In addition to learning first hand many of the fundamentals of both news-editorial and commercial advertising aspects of today's media operations, students are encouraged to choose electives from a wide range of course offerings, thus laying the foundation for acquiring a liberal arts education which will continue to be of value whether completing a career or transfer program at JCCC.

### Suggested Sequence of Courses

		Cr. Hrs.
<b>First Semester</b>		
CJO 2136	Fundamentals of Advertising	3
CJO 6648	Principles of Journalism	3
	Electives	9
	<b>Total Hours</b>	<u>15</u>

<b>Second Semester</b>		
CJO 1343	News Gathering & News Writing	3
CJO 7464	Journalism Field Study I	3
CJO 7139	Advertising Copywriting	3
	Electives	6
	<b>Total Hours</b>	<u>15</u>

<b>Third Semester</b>		
CJO 3251	Journalism Field Study II	3
	Electives	12
	<b>Total Hours</b>	<u>15</u>

<b>Fourth Semester</b>		
CJO 5453	Journalism Field Study III	3
	Electives	12
	<b>Total Hours</b>	<u>15</u>

## LIFE AND HOME MANAGEMENT

As individuals and families face new complexities and crises, changes in life stages, and socioeconomic problems, it has become increasingly important that emphasis be placed on the development of human relations and home management skills.

Statistics indicate that the modern woman needs home management and child care skills as well as employment skills since ninety percent of all women enter the labor market at some time. In addition, there are indications that men will need to

take a more active part in caring for the home and children as women become more involved outside the home and traditional male/female roles are altered.

The associate degree and certificate program are designed to provide training for individuals to manage life styles in the home. This program allows interested persons to work on a 30 credit hour certificate program in life and home management, or an associate degree program by combining the certificate program and completing an additional 30 credit hours of course work in the existing college curriculum.

### Certificate Program

BLH 7004	Home Management	3
BLH 7003	Family Communications	3
	*Nutrition and Meal Planning	3
	*Housing and Equipment	3
BUS 2259	Personal Finance	3
BFM 3046	Fashion and Society	3
BFM 5149	Interior Design I	3
	Electives	9
	<b>Total Hours</b>	<u>30</u>

\*Currently under development.

### Suggested Electives:

LC 2002	Human Potential Seminar	3
SS 1068	Psychology	3
SS 3546	Child Development	3
SS 5716	Marriage and Family	3
BFM 2925	Interior Design II	3
BFM 1195	Textiles	3
LC 7227	Career/Life Planning	3
BSC 1342	Records Management	3
SS 4639	Personality and Adjustment	3





## MARKETING AND MANAGEMENT

Marketing and Management is a comprehensive, two-year program designed to prepare students for careers in retail, wholesale, or manufacturing sales; in marketing research analysis, in store management, and in buying and service sales. Full-time or part-time students attend College classes, and on an individual basis, participate in a formal career experience program (on-the-job training) in a selected business establishment. Instruction at the College and on the job is integrated to provide the student with the knowledge, skills and attitudes needed to reach his or her career objective.

Approved work experience in a related marketing or management position in the community provides each individual with an opportunity to check his theoretical training against the everyday problems of practical business operation. The evaluation of individual progress on the job is a cooperative effort between the training sponsor/employer and the College coordinator. While on the job, the individual acquires basic merchandising information and learns how to deal with people. The coordinator of the program may arrange for job interviews for individuals seeking employment; jobs already held will be approved on an individual basis. Each trainee is paid an agreed wage while in training.

### Suggested Sequence of Courses

#### Required Courses:

BMM 5026 Salesmanship or Creative Retail	
BMM 2407 Selling	3
BMM 1206 Retailing	3
BMM 1303 Retail Advertising and Display	3
BUS 7007 Marketing	3
BUS 1121 Business Law	3
BAC 2171 Small Business Accounting	3
BMM 2370 Sales Management	3
BUS 5360 Principles of Supervision	3
BUS 7822 Principles of Management	3
<b>Total Hours</b>	<b>27</b>

#### Work Experience Courses:

BMM 1060 Seminar: Organization & Operation	3
BMM 2155 Seminar: Sales Promotion/Mgmt.	3
BMM 1283 Seminar: Mgmt. Decision-Making	3
BMM 7076 Seminar: Supervisory Mgmt.	3
BMM 6072 Seminar: Marketing Research	3
<b>Total Hours</b>	<b>15</b>

## Electives:

\*See Suggested list below 18

### SUGGESTED ELECTIVES

An individual program plan will be developed through the Marketing and Management coordinator from the following electives:

COM 6524	Communications I
CSP 4950	Interpersonal Communication
BUS 4282	Introduction to Business
SS 5663	Sociology
SS 1068	Introduction to Psychology
BUS 2004	Introduction to Economic Issues
BUS 2341	Personnel Management
	Math-Related Courses
	Fashion-Related Courses
	Advertising-Related Courses



## MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician (MLT) is a valuable member of the health care team. Working in a variety of settings, the MLT works under the direct supervision of a medical technologist.

During the campus year, the student will acquire a foundation in biological, physical, and social sciences, and in communication skills. During the clinical year, the student will apply this foundation to the performance of clinical laboratory procedures and to working relationships with the laboratory staff.

The program is designed to facilitate career mobility to the baccalaureate level for the ambitious and qualified laboratory worker.

Medical Laboratory Technician is a cooperative program between Johnson County Community

College and Penn Valley Community College. To be admitted to the program, students must be formally accepted by both JCCC and Penn Valley Community College. Supportive courses are taken at JCCC, while essential career courses are taken at Penn Valley. The JCCC student registers for all courses at JCCC, and receives an Associate of Arts degree upon graduation.

#### Required Courses at JCCC

NLS 6186	Human Anat. and Phys.	5
NPS 6634	Prin. of Chemistry	3
COM 6524	Communications I	3
NLS 5593	Microbiology	3
NLS 6057	Microbiology Lab	2
NPS 2650	Prin. of Organic Chem.	5
MTH 3001	Algebra	3
CSP 4950	Interpersonal Communication	3
<b>Total Hours</b>		<b>27</b>

#### Required Courses at PVCC

NLT 9760	Intro. to Clinical Lab	1
NLT 9761	Fund. Tech. & Proc.	3
NLT 9762	Diagnostic Microbiology	3
NLT 9763	Clinical Practicum I	5
NLT 9764	Clinical Chemistry	4
NLT 9765	Hematology	3
NLT 9766	Clinical Practicum II	10
NLT 9767	Departmental Seminar	3
NLT 9768	Applied Immunology	3
NLT 9769	Clinical Practicum III	10
<b>Total Hours</b>		<b>45</b>

#### MEDICAL RECORD TECHNOLOGY

The medical record technician possesses the technical skills necessary to maintain the components of health information systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Field experience in all procedures performed by medical record technicians is offered at area hospitals and a wide variety of other health facilities in the community. Some of the courses taught by college faculty are offered at Baptist Memorial Hospital. Students are responsible for transportation to Baptist Memorial Hospital and all other clinical agencies.

Graduates of the program receive an Associate of Arts degree and are eligible to take the accreditation examination of the American Medical Record Association. Application packets for the Medical Record Program are available at the Admission/Records Office on campus and include specific information on admission requirements and procedures. The program is accredited by the

Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association.

#### Suggested Sequence of Courses

NMR 2680	Intro. to Med. Record Prof.	1
NMR 2681	Health Record Systems, Analysis & Controls	3
NS 5381	Medical Terminology I	2
NLS 6186	Human Anatomy/Physiology	5
COM	Elective	3
	Elective	3
<b>Total Hours</b>		<b>17</b>

#### Second Semester

NMR 2685	Health Statistics & Res. Methods	2
NMR 2682	Classifications, Nomenclatures, Indices and Registries	2
NLS 1037	Pathophysiology	3
BSC 4715	Medical Transcription	3
NMR 2686	Medical Terminology IV	3
NMR 7111	Directed Practice I	3
<b>Total Hours</b>		<b>16</b>

#### Third Semester

BDP 7135	Business Data Processing	3
NMR 2683	Quality Assurance & Selected Health Record Systems	3
NMR 1325	Directed Practice II	4
BUS 2341	Personnel Management	3
	Elective	3
<b>Total Hours</b>		<b>16</b>

#### Fourth Semester

NMR 2684	Legal Aspects of Med. Records	2
NMR 2345	Departmental Seminar	2
NMR 3117	Directed Practice III	5
SS 1068	Psychology	3
COM	Elective	3
	Elective	3
<b>Total Hours</b>		<b>18</b>

#### Electives (15 hours to be chosen from this list)

Communications	6
Mathematics	3
Humanities	3
Natural Science	4.5
Typing	3
Social Sciences	3
Speech	3

## MENTAL HEALTH TECHNOLOGY

Current Kansas regulations require that any person giving therapy to patients in a state-approved mental institution be certified as a mental health technician. The curriculum is specified by the State Board of Nursing, but only in a very general manner. The curriculum must be nine months in length and contain 940 clock hours of instruction. The requirements for specific courses and semester hour/contact hour equivalents are spelled out in the rules and regulations for mental health technicians. The proposed curriculum follows these rules and meets the requirements.

### Non Clinical Courses at JCCC

SS 1068	Introduction to Psychology	3
SS 3546	Child Development	3
SS 3428	Social Problems	3
SS 5716	Marriage and the Family	3
NLS 6186	Human Anatomy/Physiology	5
<b>Total Hours</b>		<b>17</b>

### Clinical Courses at Rainbow Unit

NMH 8881	Mental Health Technology I	4
NMH 2883	Mental Health Technology II	6
NMH 7884	Mental Health Technology III	6
NMH 4885	Mental Health Technology IV	7
<b>Total Hours</b>		<b>23</b>

Approximately 480 clock hours are devoted to theory and 460 clock hours to clinic or laboratory. This is slightly in excess of the state-required minimum, but is built around courses we currently offer as much as possible. An additional 20 hours of credit classes are required to receive an Associate of Arts degree from JCCC.

## NURSING (RN)

JCCC's Associate Degree Nursing Program is accredited by the Kansas State Board of Nursing and the National League for Nursing. Students successfully completing the sequence of courses listed below will be eligible to take licensing examinations to become registered nurses.

Individuals wishing to enter the Nursing Program must meet the academic standards as defined in the admissions criteria. Applicants who have not completed high school must have an acceptable GED score. The ability to work cooperatively and productively with others is essential. The program is difficult and requires long hours of class, laboratory and study. The ability to manage stress and stressful situations is essential. Flexibility to meet the demands of the program is an important consideration.

## Required Sequence of Courses

		<b>First Semester</b>	<b>Cr. Hrs.</b>
NLS 1128	Anatomy		4
SS 1068	Psychology		3
NRN 8846	Concepts of Health		8
		<b>Total Hours</b>	<b>15</b>

		<b>Second Semester</b>	<b>Cr. Hrs.</b>
NLS 1144	Physiology		4
SS 3546	Child Development		3
NRN 3131	Adaptation to Change		8
		<b>Total Hours</b>	<b>15</b>

		<b>Third Semester</b>	<b>Cr. Hrs.</b>
NRN 2847	Short Term Health Prob.		9
	Social Science elective*		3
	Communications*		3
		<b>Total Hours</b>	<b>15</b>

		<b>Fourth Semester</b>	<b>Cr. Hrs.</b>
NRN 5848	Long Term Health Prob.		9
	Humanities elective*		3
	Natural Science elective*		5
		<b>Total Hours</b>	<b>17</b>

\*Specific courses to meet these requirements may be selected from this list:

Social Sciences—Sociology, Social Problems  
 Communications—Communications I, Communications II, Creative Writing  
 Humanities—Course should be selected in consultation with the program coordinator.  
 Natural Science—Chemistry, Microbiology.





## PARALEGAL

The Paralegal Program is designed to prepare students for careers as paralegals or legal assistants. Through a basic understanding of the law within a contemporary legal context and by means of an appropriate sequence of courses, students can become qualified to pursue a quasi-legal career with high levels of proficiency and responsibility. In a wide variety of situations related to the practice of law, the paralegal renders direct legal assistance to attorneys in all phases of their practice under their supervision and direction. Persons interested in a paralegal career should possess writing skills, the ability and willingness to accept responsibility, an aptitude for organizing ideas and materials, and the ability to communicate and take directions.

With an attorney's supervision and direction, a paralegal can be expected to:

- prepare, summarize, and interpret a variety of legal documents, and pleadings;
- analyze, compile and utilize information from primary and secondary legal sources including legal research;
- conduct client interviews, investigations, and maintain file control;
- handle other office administrative duties on behalf of an attorney.



### Associate of Arts Degree (60 Credits)

Required Courses	Cr. Hrs.
BPL 9739 Intro. to Paralegalism	3
BPL 7740 Legal Research and Writing	3
BPL 5413 Seminar: Workmen's Comp. and Bankruptcy	3
BPL 7980 Seminar: Legal Interviewing and Investigation	3
COM 6524 Communications I	3
CSP 4950 Interpersonal Comm.	3
*Paralegal Elective Courses	18
General Electives	24
<b>Total Hours</b>	<b>60</b>

### Certificate Program (30 Credits)

Required Courses	Credits
BPL 9739 Intro. to Paralegalism	3
BPL 7740 Legal Research & Writing	3
BPL 5413 Seminar: Workmen's Comp. and Bankruptcy or	3
BPL 7980 Seminar: Legal interviewing and Investigation	(3)
COM 6524 Communications I	3
CSP 4950 Interpersonal Comm.	3
*Paralegal Elective Courses	12
General Elective	3
<b>Total Hours</b>	<b>30</b>

### \*Paralegal Elective Courses

*Paralegal Elective Courses	Credits
BPL 2828 Real Estate Law I	3
BPL 7826 Will, Trusts & Prob. Admin.	3
BPL 2184 Business Organizations I	3
BPL 7917 Litigation I	3

(Two of the above four courses must be taken.)

BPL 1910 Family Law	3
BPL 2175 Law Office Systems	3
BPL 9918 Commercial Transactions	3
BPL 6090 Real Estate Law II	3
BPL 2218 Estate Planning	3
BPL 3320 Business Organizations II	3
BPL 8940 Litigation II	3

## PHYSICAL THERAPY ASSISTANT

The physical therapy assistant is a trained individual who functions under the supervision of a licensed physical therapist. Under this supervision, the physical therapy assistant will perform direct patient care, using physical agents such as heat, light, sound, water, cold, massage, exercise and rehabilitation techniques as prescribed by a physician.

Physical Therapy Assistant is a cooperative program between Johnson County Community College and Penn Valley Community College. To be

admitted to the program students must be formally accepted by both JCCC and Penn Valley Community College. The JCCC student takes supportive courses at JCCC, while core courses are taken at Penn Valley and affiliate clinical agencies (see list below). The student registers for all courses at JCCC, and receives an Associate of Arts degree upon graduation from JCCC.

The Physical Therapy Assistant Program at Penn Valley Community College is accredited by the American Physical Therapist Association.

### Essential Courses at JCCC

			Cr. Hrs.
NS	5381	Med. Term. I	2
NLS	6540	Life Science	4
SS	1068	Intro. to Psychology	3
NPS	6634	Prin. of Chem.	5
SS	3404	Sociology	3
NLS	1128	Human Anatomy	4
COM	6540	Communications I	3
CSP	4950	Interpersonal Communication	3
NLS	1144	Physiology	4
<b>Total Hours</b>			<b>31</b>

### Essential Courses at PVCC

NPT	9770	Intro. to Phys. Ther.	2
NPT	9771	Fund. of Phys. Ther.	3
NPT	9772	Kinesiology	4
NPT	9773	Therapeutic Modalities	5
NPT	9774	Rehabilitation	4
NPT	9775	Therapeutic Exercises	5
NPT	9776	Clinical Pathology	3
NPT	9777	Clinical Experience I	3
NPT	9778	Clinical Seminar	1
NPT	9779	Clinical Experience II	11
NPT	9780	Clinical Seminar II	2
<b>Total Hours</b>			<b>43</b>



### RADIOLOGIC TECHNOLOGY

The Radiologic Technology Program (X-ray technology) is scheduled over a continuous 27-month period. The student pursues such areas as radiographic exposure, positioning, and anatomy, and gains an understanding of the equipment used.

Radiologic Technology is a cooperative program between Johnson County Community College and Penn Valley Community College. To be admitted to the program students must be formally accepted by both JCCC and Penn Valley Community College.

Excellent employment opportunities will continue to exist in the Kansas City area. Current trends show more job openings than there are qualified technicians to fill them.

Most graduates will be employed in hospitals; more job openings are becoming available in health maintenance organizations and private practices.

### Required Courses at JCCC

SS	1068	Intro. to Psychology	3
COM	6540	Communications I	3
SS	3404	Sociology	3
NPS	3308	General Physics I	4
CSP	4950	Interpersonal Communications	3
<b>Total Hours</b>			<b>16</b>

### Required Courses at PVCC

NRD	9801	Medical and Radiology Terms	3
NRD	9802	Radiologic Technology I	3
NRD	9803	Radiographic Exposures I	3
NRD	9804	Radiographic Positioning I	3
NRD	9805	Clinical Training I	2
NRD	9806	Radiographic Exposures II	3
NRD	9807	Clinical Training II	2
NRD	9808	Radiographic Positioning II	3
NRD	9815	Clinical Training III	1
NRD	9809	Radiographic Positioning III	3
NRD	9816	Clinical Training IV	2
NRD	9810	Radiologic Technology II	3
NRD	9811	Physics of X-ray Equipment	4
NRD	9817	Clinical Training V	2
NRD	9812	Radiographic Anatomy	3
NRD	9813	Department Seminar	3
NRD	9814	Special Procedures	2
NRD	9818	Clinical Training VI	1
NRD	9819	Clinical Training VII	3
NRD	9820	Special Training Elective	9
<b>Total Hours</b>			<b>58</b>

### RECREATIONAL LEADERSHIP

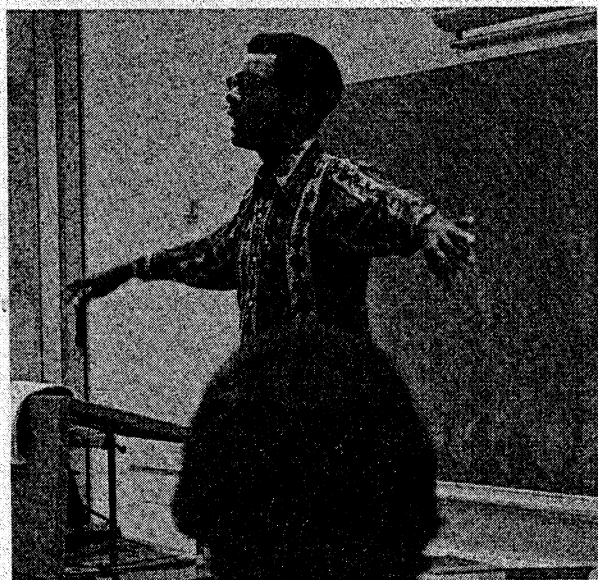
The Recreational Leadership Program includes introduction and study of basic skills in many areas, ranging from team sports, to first aid, to arts and crafts. Emphasis is on the coordination of theory and knowledge acquired in the classroom with recreation and therapeutic situations in the community.

While the courses listed are those considered essential for job entry in the field of recreational leadership, it is equally important to select supportive courses in physical development and/or the arts to satisfy degree requirements.

The certificate program, for those not wishing to obtain an A.A. degree, allows students to complete

requirements in one year. The program includes a total of 23 credit hours, 10 in the fall semester and 13 in the spring. It is recommended that students pursue an Associate of Arts degree and possibly a four year degree for better employment opportunities in the field. However, each individual student can select the program desired.

The student gains practical experience through supervised field work at various recreation agencies throughout Johnson County and area hospitals. There is exposure to leadership responsibilities of planning, conducting, and evaluating an activity or program.



#### Suggested Sequence of Courses

	First Semester	Cr. Hrs.
PD 4291	Individual Lifetime Sports*	2
PRL 5298	Introduction to Rec. Services*	3
PD 2711	First Aid	3
PD 7168	Fall Sports Officiating*	2
	<b>Total Hours</b>	<b>10</b>
	Second Semester	Cr. Hrs.
PRL 7164	Outdoor Recreation**	3
PRL 2459	Social Recreation**	2
PRL 1379	Recreation Field Study	3
PD 6061	Spring Sports Officiating**	2
PRL 2571	Intro. to Therapeutic Recreational Services	3
	<b>Total Hours</b>	<b>13</b>

**Note:** It is recommended, but not mandatory, that five hours of electives be chosen by the student in the fall semester and two hours in the spring semester.

\*Fall only

\*\*Spring only

#### Suggested Courses for Completion of Associate of Arts Degree

HAR 1713	Introduction to Art History	3
HAR 6193	Ceramics I	3
HAR 2089	Sculpture I	2
HMU 7669	Introduction to Music Fund.	2
HAR 1192	Weaving I	3
BUS 2259	Personal Finance	3
COM 6524	Communications I	3
COM 1467	Communications II	3
HUM 6120	Intro. to Humanities	3
CJO 6648	Principles of Journalism	3
NLS 6540	Life Science	4
NLS 6186	Human Anatomy/Physiology	5
CSP 4950	Interpersonal Communication	3
PD 4368	Personal Health & Comm. Hyg.	3
PD 3469	Dancing (Folk, Square, & Cont.)	2
PD 3458	Racquetball & Handball I	1
PD 7129	Archery I	1
SS 1068	Intro. to Psychology	3
SS 3404	Sociology	3

#### RESPIRATORY THERAPY

The respiratory therapist is skilled in the treatment, management and preventative care of patients with cardio-pulmonary problems. He or she utilizes a wide range of sophisticated ventilatory and monitoring equipment, and is an essential part of the critical care team. Working with people of all ages, the respiratory therapist provides many vital services in the hospital setting.

Respiratory Therapy is a cooperative program between JCCC and Baptist Memorial Hospital. The student must complete all of the prerequisite courses before entering a 14-month program of clinical training at Baptist. Application for this program is made during the fall of the year preceding the Baptist program entrance.

The need for trained respiratory therapists in the hospital setting continues to grow. In addition, opportunities in outpatient clinics and public health agencies are increasing as the national trend away from the extended hospital stay continues.

#### Required Courses at JCCC

	Cr. Hrs.	
NLS 1128	Human Anatomy	4
NLS 1144	Human Physiology	4
NPS 6634	Principles of Chemistry	5
NPS 1031	Nat. Sci./Phys. Sci.	4
NLS 5593	Microbiology	3
COM 6524	Communications I	3
MTH	Algebra	3-5
NLS 6057	Microbiology Lab	2

**Total Hours 28-30**



### Required Courses at Baptist

NRT 5842	Technical Res. Ther.	3
NRT 4821	Intro. to Res. Ther. Procedures	3
NRT 3843	Topics in Cardio. Phys.	5
NRT 5319	Clinical Care Tech. I	5
NRT 1844	Resp. Therapy Medicine	2
NRT 7840	Clinical Care Tech. II	5
NRT 6822	Resp. Medicine II	2
NRT 1023	Med. Ethics for Resp. Ther.	3
NRT 1820	Cardiopul. Pharm.	2
NRT 5275	Dept. Management	1
NRT 6318	Resp. Ther. Sem.	2
NRT 7358	Advanced Proc. & Tech.	2
NRT 1823	Res. Ther. Medicine III	1
<b>Total Hours</b>		<b>36</b>

### SECRETARIAL CAREERS

The Secretarial Careers Program is designed to train top-quality persons who are capable of accepting challenging types of secretarial responsibilities in the expanding fields of business, industry and government. Automation plays a large role in today's office work. Students at JCCC are trained on the latest equipment and procedures. Laboratories contain advanced automatic typewriter equipment such as four Memory and two Mag Card II automatic typewriters. Machine transcription is taught on the latest equipment, using belt and cassette transcribing techniques.



Work experience programs are available with the approval of the instructor. Legal, medical and other special options in professional work are demanding to be filled with qualified persons. Students interested in preparing for the Certified Professional Secretary Examination should consult with an instructor early into the program to satisfy both course selection and work experience requirements. Short courses and special programs may be taken by persons wanting to sharpen present skills or by former secretaries preparing to reenter the job market.

### Suggested Sequence of Courses

		Cr. Hrs.
<b>First Semester</b>		
BUS 4282	Introduction to Business	3
BSC 1263	Beginning Typing	3
BSC 1519	Shorthand I	3
COM 6524	Communications I	3
*BSC	Secretarial Field Study*	3
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
BUS 7135	Business Data Processing	3
BSC 2376	Intermediate Typing	3
BSC 4590	Shorthand II	3
BSC 1342	Records Management	3
*	Secretarial Field Study	3
<b>Total Hours</b>		<b>15</b>
<b>Summer Session (Optional)</b>		
*BSC	Secretarial Field Study	3
<b>Third Semester</b>		
BAC 4092	Accounting or	3
BAC 2171	Small Business Accounting	(3)
BSC 7633	Production Typing or	3
BSC 1006	Word Processing	(3)
BSC 1272	Secretarial Procedures I	3
*BSC	Secretarial Field Study	3
	Elective	3
<b>Total Hours</b>		<b>15</b>
<b>Fourth Semester</b>		
BUS 2253	Economics I or	3
BUS 2004	Intro. Economic Issues	(3)
BSC 2317	Secretarial Procedures II	3
*BSC	Secretarial Field Study	3
	Elective	6
<b>Total Hours</b>		<b>15</b>

\*There are five different Secretarial Field Study courses: Office Procedures, Business Math, Business Law, Management, and Human Relations. These are offered on a rotation basis.

### Recommended Electives

BSC 3630	Dictation and Transcription
BSC 1134	Legal Dictation and Transcription
BSC 4715	Medical Transcription
BSC 2267	Legal Secretary I
BUS 1007	Business Communications
BUS 2341	Personnel Management
BAC 5096	Accounting II
SS 1068	Psychology
BUS 2259	Personal Finance

## SMALL ANIMAL HEALTH

This program is designed to provide students with the skills and knowledge necessary to assist the practicing veterinarian in professional services and office routines. Employment opportunities are in laboratory care and pharmaceutical animal colonies. This program is offered in cooperation with the Animal Health Technology Program at Maple Woods Community College in North Kansas City, Missouri. To be admitted to the program, students must be formally accepted by both JCCC and Maple Woods.

### Suggested Sequence of Courses Cr. Hrs.

#### Courses offered at Maple Woods

NAT 4894	Intro. to Small Animal Tech.	2
NAT 1895	Sanitation & Animal Care	2
NAT 7896	Clinical Mathematics	1
NAT 6897	Prin. of Animal Science I	3
NAT 3899	Prin. of Animal Science II	3
NAT 2901	Clinical Path. Techniques I	4
NAT 1902	Animal Health Internship	6
NAT 5903	Animal Hosp. Technology I	3
NAT 4904	Animal Tech. Anatomy	5
NAT 3905	Laboratory Animal Tech.	2
NAT 6906	Animal Hosp. Tech. II	3
NAT 7907	Clinical Path. Tech. II	4
NAT 9908	Large Animal Technology	2
NAT 8909	Radiology & Elect. Procedures	2
NAT 7996	Clinical Mathematics	1
<b>Total Hours</b>		<b>43</b>

#### Courses Offered at JCCC

NLS 4241	General Zoology	5
COM 6524	Communications I	3
BAC 2171	Small Business Accounting	3
NPS 4515	Gen. Chemistry I Lecture	4
NPS 4516	Gen. Chemistry I Laboratory or	(1)
NPS 6634	Principles of Chemistry	(5)
SS	Elective	3
CSP 4950	Interp. Comm.	3
NLS 5593	Microbiology	3
NLS 6057	Microbiology Lab	2
<b>Total Hours</b>		<b>27</b>

## URBAN AGRIBUSINESS

The program in Urban Agribusiness prepares the student to work with plant life in a variety of settings. The qualified student studies plant development, pest control, landscape principles and greenhouse construction, to mention just a few topics. In addition, the business aspects of urban agribusiness are studied, and each student receives on-the-job training in field placements.



Urban Agribusiness is a cooperative program between Johnson County Community College and Longview Community College. Supportive courses are taken at JCCC, while essential career courses are taken at Longview (see list below). The student registers at JCCC for all courses, and receives an Associate of Arts Degree from JCCC, or an associate degree in Applied Science from Longview Community College.

### Required Courses at JCCC

NLS 5402	General Botany	5
COM 6524	Communications I	3
BAC 4092	Accounting I	3
BUS 7007	Marketing	3
CSP 4950	Interpersonal Communication	3
BUS 1121	Business Law I	3
	Business Elective	3
	Elective	3
<b>Total Hours</b>		<b>26</b>

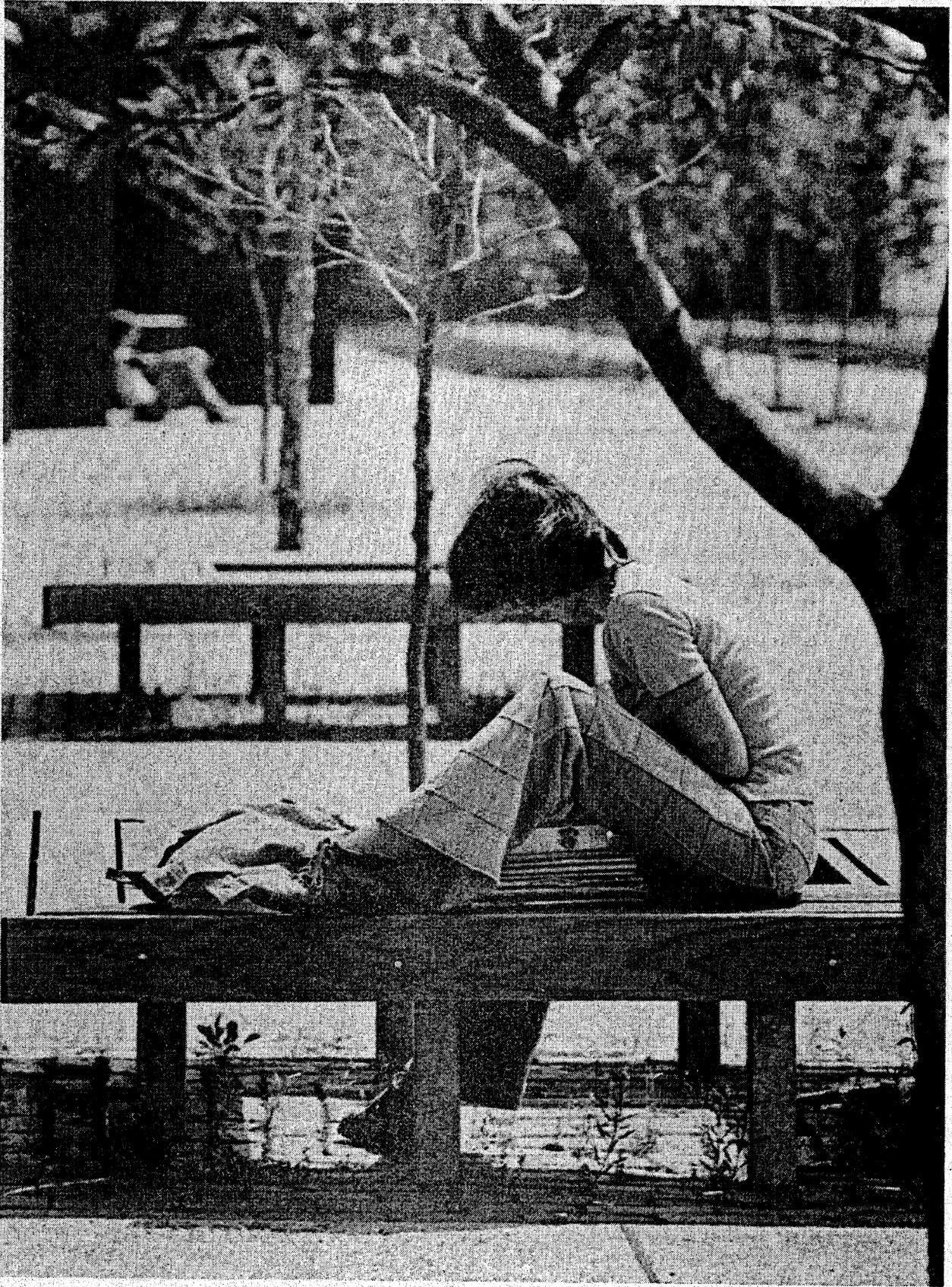
### Required Courses at Longview

NUA 9886	Prin. of Supervision	3
NUA 8887	Horticulture I	5
NUA 6888	Intro. to Urban Agribusiness	1
NUA 3889	Horticulture II	5
NUA 5890	Work Experience I	3
NUA 2891	Plant Materials I	3
NUA 7892	Work Experience II	3
NUA 8893	Plant Materials II	3
<b>Total Hours</b>		<b>26</b>

### Elective Courses at Longview

(Any 3 of the following courses)

NUA 2930	Landscape Horticulture	3
NUA 8937	Special Topics I	3
NU 4007	Grounds Establishment	3
NUA 2938	Special Topics II	3
NUA 6009	Special Topics III	3





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# Course Descriptions

# ACCOUNTING

## FEDERAL INCOME TAXES . . . . . BAC 2360

Procedures for reporting federal income taxes with emphasis on income and deductions for individuals. Practice is given in preparing Federal Income Tax Returns. Class meets three hours per week. 3 Credits

## SMALL BUSINESS ACCOUNTING . . . . . BAC 2171

Introduction to various aspects of starting and operating a small business with emphasis on the basic accounting procedures needed to maintain daily records for the small firm. Designed to meet the needs of the individual operating a firm with occasional help of an outside accountant. Does not prepare the student for Accounting II (BAC 5096). Class meets three hours per week. 3 Credits

## ACCOUNTING I . . . . . BAC 4092

Introduction to accounting fundamentals. Emphasis on the recording and analysis of transactions; use of journals, ledgers and financial statements. Class meets three hours per week. 3 Credits

## ACCOUNTING II . . . . . BAC 5096

*Prerequisites: BAC 4092 or by permission*—Continuation of BAC 4092 (Accounting I) with increased emphasis on interpretation and use of accounting data by management. Accounting theory application for partnerships and corporations including preparation and use of financial statements. Class meets three hours per week. 3 Credits



## COST ACCOUNTING . . . . . BAC 2436

*Prerequisite: BAC 5096* — Allocation of production costs to determine unit costs of goods manufactured and sold and the utilization of such data by management. Class meets three hours per week. 3 Credits

## INTERMEDIATE ACCOUNTING I . . . . . BAC 6299

*Prerequisite: BAC 5096* — Application of accounting theory to the valuation of balance sheet accounts and fund flow analysis. Emphasis on cash and receivables, inventories, fixed assets and liabilities. Class meets three hours per week. 3 Credits

## INTERMEDIATE ACCOUNTING II . . . . . BAC 6294

*Prerequisite: BAC 5096* — A continuation of the study of accounting concepts and technical procedures as applied to capital structure, earnings, and dividends. Study will include long-term investment and debts, leases, pensions, analysis of financial reports, and price-level and fair-value accounting and reporting. Class meets three hours per week. 3 Credits

## MANAGERIAL ACCOUNTING . . . . . BAC 4063

*Prerequisite: BAC 5096* — Development and use of accounting information as an instrument of management control. Material includes financial statement analysis, cost application and budgeting reports to management. Class meets three hours per week. 3 Credits

## ACCOUNTING FOR NONPROFIT

### ORGANIZATIONS . . . . . BAC 4218

*Prerequisite: BAC 4092* — Continuation of the accounting concepts and technical procedures as applied to nonprofit organizations. Study will include budgetary processes, operating and nonprofit operating funds as well as interfund and intrafund accounting procedures. Class meets three hours per week. 3 Credits

## FIELD STUDY ACCOUNTING

### SEMINAR . . . . . BAC 5099

*Prerequisite: BAC 5096, Accounting II.* The student must be employed in an accounting or related position for a minimum of 15 hours a week. The seminar is a course designed for review of accounting principles and practice through the completion of several accounting cycles with the aid of practice sets. Class meets 2 hours per week. 3 Credits

## FIELD STUDY: BUSINESS

### MATH . . . . . BAC 3111

The student will become involved with a supervised work experience in an approved office situation for a minimum of 15 hours a week. The class content will be mathematical aspects of accounting and clerical work. Weekly class discussions focus on relating math content to on-the-job training. 3 Credits

**FIELD STUDY: HUMAN RELATIONS . . . . . BAC 2036**

Students must work an average of 15 hours a week in an approved situation. Emphasis is placed on human relations, communications, and decision making. Weekly class discussions focus on relating human relations content to current work experience. Class meets two hours per week. 3 Credits

## **ADMINISTRATION OF JUSTICE LAW ENFORCEMENT**

**INTRODUCTION TO ADMINISTRATION**

**OF JUSTICE . . . . . SLE 2080**

Participation in field and classroom experiences designed to explore career opportunities within the criminal justice system. Examination of law enforcement processes, minimum entry-level requirements for local, state and federal agencies. Class meets three hours per week. 3 Credits

**POLICE AND THE PUBLIC . . . . . SLE 6432**

Identification and analysis of conflicts arising between police and the community they serve. Function of the police as a social institution within a free society. Class meets three hours per week. 3 Credits

**STUDY OF THE CRIMINAL**

**JUSTICE SYSTEM . . . . . SLE 7108**

Analysis and identification of the subsystems of the criminal justice system. Class meets three hours per week. Enrollment open to all students. 3 Credits

**READINGS IN POLICE SCIENCE . . . . . SLE 1174**

*Prerequisite: 15 hours credit in Law Enforcement* — Selected readings in police science; e.g., police administration, criminal investigation, criminology, corrections, juvenile problems, evidence. Hours by arrangement. 1-3 Credits

**BASIC POLICE TRAINING COURSE . . . . . SLE 3045**

*Prerequisite: Must be currently employed full-time by a participating law enforcement agency* — Basic patrol procedures: traffic investigation and control, arrests, search and seizures. Fulfills and exceeds requirements of the Kansas Minimum Standards Training Act. May be applied as credit to satisfy requirements of the associate degree program in Administration of Justice. A minimum of 480 clock hours. Class meets five days per week, eight hours a day for twelve weeks. 1-15 credits.

**JUVENILE CODE AND PROCEDURES . . . . . SLE 1160**

Analysis of detention procedures, disposition, custody and treatment of juvenile offenders throughout the United States, with a specific interest in area systems. Origin and development of juvenile agencies, organization functions and jurisdiction of juvenile courts. Class meets three hours per week. Enrollment open to all students. 3 Credits

**CRIMINAL LAW . . . . . SLE 4588**

*Prerequisites: SLE 2080 and SLE 7108* — Kansas Criminal Code with emphasis on elements of crimes and criminal procedure. Class meets three hours per week. 3 Credits

**FUNDAMENTALS OF**

**CRIMINAL INVESTIGATION . . . . . SLE 5137**

*Prerequisite: SLE 4588 or by permission* — Investigative techniques of crime scene search; collection and preservation of evidence, interviewing and logical reconstruction of crime. Class meets three hours per week. 3 Credits

**SUPERVISORY TECHNIQUES**

**FOR POLICEMEN . . . . . SLE 7161**

*Prerequisite: SLE 7108* — Current theory and practice of the supervisor's role in the police service. Class meets three hours per week. 3 Credits

**MOTOR VEHICLE LAW . . . . . SLE 2461**

*Prerequisites: SLE 2080 and SLE 7108* — Standard traffic ordinances for Kansas cities. Emphasis on fundamentals of traffic regulation and control as related to law enforcement, courts and other governmental functions. Class meets three hours per week. 3 Credits

**INTRODUCTION TO CRIMINALISTICS . . . . . SLE 7292**

*Prerequisite: SLE 5137 or by permission* — Skill training in techniques and methods to establish the identity and individualization of persons and things in a criminalistic laboratory. Class meets three hours per week. 3 Credits

**POLICE ORGANIZATION**

**AND MANAGEMENT . . . . . SLE 7454**

*Prerequisite: SLE 7161* — Contemporary methods and techniques used in the organization of a modern police department. Practical application of procedures used in management of people, money and materials to achieve departmental objectives. Class meets three hours per week. 3 Credits



**TRAFFIC SAFETY AND**

**ACCIDENT INVESTIGATION . . . . . SLE 6653**

*Prerequisites: SLE 2080 and SLE 7108* — Identification and analysis of the accident and investigative function of the police through the pre-crash and post-crash syndrome. Preparation of scale diagrams of accident situations. Class meets three hours per week. 3 Credits

**CONSTITUTIONAL CASE LAW . . . . . SLE 4418**

In-depth analysis of important Supreme Court decisions concerning questions of constitutional law which have significant impact on law enforcement techniques and procedures. Class meets three hours per week. Enrollment open to all students. 3 Credits

**CRIME PREVENTION . . . . . SLE 4263**

The emerging philosophy and basic concepts of crime prevention programs. Emphasis is placed upon operational techniques utilized by public service agencies to operate crime prevention programs and how to provide technically accurate, cost effective security recommendations to members of the community. Class meets three hours each week. Enrollment open to all students. 3 Credits

**CRIMINOLOGY . . . . . SLE 1585**

Manifestations of crime and theories of criminal behavior. Process and purpose of treatment, correction, crime prevention and control. Contemporary trends. Class meets three hours per week. Enrollment open to all students. 3 Credits

**PATROL PROCEDURES . . . . . SLE 4033**

*Prerequisites: SLE 2080 and SLE 7108* — Analysis of basic techniques of the police patrol function. Emphasis on report writing, traffic law enforcement, arrest, search and seizure, patrol and peacekeeping. Class meets three hours per week. 3 Credits

**DEFENSIVE TACTICS FOR POLICE . . . . . SLE 7288**

*Prerequisites: SLE 1160, SLE 4588, SLE 2461* — Proficiency in the use of the baton and service revolver as offensive and defensive weapons. Constitutional limitations on the use of force. Student required to furnish sufficient ammunition for qualification with service revolver. Class meets three hours per week. 3 Credits

**FUNDAMENTALS OF PRIVATE**

**SECURITY . . . . . SLE 5006**

An overview of the private security field, including organization and management of the security function in industry, business, government, and in-

stitutions. The protection of personnel, facilities, and other assets will be analyzed. Class meets three hours per week. Enrollment open to all students. 3 Credits

**ART**

**INTRODUCTION TO ART HISTORY . . . . . HAR 1713**

Historical study of art, tracing its development from prehistoric times to the eighteenth century. Emphasis on the study of the growth and development of art forms and movements, leading to an understanding of the relationship of art to the historical periods. Class meets three hours per week. 3 Credits

**MODERN ART HISTORY . . . . . HAR 3878**

An advanced art history course. Students will gain more experience in identification and study of 18th, 19th, and 20th-century American and European artists and their works. Class meets three hours per week. 3 Credits

**DIRECTED READING IN CONTEMPORARY**

**AMERICAN ART . . . . . HAR 3333**

*Prerequisite: Permission of the instructor.* This course will explore the contemporary American artists from their technical and philosophical points of view. A wide variety of styles will be considered. Class meets 1 hour per week. 1 Credit.

**ART FUNDAMENTALS . . . . . HAR 1608**

An intensive exploration of the visual arts. Designed to acquaint students with art forms and applications. Class meets six hours per week. 3 Credits

**ELEMENTARY ART METHODS . . . . . HAR 4099**

Exploration of art activities appropriate for children from preschool through sixth grade. Emphasis on relating activities to the child's patterns of growth and development. Three hours of class and three hours of laboratory per week. 3 Credits

**DESIGN, 2-D . . . . . HAR 2880**

An introductory study of the basic principles of visual perception, two-dimensional space organization and the visual elements of line, shape and texture. Class meets six hours per week. 3 Credits

**DESIGN, COLOR . . . . . HAR 7209**

A study of the nature of color, including its physical properties and visual qualities. Problems relating to color as light and as pigment will be explored. Class meets six hours per week. 3 Credits

**DESIGN, 3-D ..... HAR 6021**

A study of the function of three-dimensional organization in the development of visual ideas. Concepts, materials and processes necessary to an understanding of the three-dimensional relationships of space, form, form evolution and the dynamics of structure. Class meets eight hours per week. 4 Credits

**LIFE DRAWING I ..... HAR 2021**

*Prerequisite:* HAR 7576 — Fundamentals of figure drawing. Working from models, students study the structure of the human form as seen in action, stationary and as part of the environment. A variety of media is used in rapid gesture drawing, long poses, memory work and portraiture. Class meets six hours per week. 3 Credits

**LIFE DRAWING II ..... HAR 6662**

*Prerequisite:* Har 2021. Advanced figure drawing. Working from models, students study the human figure as an expressive source for drawing as a work of art as well as for future works of art in other media (painting, sculpture). Class meets six hours per week. 3 Credits

**DRAWING I ..... HAR 7576**

Introductory course with emphasis on the development of fundamental drawing skills, increased power of observation, and an awareness of the personally expressive and compositional aspects of drawing. Class meets six hours per week. 3 Credits

**DRAWING II ..... HAR 3033**

*Prerequisite:* HAR 7576 — Concentration on figure drawing and freehand drawing with emphasis on the conceptual approach. Students will complete projects, including working from models, still life, set-ups and landscapes. A variety of media will be explored. Class meets six hours per week. 3 Credits

**PAINTING I ..... HAR 5004**

Emphasis on developing visual perception. Still life, landscape and human form studied through a variety of media. Concentration on awareness of creative responsibility and expression. Class meets six hours per week. 3 Credits

**PAINTING II ..... HAR 6011**

*Prerequisite:* HAR 5004 — Awareness of historical and contemporary painting. Advanced painting with emphasis on personal direction and the development of a consistent body of work. Class meets six hours per week. 3 Credits

**INTRODUCTION TO PRINTMAKING ..... HAR 3564**

Introduction to a variety of traditional and contemporary printmaking processes, including on-and-off-the-press techniques. Class meets six hours per week. 3 Credits

**SILKSCREEN ..... HAR 4028**

An exploration of silkscreen techniques ranging from the use of simple paper stencils to photographic processes. Class meets six hours per week. 3 Credits

**RAKU CERAMICS ..... HAR 7666**

Raku Ceramics deals with the oriental process of making and firing of Raku pottery - a spontaneous low-fire approach to a finished product involving the rapid firing and cooling of the pottery. Hand formed (pinched and slab) as well as wheel thrown forms will be researched. Emphasis is on non-wheel manipulation of form. Class meets six hours per week. 3 Credits

**CERAMICS I ..... HAR 6193**

A basic course in wheel-throwing techniques. Studio experiences acquaint the students with firing and glazing techniques. Optional techniques include hand-building, stacking and other kiln-firing procedures, as well as other methods of surface enrichment in decorative research. Class meets six hours per week. 3 Credits

**CERAMICS II ..... HAR 2211**

*Prerequisite:* HAR 6193 or by permission — Course deals with more advanced methods of research with studio experiences in pottery wheel techniques and glaze research. Class meets six hours per week. 3 Credits



**SILVERSMITHING ..... HAR 1620**

Course in basic metalsmithing techniques of casting and constructing brass, copper and silver with the utilization of buffing, sawing, filing and soldering processes. Class meets six hours per week. 3 Credits

**SILVERSMITHING II . . . . . HAR 4638**

*Prerequisites:* HAR 1620 — Advanced metal-smithing techniques of casting, constructing and etching, utilizing copper, brass, bronze, silver and other metals. Class meets six hours per week. 3 Credits

**SCULPTURE I . . . . . HAR 2089**

Course designed to study and explore natural and man-made sculptural forms and to help the student create a unique, personal body of work through the use of a variety of either traditional or contemporary media and technique. Class meets six hours per week. 3 Credits

**SCULPTURE II . . . . . HAR 3094**

*Prerequisite:* HAR 2089 or by permission — Continuation of Sculpture I (HAR 2089). Focus on advanced methods and techniques. Emphasis on sculptural materials and forms. Class meets six hours per week. 3 Credits

**SMALL LOOM TECHNIQUES . . . . . HAR 1866**

A study of the art of textile construction methods. Course work will deal with fiber properties, spinning and dyeing, single element construction (wrapping, coiling, netting, looping, crocheting), double element construction (braiding, knotting, weaving with a frame, cards, weighted warp or shaped board). Class meets six hours per week. 3 Credits

**WEAVING I . . . . . HAR 1192**

Introductory weaving course. Techniques ranging from macrame through more complex procedures involving the use of large floor looms and the creation of three-dimensional woven forms. Class meets six hours per week. 3 Credits

**WEAVING II . . . . . HAR 4020**

*Prerequisite:* HAR 1192 — Advanced problems in structural weaving. Multi-harness, draft analysis, comprehensive research and a notebook required. Class meets six hours per week. 3 Credits

**LEATHERWORKING . . . . . HAR 7233**

Contemporary leatherworking techniques. Emphasis on creativity in a variety of class projects ranging from leather sculptural forms to leather clothing. Class meets two hours per week. 1 Credit

**STUDIO WORKSHOP . . . . . HAR 6879**

*Prerequisites:* HAR 5004 or HAR 7576 and permission of instructor — Emphasis will be on individual studio activity in painting or drawing. Course content to be determined by the student under supervision of a faculty member. 3 Credits

# BIOMEDICAL EQUIPMENT TECHNOLOGY

## BIOMEDICAL EQUIPMENT TECHNOLOGY I . . . . . EMT 6824

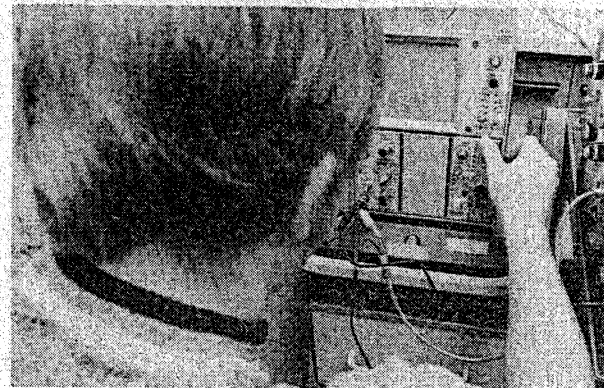
*Prerequisites:* NLS 6186, EET 7604, EET 7643 or concurrent enrollment — Students will examine in detail the special electronic circuits used in biomedical equipment. Introduction to the use of electronics in the health care field. Class meets for two hours lecture and three hours lab per week. Fall. 3 Credits

## BIOMEDICAL EQUIPMENT TECHNOLOGY II . . . . . EMT 9824

*Prerequisite:* EMT 6824 — Students will examine and work on actual biomedical equipment used currently in many of the major hospitals. Specific repair and maintenance problems will be discussed. The problems facing the biomedical equipment technician, not related to electronics, will be discussed. Class meets for two hours of lecture and three hours of laboratory per week. Spring. 3 Credits

## BIOMEDICAL ELECTRICAL SAFETY . . . . . EMT 4504

*Prerequisite:* EET 4289 — A study of microshock and associated problems, testing procedures and practices, and safety standards. Class meets two hours per week. 2 Credits



## BIOMEDICAL INTERNSHIP . . . . . EMT 4505

*Prerequisite:* EMT 6824, Biomedical Equipment Technology I. *Corequisite:* EMT 9824, Biomedical Equipment Technology II. Six hours each week will be spent in an assigned hospital or related position. Learning will be under actual working conditions on actual equipment that will be worked on when permanently employed. Evaluation and supervision will be from the biomedical department of the institution in cooperation with the biomedical program coordinator. One hour lecture, 6 hours intern per week. 3 Credits



# BUSINESS

## INTRODUCTION TO BUSINESS ..... BUS 4282

The nature and scope of business; its component parts and how business is organized and managed; responsibility of business, government and consumers for improving our environment; multinational character of business; external and internal forces that constitute our business and economic system. Class meets three hours per week. 3 Credits

## PERSONAL FINANCE ..... BUS 2259

Understanding the role consumers play in the American economic system in the production of goods and services and an understanding of the American economic system. Techniques of money management and the preparation of a spending plan. Use of consumer credit and computing cost computations in using credit; necessary understanding of procedures and costs in buying and selling owner-occupied real estate; understanding calculation of interest on savings accounts and time deposits and the concept of compound interest; insurance — life, automobile, property, medical, and disability; consumer protection from a consumer responsibility point of view. Class meets three hours per week. 3 Credits

## BUSINESS LAW I ..... BUS 1121

Basic principles of law that apply to business transactions in the present business environment and legal system. Material is related to Uniform Commercial Code and includes introduction to the study of law, crimes and torts, contracts, sales and commercial paper. Case studies are used. Class meets three hours per week. 3 Credits

## BUSINESS LAW II ..... BUS 5134

*Prerequisite:* BUS 1121 — Continuation of BUS 1121 (Business Law I). Includes agency and partnership, personal property, real property, secured transactions, and corporations. Case studies are used. Class meets three hours per week. 3 Credits

## INTRODUCTION TO ECONOMIC ISSUES ..... BUS 2004

Basic principles governing the economy are studied in the context of current social issues. Designed for students planning to take only a single course in economics and for those who want a nontechnical introduction to the field. Topics include resource allocation, income distribution, price determination, unemployment, inflation and pollution. Class meets three hours per week. 3 Credits

## ECONOMICS I ..... BUS 2253

*Prerequisite:* By permission — Fundamental problems of economics and contemporary approaches to these problems. Topics include the basic elements of supply and demand; prices, national income determinations; money and banking; monetary and fiscal policy. Class meets three hours per week. 3 Credits

## ECONOMICS II ..... BUS 3093

*Prerequisites:* BUS 2253 or by permission — Continuation of BUS 2253 (Economics I) with emphasis on supply and demand, theory of the firm and market structures. Class meets three hours per week. 3 Credits



## ECONOMIC HISTORY OF THE

### UNITED STATES ..... BUS 3689

*Prerequisite:* None. History of the United States economy from colonial times to the present with emphasis on the growth of business enterprise. The course will trace the changes that have occurred in agriculture, industry, commerce, banking, and transportation, using basic economic principles to interpret the contribution of each to the country's economic development. Simple economic analysis will be applied to such issues as property rights, the westward expansion, slavery, unionism, and the rise of the corporation. 3 Credits

## MONEY AND BANKING ..... BUS 4485

*Prerequisite:* BUS 2253 Economics I. Nature and functions of commercial banks and other financial institutions, and Federal Reserve System. Monetary theory and monetary policy. Examination of forces which affect credit condition and interest rate. 3 Credits

**MARKETING . . . . . BUS 7007**

Study of all marketing activities that direct the flow of goods and services from the producer to the ultimate consumer. Emphasis on the problems and policies of manufacturers, wholesalers and retailers in the distribution of goods and services. Class meets three hours per week. 3 Credits

**PERSONNEL MANAGEMENT . . . . . BUS 2341**

Personnel functions as they relate to management philosophy in employee procurement, placement, training, retention, job evaluation, wage administration, performance rating and welfare services. Class meets three hours per week. 3 Credits

**PRINCIPLES OF MANAGEMENT . . . . . BUS 7822**

*Prerequisite: None.* This course presents the basic fundamentals of management aimed at the middle management level. Emphasis will be placed on the behavioral aspects of modern management; MBO/MBR, and the functions of planning, organizing, directing, and control. 3 Credits

**PRINCIPLES OF SUPERVISION . . . . . BUS 5360**

*Prerequisite: None.* This course covers the various techniques used for successful supervision of rank and file employees. Supervision means achieving desired results with the efforts of others and involves the planning, organizing and directing of non-management personnel. 3 Credits

**SAVINGS AND INVESTMENT . . . . . BUS 6038**

Investment techniques and procedures to give a broad overview of savings and investments instruments and tools for general estate planning. Basic investment principles, risk and return, and developing individual or family investment objectives; compound interest, capital gains, and the taxation of capital gains; savings accounts and time deposits; pension planning through tax-sheltered programs and Social Security; financial analysis in making investments; real estate investments for both owner-occupied and non-owner occupied; and estate planning relating to legal requirements and tax planning. Class meets three hours per week. 3 Credits

**BUSINESS COMMUNICATIONS . . . . . BUS 1007**

*Prerequisite: Communications I.* This course encompasses four basic areas; (1) reading skills, (2) listening skills, (3) verbal and nonverbal communications, and (4) written communications including memos, letters, and reports. 3 Credits

**PRINCIPLES OF REAL ESTATE . . . . . BUS 1039**

Review and analysis of institutional environment facing the real estate business. Methods of analyzing

real estate, financial procedures and operations with emphasis on management. Class meets three hours per week. 3 Credits

**INTRODUCTION TO WORLD**

**FOOD PROBLEMS . . . . . BUS 5002**

*Prerequisite: None.* The course examines factors influencing both the supply and demand for food throughout the world, focusing on population growth and nutritional requirements. It also considers how such natural resources as soil, energy and climate affect the world food situation; which alternative food sources are available and whether people will accept them; problems of food distribution, and the economic implications of a food shortage. 2 Credits

**COMMERCIAL ART**

**VISUAL COMMUNICATIONS I . . . . . HCA 1689**

*Prerequisite: Permission of coordinator* — An exploration of the techniques and imagery used in symbolic visual communication, focusing on the conversion of verbal concepts into persuasive visual images. Studio assignments will deal with problems relating directly to social, industrial and commercial needs. Class meets eight hours per week. 4 Credits



**VISUAL COMMUNICATIONS II . . . . . HCA 9689**

*Prerequisite: HCA 1689* — A continuation of Visual Communications I focusing on in-depth research and requiring the application of the student's total design capability to problems of professional scope and complexity. Class meets eight hours per week. 4 Credits



**VISUAL TECHNOLOGY I . . . . . HCA 4679**

*Prerequisite or corequisite: HCA 1861* — A practical exploration of the materials, tools and processes required for graphic reproduction. Emphasis will be placed on the acquisition of skills relating to the production methods and techniques necessary for the preparation of camera-ready art. Class meets eight hours per week. 4 Credits

**VISUAL TECHNOLOGY II . . . . . HCA 6688**

*Prerequisite: HCA 4679* — A continuation of Visual Technology I with additional practical experience in the production of camera-ready art. Requires the application of production skills to problems of professional scope and complexity. Class meets eight hours per week. 4 Credits

**COMMERCIAL ART FIELD STUDY . . . . . HCA 5691**

*Prerequisite: Permission of coordinator* — Students work an average of 15 hours per week in an approved professional studio under instructional staff supervision. Emphasis is placed on an increased understanding of the kind and quality of work done in a professional environment. Class meets two hours per week. 3 Credits

**PREPARATION OF PORTFOLIO . . . . . HCA 7690**

*Prerequisite: Permission of coordinator* — This course will focus on the selection and mounting of student work for inclusion in professional portfolios. Two- and three-dimensional examples will be included. Class meets four hours per week. 2 Credits

**LETTERING . . . . . HCA 7205**

A study of the evolution of the alphabet, the development of letter forms and of lettering techniques focusing on contemporary typographic design. Hand and transfer lettering as well as mechanically produced letter forms will be explored. Class meets six hours per week. 3 Credits

**LAYOUT . . . . . HCA 1861**

*Prerequisite: HAR 2880, Corequisite: HCA 7205.* Introduction to advertising and editorial layout. Information and techniques necessary to the effective composition of verbal and visual messages designed for publication. Class meets six hours per week. 3 Credits

**BASIC REPRESENTATION I . . . . . HCA 6862**

An introduction to basic pictorial representation as it is applied in commercial art. Emphasis is placed on the accurate rendering of objects using the tools, materials and techniques of the advertising artist and on the development of visual communications skills. Class meets six hours per week. 3 Credits

**BASIC REPRESENTATION II . . . . . HCA 5863**

*Prerequisite: HCA 6862* — A continuation of Basic Representation I, emphasizing the analysis and rendering of more complex forms, as well as the application of additional and more sophisticated tools, equipment, materials and processes commonly used by the commercial artist. Class meets six hours per week. 3 Credits

**AIRBRUSH TECHNIQUES . . . . . HCA 8853**

*Prerequisite: HCA 6862* — An introduction to basic airbrush techniques and materials and to their application in both fine and commercial art. Emphasis will be placed on commercial applications. Class meets six hours per week. 3 Credits

## COMMUNICATIONS

**FUNDAMENTALS OF WRITING . . . . . COM 5035**

Basic written communications. Emphasis on grammar, sentence structure, organization, idiomatic usage, spelling and vocabulary, leading to clear written composition. Class meets three hours per week. 3 Credits

**COMMUNICATIONS I . . . . . COM 6524**

An introduction to writing, focusing on sentence style, paragraph development and essay format. Guided practice developing form and content leading to clear and interesting composition. Class meets three hours per week. 3 Credits

**COMMUNICATIONS II . . . . . COM 1467**

*Prerequisite: COM 6524* — Course emphasizes organization and development of expository essays, written in response to assigned readings in literature, related research projects. Class meets three hours per week. 3 Credits

**ADVANCED COMPOSITION . . . . . COM 3694**

*Prerequisite: COM 1467* — Further practice in effective writing for students who wish to continue their study beyond the two semesters of Communications I and II. Focus on the writing of expository and argumentative essays, study and practice in the selection of subjects, organization, methods and style. Class meets three hours per week. 3 Credits

**TECHNICAL WRITING . . . . . COM 1260**

*Prerequisite: COM 6524.* Technical Writing emphasizes various methods of written communication relevant to manufacturing and engineering, including short reports, letters, abstracts, resumes, and portfolios. Class meets three hours per week. 3 Credits



**CREATIVE WRITING ..... COM 2618**

*Prerequisite: COM 1467* — Principles and practice in narrative writing, including the short story, the novel, the play. Emphasis on planning and plotting. Some consideration given to poetry and non-fiction, depending on the interests of the students. Examination of recommended models. Final projects are selected by students; manuscripts are submitted to professional editors for evaluation. Class meets three hours per week. 3 Credits

**CREATIVE WRITING WORKSHOP ..... COM 1695**

*Prerequisite: COM 2618* — Advanced practice in writing the short story, novel, essay, article, play, poetry. For students with serious writing aspirations. All students are furnished with printed copies of manuscripts submitted and function as critics of one another's writing. Class meets three hours per week. 3 Credits

**POETRY AND DRAMA ..... COM 4444**

*Prerequisite: COM 1467* — Introduction to poetry and drama for insight and appreciation. Selected plays and a broad selection of poetry of all types and styles are read. Class meets three hours per week. 3 Credits

**STUDIES IN THE NOVEL ..... COM 2779**

*Prerequisite: COM 1467* — Introduction to novels from different countries and emphasizing fictional techniques and themes. Students will read, discuss, and write about the assigned novels. Class meets three hours per week. 3 Credits

**AMERICAN WRITERS ..... COM 5271**

*Prerequisite: COM 1467* — Readings of complete works of selected American writers, with related writing projects. Course focuses on important works of the various writers, emphasizing the relationship between their lives and times to their art. Class meets three hours per week. 3 Credits

**WORLD MASTERPIECES ..... COM 6024**

*Prerequisite: COM 1467* — Readings of complete works of selected Western world writers who have influenced Western literature and civilization. Course focuses on important works of various writers and traces their influence on later writers, with writing projects. Class meets three hours per week. 3 Credits

**THE SHAKESPEARE PLAYS ..... COM 5025**

*Prerequisite: None.* An introduction to the plays of Shakespeare through reading and viewing selected plays. Historical background of England will be examined. 3 Credits

**MASTERPIECES OF THE CINEMA ..... COM 1051**

*Prerequisite: COM 1467* — Viewing and discussion of selected films, with emphasis on themes, genres and styles. In addition to viewing films provided by the College, students will also be required to attend selected films showing at local theaters. Related reading and writing assignments. Class meets three hours per week. 3 Credits

**CHILDREN'S LITERATURE ..... COM 1015**

*Prerequisite: COM 1467* — An exploration of what is best and most exciting in children's literature, both past and present. Emphasis on children's needs, the criteria used in selecting children's books, the various types of children's literature and the most famous of children's authors and illustrators. Class meets three hours per week. 3 Credits

## DATA PROCESSING

**BUSINESS DATA PROCESSING ..... BDP 7135**

Primarily a nontechnical course. Consideration of social and economic implications of computers in government and business. Students operate the keypunch and time-sharing terminal in learning to write and run simple computer programs. Class meets three hours per week. 3 Credits

**PROGRAMMING FUNDAMENTALS ..... BDP 6699**

Prepares an individual for enrollment in any one of the programming language courses. Primarily a technical course. Keypunch and terminal usage are covered at an advanced level. Exposure to selected pieces of unit record equipment. Flowcharting and writing BASIC computer programming are stressed. Digital computer equipment is used to run the programs; data coding and numbering systems are covered. Class meets three hours per week. Laboratory by arrangement. 4 Credits

**TELEPROCESSING ..... BDP 7224**

*Prerequisite: BDP 6699* — A form of information handling in which a data processing system utilizes communication equipment. Concerned with that part of the system which is external to the central computer. Class meets three hours per week. Fall. 3 Credits

**COBOLI ..... BDP 4700**

*Prerequisite: BDP 6699* — Use of COBOL programming language in solving typical problems. Emphasis on function and use of statements in the four divisions of ANSI COBOL. Computer used in

compiling and executing the programs. Class meets three hours per week. Laboratory by arrangement. 4 Credits

**COBOL II** ..... **BDP 1702**

*Prerequisite: BDP 4700* — Advanced COBOL programming techniques; use of ANSI COBOL to solve problems with data on a direct access device. Methods of building, maintaining and using files in a sequential, random and indexed manner. Sort and Report Writer features are also studied. Computer used in compiling and executing programs. Class meets three hours per week. Laboratory by arrangement. 4 Credits

**FORTRAN** ..... **BDP 6703**

*Prerequisite: MTH 3001* — Use of FORTRAN programming language in solving typical problems. Emphasis on the vocabulary and grammar of ANSI FORTRAN. Computer used in compiling and executing the programs. Class meets three hours per week. Laboratory by arrangement. 4 Credits

**ASSEMBLER LANGUAGE I** ..... **BDP 1698**

*Prerequisite: BDP 6699* — Use of Assembler language in solving typical problems. Emphasis on the statements used in ALC. Computer used in compiling and executing the programs. Class meets three hours per week. Laboratory by arrangement. Fall. 4 Credits

**ASSEMBLER LANGUAGE II** ..... **BDP 1684**

*Prerequisite: BDP 1698* — Advanced features of Assembler language for IBM 360/370. Covers Macros, subprograms, table handling, the complete set of ALC instructions, and the different methods of file I/O. Class meets three hours per week. Laboratory by arrangement. Spring. 4 Credits

**OS/JOB CONTROL LANGUAGE** ..... **BDP 6005**

*Prerequisites: BDP 4700 COBOL I or BDP 1698 ALC I or equivalent work experience.* Use of OS/JCL and IBM utilities with typical applications. Emphasis on Rules of Coding JCL, optimizing resources, overriding statement, the use of symbolic parameters, etc. Computer application of JCL and utilities. Class meets 3 hours per week. Fall. 3 Credits

**PL/1** ..... **BDP 4701**

*Prerequisite: BDP 6699* — Use of PL/1 language in solving typical problems. Emphasis on function and use of the various statements and procedures of PL/1. Computer used in compiling and executing the programs. Class meets three hours per week. Laboratory by arrangement. 4 Credits

**RPG II BEGINNING** ..... **BDP 7683**

*Prerequisite: BDP 6699* — Use of various approaches to RPG II problem solving. Define, code, test, debug and document RPG II programs. Class meets three hours per week. Laboratory by arrangement. Spring. 4 Credits

**RPG II ADVANCED** ..... **BDP 5832**

*Prerequisite: BDP 7683* — Use of advanced features in the RPG II language. Study of disk file techniques, disk utilities, tables and array methodology. Sequential, indexed, and direct access methods are covered. Computer used in compiling and executing programs. Class meets three hours per week. Laboratory by arrangement. Fall. 4 Credits



**DATA FILE MANAGEMENT** ..... **BDP 1036**

*Prerequisite: BDP 1698* — Comprehensive coverage of the various file organizations and access methods available. Concepts are integrated into the development of an inquiry data base file system. Techniques and potential use of system in industry and business also included. Class meets three hours per week. Spring. 3 Credits

**INTRODUCTION TO SYSTEMS DESIGN AND ANALYSIS** ..... **BDP 4551**

*Prerequisites: BDP 4700, BDP 6703, BDP 1698 or BDP 7683* — Basic philosophy and techniques in development and use of business information systems. Emphasis on the human elements and people involvement necessary in systems design and implementation. Addresses the use of specific technical approaches available in relation to information processing. Class meets three hours per week. Fall. 3 Credits

**OPERATING SYSTEMS . . . . . BDP 6451**

*Prerequisite: BDP 1698 or concurrent enrollment* — Basic concepts and principles of a digital computer operating system. Interrelationships between hardware and software, and how they are controlled, are developed and illustrated through study of a typical digital computing system. Class meets three hours per week. Spring. 3 Credits

**APPLICATION PROGRAMMING:**

**Applications . . . . . BDP 7300**

*Prerequisite: By permission*  
*Corequisites: BDP 4700, BDP 6703, BDP 7683 or BDP 1698.* Computer operations or directly related work experience. A minimum of 15 hours supervised on-the-job training per week, or recognition and formalization of experience for those already employed. Hours by arrangement. Fall. 3 Credits

**APPLICATION PROGRAMMING:**

**Data Processing Topics . . . . . BDP 6514**

*Prerequisite: By permission*  
*Corequisites: BDP 4700, BDP 6703, BDP 7683 or BDP 1698.* Programming or directly related work experience. A minimum of 15 hours supervised on-the-job training per week, or recognition and formalization of experience for those already employed. Hours by arrangement. Spring. 3 Credits

**STATISTICS FOR RESEARCH**

**AND MANAGEMENT . . . . . BDP 3009**

*Prerequisite: MTH 2084* — Students study the statistical capabilities and operation of the Statistical Package for the Social Sciences programming language. Methods of coding data for input into the SPSS system will be introduced and applied. Computers used in compiling and executing programs. Class meets three hours per week. Laboratory by arrangement. Spring. 4 Credits

**DENTAL ASSISTING**

**FUNDAMENTALS OF DENTISTRY I . . . . . NDA 2041**

*Prerequisite: Admission to Dental Assisting Program* — The student will be introduced to the functions of the dental health team and the scope of service of the dental assistant. Dental materials, advanced first aid, cardiopulmonary resuscitation will be covered. Class meets seven hours per week. 5 Credits

**FUNDAMENTALS OF DENTISTRY II . . . . . NDA 1044**

*Prerequisite: NDA 2041* — The student will be introduced to patient psychology with emphasis on

maturation, emotion and personality, fundamentals of dental radiography, techniques of dental radiographs and the use of dental materials. Class meets six hours per week. 4 Credits

**FUNDAMENTALS OF DENTISTRY III . . . . . NDA 2855**

*Prerequisite: NDA 1044 and NDA 1052* — The student will record and maintain accurate dental records, identify and describe dental diseases and learn concepts and perform techniques related to chairside assisting. Class meets six hours per week. 4 Credits

**FUNDAMENTALS OF DENTISTRY IV . . . . . NDA 5048**

*Prerequisite: NDA 3045* — The student will identify drugs associated with dental treatment, demonstrate usage, care and dosage of medicine with emphasis placed on the Dental Code of Ethics and apply the principles of business administration to the dental office. Class meets three hours per week. 3 Credits

**PRECLINICAL PRACTICE . . . . . NDA 1052**

*Prerequisite: NDA 1044* — The student will participate in the orientation and identification of the various operative procedures, including chairside assisting, instrumentation, and maintenance of equipment, with special study of the expanded functions governed by the Missouri Dental Practice Act. Class meets four hours per week. 3 Credits

**CLINICAL PRACTICE I . . . . . NDA 1047**

*Prerequisite: NDA 1044 and NDA 1052* — The student will adapt and successfully apply the knowledge and techniques acquired in the classroom to the clinical environment. Evaluations of all operative and specialty procedures will be made. Class meets ten hours per week by arrangement. 3 Credits

**CLINICAL PRACTICE II . . . . . NDA 6050**

*Prerequisite: NDA 1047* — The student will receive advanced training in dental operative and specialty procedures including performance evaluations. Fifteen hours per week by arrangement. 5 Credits

**DENTAL HYGIENE**

**CLINICAL DENTAL HYGIENE I . . . . . NDH 4103**

*Prerequisite: Admission to the Dental Hygiene Program. Corequisite: NDH 2339, NDH 6518, NDH 1323* — History, development, current status and future implications of the dental hygiene profession. Introduction to dental hygiene techniques and instrumentation, patient evaluation, primary



preventive treatment, auxiliary procedures, aseptic techniques, dental and medical emergencies which may be encountered in the dental office. Class meets 13 hours per week. Fall. 3 Credits

**CLINICAL DENTAL HYGIENE II . . . . . NDH 6112**

*Prerequisite: Complete NDH 4103, NDH 2339, NDH 6518, NDH 1323 with "C" or above. Corequisite: NDH 6266, NLS 6152* — Clinical application of dental hygiene techniques, instrumentation and preventive dentistry. Class meets seven hours per week. Spring. 3 Credits

**CLINICAL DENTAL HYGIENE III . . . . . NDH 7338**

*Prerequisite: Complete NDH 4103, NDH 6112, NDH 6266, NDH 2339, NDH 6518, NDH 1323, NLS 6152 with a "C" or above* — Continued development of proficiency in clinical techniques with emphasis on complete patient evaluation, primary preventive treatment and emergency treatment when indicated. Dental specialties and principles and techniques of four-handed dental hygiene and dentistry are included. Class meets fourteen hours per week. Summer. 3 Credits



**CLINICAL DENTAL HYGIENE IV . . . . . NDH 5109**

*Prerequisite: Complete NDH 4103, NDH 6112, NDH 6266, NLS 6152, NDH 2583, NDH 2339, NDH 6518, NDH 1323, NDH 7338 with "C" or above. Corequisite: NDH 6027, NDH 4473, NDH 5250* — Continued development of proficiency in clinical procedures with emphasis on preventive strategies and selected advanced clinical skills. Class meets 13 hours per week. Fall. 5 Credits

**CLINICAL DENTAL HYGIENE V . . . . . NDH 4339**

*Prerequisite: Complete NDH 4103, NDH 6112, NDH 6266, NLS 6152, NDH 7338, NDH 2583, NDH 5109 with "C" or above.* Continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self evaluation. Principles of dental hygiene ethics and jurisprudence, and methods of efficient dental office management. 6 Credits

**HEAD AND NECK ANATOMY . . . . . NDH 2339**

*Prerequisite: Admission to the Dental Hygiene Program. Corequisite: NDH 4103, NDH 6518* — Basic concepts of gross anatomy with detailed emphasis on the head and neck. Embryology of head and neck is included. Class meets five hours per week. Fall. 3 Credits

**ORAL HISTOLOGY . . . . . NDH 6518**

*Prerequisite: Admission to the Dental Hygiene Program. Corequisite: NDH 4103, NDH 2339, NDH 1323* — Study of the basic principles of histology, cell structures, the four basic tissue groups, tooth development and tissues of the oral cavity. Class meets four hours per week. Fall. 2 Credits

**DENTAL MORPHOLOGY**

**AND OCCLUSION . . . . . NDH 1323**

*Prerequisite: Admission to the Dental Hygiene Program. Corequisite: NDH 4103, NDH 2339, NDH 6518* — Identification and description of the deciduous and permanent dentitions. Utilization of dental nomenclature in identification and classification of occlusion. Explanation of protective functions and forms of teeth and supporting structures and description of dental anomalies. Class meets one and one-half hours per week with additional AVT as required. Fall. 2 Credits

**DENTAL RADIOLOGY . . . . . NDH 6266**

*Prerequisite: Complete NDH 4103, NDH 2339, NDH 6518, NDH 1323 with a "C" or above. Corequisite: NDH 6112, NLS 6152* — Theory of exposing, processing, mounting, and evaluating oral radiographs. Paralleling and bisected angle techniques. Emphasis on radiation protection for patient and operator. Class meets 4 hours per week. Spring. 2 Credits

**PATHOLOGY AND**

**PERIODONTOLOGY I . . . . . NDH 2583**

*Prerequisite: Complete NDH 4103, NDH 6112, NDH 6266, NDH 2339, NDH 6518, NDH 1323, NLS 6152 with a "C" or above. Corequisite: NDH 7338* — Anatomy, histology and specific function of periodontal structures. Recognition and recording

of various periodontal diseases and identification of etiological factors. Class meets two hours per week. Summer. 1 Credit

#### **PATHOLOGY AND**

**PERIODONTOLOGY II. . . . . NDH 6027**  
*Prerequisite: Complete NDH 4103, NDH 6112, NDH 6266, NDH 2339, NDH 6518, NDH 1323, NLS 6152, NDH 2583 with a "C" or above. Corequisite: NDH 5109* — Description of periodontal treatment and therapy with emphasis on root planing and soft tissue curettage. Basic pathological processes and identification of common oral pathological conditions, their etiology and treatment. Class meets three hours per week. Fall. 3 Credits

#### **COMMUNITY DENTAL HEALTH . . . . . NDH 4473**

*Prerequisite: NDH 7338 with a "C" or above. Corequisite: NDH 5109* — Study of public health agencies and their functions; application of basic statistical procedures in critiquing scientific literature; identification of dental needs of people of different ages, socioeconomic backgrounds and mental and physical abilities; application of dental indices. Recognition of factors involved in planning dental health education programs with in-school systems and professional organizations. Class meets three hours per week. Fall 3 Credits



#### **DENTAL MATERIALS . . . . . NDH 5250**

*Corequisite: NDH 5109* — Components of restorative, prosthetic and preventive materials utilized in dentistry with emphasis on manipulation and utilization. Expanded functions in the laboratory. Class meets four hours per week. Fall 2 Credits

#### **PRINCIPLES OF LOCAL**

#### **ANESTHESIA . . . . . NDH 4990**

*Prerequisite: Complete NDH 4103, NDH 6112, NDH 6266, NDH 6152, NDH 6027, NDH 2583, NDH 4473, NLS 1264 with a "C" or above.* The study of the factors which are necessary to administer local infiltration anesthesia. The factors include a comprehensive review of medical health histories, pharmacology, head and neck anatomy, physiology of pain, assemblage of armamentarium, clinical techniques and recognition and application of emergency procedures. 1 Credit

## **DRAFTING TECHNOLOGY**

#### **GRAPHIC COMMUNICATIONS . . . . . EDT 7674**

Activities available for individual student interests whether experienced or inexperienced in drafting. Students may use this course for exploration or to determine aptitudes in the field of drafting with credits earned applicable to the drafting technology program. Two hours of laboratory per week per credit hour. 1-7 Credits

#### **TECHNICAL DRAFTING I. . . . . EDT 5810**

Industrially structured to provide activities and experiences typical of those encountered by drafting technicians: applied and descriptive geometry, orthographic projection, sketching, lettering, U.S. and metric measurement, basic conventions and dimensioning, production drawings, detail, section, auxiliary and assembly. Class/lab meets 10 hours per week. Fall 5 Credits

#### **TECHNICAL DRAFTING II . . . . . EDT 2811**

*Prerequisite: EDT 5810 or equivalent as determined by program coordinator* — Continuation of Technical Drafting I with emphasis on developments, fasteners, precision dimensioning, tolerancing, specifications and manufacturing processes. Class/lab meets 10 hours per week. Spring 5 credits

#### **PICTORIAL DRAFTING . . . . . EDT 7812**

*Prerequisite: EDT 5810 or equivalent as determined by program coordinator* — Theory and practical applications of three-dimensional pictorial views; axonometric, obliques and perspectives. Use of time-saving devices and applications, i.e., templates, proportional dividers, shading film, photo drafting. Class/lab meets four hours per week. Spring 2 Credits

#### **REPROGRAPHICS . . . . . EDT 1813**

*Prerequisite: EDT 5810 or concurrent enrollment* — Reproduction processes and techniques typical



ly used by industry. Diazo-white printing, sepia intermediates, wash-off film. Practical applications of photodrafting, microfilming, metal plate making, electrostatic copy machines and scissors drafting. Class/lab meets four hours per week. Fall 2 Credits

**REPROGRAPHICS II ..... EDT 4010**

*Prerequisite: EDT 1813, Reprographics I* — Advanced applications of photo reproduction used for engineering documentation; halftones, screening, overlays, "second originals", product photography - use of 35 mm., view, industrial, and process cameras. Class/lab meets 4 hours per week. Spring 2 Credits

**ARCHITECTURAL DRAFTING ..... EDT 2915**

*Prerequisite: EDT 5810* — Applications of architectural drawings used for commercial and industrial construction. Emphasis on techniques, terminologies and methods of construction. Class/lab meets six hours per week. Fall 3 Credits

**INTERPRETING ARCHITECTURAL**

**DRAWINGS ..... EDT 4011**

A beginning course in the fundamentals of interpreting architectural type drawings (blueprints). Involves basic theory of engineering drawings, and the use of actual plans for residential, commercial and industrial construction. Class/Lab meets 4 hours per week. Fall 2 Credits

**STRUCTURAL DRAFTING ..... EDT 1916**

*Prerequisite: EDT 2915* — Emphasis on the development of drafting skills and knowledge required for drafting technicians working in structural fabrication shops or engineering and design firms. Terminologies, materials and structural systems for concrete and steel. Class/Lab meets six hours per week. Spring 3 Credits

**ELECTRICAL DRAFTING ..... EDT 5924**

*Prerequisites: EDT 5810 and EDT 2811 or concurrent with EDT 2811* — Introduction to electrical drafting practices in such areas as signalling systems, lighting, power generation, transmission and distribution. Drawing activities oriented to those prescribed by local engineering and design firms. Terminologies, abbreviations, symbols, specifications, use of vendor catalogs. Class meets six hours per week. Spring 3 Credits

**PROCESS PIPING I ..... EDT 4014**

*Prerequisites: EDT 5810 and EDT 7812 or equivalent as determined by program coordinator* — Introduction to the drawings required in

fabrication and erection of process piping systems. Emphasis on symbols, terminologies, specifications, types of valves and fittings. Practical applications of floor diagrams, site plans, isometric spool drawings, dimensioning and material lists. Class/Lab meets six hours per week. Fall 3 Credits

**TECHNICAL ILLUSTRATION ..... EDT 2297**

Application of techniques used by technical illustrator. Conversion of engineering drawings to three-dimensional isometric, dimetric, trimetric and perspective views using various drawing media and graphic aids. Training in the use of technical illustration equipment and photoreduction process. Class/Lab meets six hours per week. Fall 3 Credits



**TOOL DESIGN ..... EDT 7407**

*Prerequisite: EGR 1243* — Problems in the design, construction, and operation of dies, jigs and fixtures. Six hours of laboratory per week. 3 Credits

**INTERPRETATION OF**

**WELDING DRAWINGS ..... EDT 6016**

The study of symbols, abbreviations, sectioning, and dimensioning as they apply to welding drawings. Sketching and the use of reference materials are included in the course. Class/Lab meets four hours per week. Fall 2 Credits

**INTERPRETING MACHINE DRAWINGS ..... EDT 4012**

A basic course designed to provide a practical knowledge in reading machine drawings from actual blueprints. Involves the fundamentals of sketching, orthographic projection, dimensioning, standard symbols and sections as they apply to machine drawings. Class/Lab meets four hours per week. Spring 2 Credits



## BUILDING CONSTRUCTION

**ESTIMATING** ..... EDT 1229  
Introduction to the basic and fundamental principles of taking off quantities of building materials as required by the building construction contractor using working drawings, reference books and tables to perform estimates. Class meets three hours per week. Spring 3 Credits

# ELECTRONICS TECHNOLOGY

**INTRODUCTORY ELECTRONICS** ..... EET 5290  
Familiarization with laboratory instruments, circuit components and basic measurement techniques. Introduction to basic circuits. One hour of class and six hours of laboratory per week. 3 Credits

**RESISTIVE CIRCUITS** ..... EET 2322  
*Prerequisites: EET 5290 or concurrent enrollment, and MTH 9000 or concurrent enrollment or equivalent* — Fundamental AC and DC circuit concepts such as Kirchoff's Laws, Ohm's Law, Thevenin's Theorem, etc., as they apply to resistive circuits. Two hours of class and three hours of laboratory per week. 3 Credits

**CAPACITIVE & INDUCTIVE CIRCUITS** ..... EET 5056  
*Prerequisites: EET 2322 and MTH 9001 or concurrent enrollment in MTH 9001, or equivalent* — Capacitors and inductors are introduced as circuit elements. AC circuit analysis using complex algebra. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**NETWORK ANALYSIS** ..... EET 1255  
*Prerequisites: EET 5056 and MTH 9001 or equivalent* — Application of mathematical techniques to the analysis of complex electrical circuits or networks. Class meets three hours per week. Fall 3 Credits

**RESISTIVE ELECTRONICS** ..... EET 4289  
*Prerequisites: EET 5290, MTH 9000 and EET 2322 or equivalent* — Resistive circuits in which electronic devices are employed. Introduction of Volt-Ampere characteristics and physics of diodes, transistors and practical circuits using these devices. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**LINEAR ELECTRONICS** ..... EET 7604  
*Prerequisites: EET 4289 and EET 5056* — Electronic circuits operating under linear or small signal conditions. Covers wide band amplifiers, power

amplifiers and field effect transistors. Two hours of class and three hours of laboratory per week. Fall 3 Credits

**NONLINEAR ELECTRONICS** ..... EET 7490  
*Prerequisite: EET 7604* — Analysis of transistor circuitry. Integrated circuits, negative feedback, oscillators, modulation, frequency effects and voltage regulators. Two hours of class and three hours of laboratory per week. 3 Credits

**SYSTEMS ANALYSIS** ..... EET 7535  
*Prerequisites: EET 7604 and EET 1255* — Electronic systems including communications, telemetry, and controls. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**BASIC ELECTRONIC COMMUNICATIONS** ..... EET 7039  
*Prerequisite: EET 5290* — Theory of operation of the building blocks of a communications system. Includes devices such as the transistor, circuits, such as oscillators and amplifiers; and terms such as AM and FM. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**ELECTRONIC COMMUNICATION SYSTEMS** ..... EET 2468  
*Prerequisite: EET 7039 or concurrent enrollment in EET 7490* — Theory of electronic communication systems, including AM and FM radio receivers and transmitters, antennas, broadcast stations, television and microwave. Three hours of class per week. Spring 3 Credits

**ADVANCED COMMUNICATION SYSTEMS** ..... EET 1179  
*Prerequisite: EET 7604* — Principles and problems involved in communications. Includes antennas, transmission lines, receiver design and transmitter principles. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**ALIGNMENT TECHNIQUES** ..... EET 2100  
*Prerequisites: EET 7039 and concurrent enrollment in EET 2468* — Service and alignment of radio frequency equipment, black and white television, color television, AM and FM radios, and transmitters. One hour of class and six hours of laboratory per week. Fall 3 Credits

**MEASUREMENTS AND INSTRUMENTATION** ..... EET 2367  
*Prerequisite: EET 5290* — Techniques and equipment used in industrial control and precision measuring situations. Two hours of class and three hours of laboratory per week. Fall 3 Credits

**SYSTEMS MAINTENANCE . . . . . EET 3557**

*Prerequisites: EET 2468, EET 2367 or EET 7604*  
—Principles of fault location and correction. Techniques applied to communications equipment. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**DIGITAL ELECTRONICS . . . . . EET 7643**

*Prerequisite: EET 4289 or by permission* — Introduction to the principles and application of digital electronics. Study of the basic digital devices, such as gates, counters, latches, adders, D/A converters, registers and ROMS. Two hours of class and three hours of laboratory per week. Fall 3 Credits



**MICROPROCESSORS . . . . . EET 4503**

*Prerequisite: EET 7643, Digital Electronics* — Introduction to the microprocessor and to microprocessor architecture. An overview of microprocessor programming and applications. Emphasis placed on laboratory experience with the microprocessor. The class meets for 2 hours each week for lecture and devotes 3 hours each week to lab. 3 Credits

**BASIC CONTROL SYSTEMS . . . . . EET 6034**

*Prerequisite: EET 5290*— Theory and application of electromagnetic, electromechanical and other transducers and associated circuitry in basic control systems. Two hours of class and three hours of laboratory per week. Spring 3 Credits

**BASIC COMPUTER COMPONENTS . . . . . EET 4065**

*Prerequisite: EET 7643*—Review of basic digital principles as applied to computer. Introduction to the computer architecture and machine language programming. Introduction to the data base concept. Class meets three hours per week. Spring 3 Credits

**AVIONICS . . . . . EET 7194**

Introduction to aircraft electrical systems and airborne avionics equipment. Class meets three hours per week. 3 Credits

## EMERGENCY MEDICAL TECHNICIAN

**EMERGENCY MEDICAL TECHNICIAN . . . . . NET 6441**

Classroom instruction includes basic anatomy and physiology and patient assessment and treatment of medical and trauma-related conditions. Practical skills such as CPR are taught in lab sessions. In addition, students will have 10 hours of in-hospital observation. Students successfully completing this course will meet the educational prerequisite for taking the EMT-A registry exams. 5 Credits

## ENGINEERING

**ENGINEERING GRAPHICS I . . . . . EGR 1243**

Principles of graphics and design processes. Practical problems relating to interpretation of drawings, interrelation of points, lines and planes, intersections and developments, graphical solutions by charts and graphs, orthographic projection. Use of instruments and lettering. Emphasis on visualization. Class meets six hours per week. 3 Credits

**ENGINEERING GRAPHICS II . . . . . EGR 2276**

Advanced study and application of detail and assembly drawings, dimensioning, auxiliary views, sectioning and developments. Additional emphasis on creative design processes and visualization. Class meets six hours per week. 3 Credits

**INDUSTRIAL SCIENCE I . . . . . EGR 5269**

*Prerequisite: MTH 4354 or MTH 2942 or equivalent*  
— Introduction to principles of mechanics, work, power and energy. Class meets three hours per week. 3 Credits

**INDUSTRIAL SCIENCE II . . . . . EGR 3315**

*Prerequisite: MTH 5387 or MTH9004 or equivalent*  
— Introduction to the mechanical and thermal properties of matter, sound and light. Class meets three hours per week. 3 Credits

**STATICS . . . . . EGR 6082**

*Prerequisite: MTH 3268 or concurrent enrollment*  
— Vectors, force systems, friction, centroids and moments of inertia. Class meets three hours per week. 3 Credits

**PROGRAMMING FOR ENGINEERING**

**AND SCIENCE . . . . . EGR 7724**

*Prerequisite: MTH 3427 or equivalent* — Programming techniques for solving problems using digital computers. Class meets three hours per week. Laboratory by arrangement. 4 Credits

**DYNAMICS . . . . . EGR 5517**

*Prerequisite: EGR 6082 and MTH 4313 or concurrent enrollment in MTH 4313.* Unbalanced force systems and the resulting motion, work and energy, impulse, momentum, and impact. Class meets three hours per week. 3 Credits

**MECHANICS OF MATERIALS . . . . . EGR 7389**

*Prerequisite: EGR 6082*— Theory of simple stress and strains in elastic materials, torsion, beams and columns. Class meets three hours per week. 3 Credits

**MECHANISMS . . . . . EGR 6198**

*Prerequisite: EGR 1243*— Study of the motion of machine parts and of methods of transmission of motion by links, cams, gears and belts. Class meets six hours per week. 3 Credits

**PROCESSES AND MATERIALS**

**OF MANUFACTURING . . . . . EGR 4661**

Basic principles and theory of production processes for metal and plastics. Class meets three hours per week. 3 Credits

**BUILDING MATERIALS**

**AND CONSTRUCTION . . . . . EGR 7118**

Study of the principal materials used in buildings. Emphasis on properties and applications in building construction. Use of construction specifications, building codes, trade association publications and other standards. Class meets three hours per week. Spring 3 Credits

**PROJECT LABORATORY . . . . . EGR 4580**

*Prerequisites: EET 5290 and by permission* — Construction or design and construction of equipment agreed upon by instructor and student. Laboratory and shop by arrangement. 1-4 Credits

**EQUINE**

**STABLE MANAGEMENT . . . . . SES 1216**

A survey of the methods used in caring for horses. Feeding, grooming, barn sanitation and upkeep will be emphasized. Two hours of classroom instruction and two hours of practical exercises in the stable a week. 3 Credits

**BASIC HORSE TRAINING . . . . . SES 2352**

This course covers halter breaking, leading, handling, biting, lounging, saddling and bridling, methods of restraint, and actual riding of young horses. Class meets 4 hours per week. 2 Credits

**EQUINE ANATOMY AND**

**PHYSIOLOGY . . . . . SES 2335**

A study of the structures and development of the circulatory, nervous, skeletal, muscular, digestive, and respiratory systems of equines. Class meets 4 hours per week. 4 Credits

**ENGLISH EQUITATION . . . . . SES 1880**

An introduction to English equitation: position of rider, control of horse and basic movements will be stressed on a beginning to intermediate level. Hard hats and boots are required. Four hours of riding a week. 2 Credits

**WESTERN EQUITATION . . . . . SES 1395**

An introduction to Western equitation: position of the rider, control of horse and basic movements will be stressed on a beginning to intermediate level. Four hours of riding a week. 2 Credits

**ADVANCED WESTERN**

**EQUITATION . . . . . SES 2430**

*Prerequisite: SES 1395 or permission of the instructor.* — A continuation of Western Equitation with emphasis upon development of advanced skill level in riding and showing. Class meets four hours a week in a sixteen weeks term or eight hours a week in an eight weeks term. 2 Credits

**EQUINE JUDGING . . . . . SES 1308**

*Prerequisite: none.* Equine selection evaluation techniques and placing are the primary topics covered in this course. Class meets 4 hours per week. 2 Credits.

**EQUINE NUTRITION . . . . . SES 1350**

*Prerequisite: none.* A study of the digestive system, classes of feeds, feeding requirements, composition of feeds, systems of feeding, commercial feeds and supplements; and vitamin, mineral and water requirements for the horse. Class meets 4 hours per week. 4 Credits.

**TECHNIQUES OF RIDING**

**INSTRUCTION I . . . . . SES 1184**

*Prerequisite: SES 1180 or SES 1395.* Designed for students who intend to specialize in riding instruction. Practical demonstration of teaching methods, skill development, and oral presentations. Class meets 3 hours per week. 3 Credits.



**TECHNIQUES OF RIDING**

**INSTRUCTION II . . . . . SES 1237**

*Prerequisite: SES 1184.* Planning camp programs, public lessons with emphasis on safety as a primary factor. Rider problems and maintenance of the school horse are taken into special consideration along with practice in planning and teaching elementary and intermediate level riding. Class meets 3 hours per week. 3 Credits.

**EQUINE SHOWMANSHIP . . . . . SES 1103**

*Prerequisite: SES 1880 or SES 2430.* Showing rules and etiquette, and practical knowledge of horse shows. Proper turn-out of horse and rider is emphasized. Class meets 4 hours per week. 2 Credits.

**BASIC HORSESHOEING . . . . . SES 1156**

*Prerequisite: none.* Horseshoeing skills, pulling shoes, trimming hooves, preparing feet and driving nails are practiced in this course. Corrective shoeing techniques. Hot and cold shoeing. Basic foot anatomy. Class meets 3 hours per week. 3 Credits.

**FASHION  
MERCHANDISING**

**FASHION FUNDAMENTALS I . . . . . BFM 7013**

The total concept of fashion — what makes it, changes it and sells it. What the fashion industry is from the designer, to the manufacturer, to the distributor. To conclude with the consumer and the merchandising trends within the industry. Class meets three hours per week. Fall. 3 Credits

**FASHION FUNDAMENTALS II . . . . . BFM 1019**

*Prerequisite: BFM 7013 or by permission* — Technical aspects of merchandising, personnel policies, principles of management, role of the buyer, buying principles and merchandising mathematics. Class meets three hours per week. Fall. 3 Credits

**TEXTILES . . . . . BFM 1195**

Natural and man-made textile fibers, weaves, finishes and their comparative characteristics. Emphasis on selling techniques, care and use of textiles. Class meets three hours per week. 3 Credits

**HISTORY OF DRESS . . . . . BFM 2568**

Historical evolution of dress in the Western world from Egypt to 1979. The fashion cycle and the elements that affect it: economic, political, social and technological advancements. Class meets three hours per week. Spring. 3 Credits

**FASHION DISPLAY . . . . . BFM 1054**

Color, design, lighting, shop organization, and management. Emphasis on creating distinctive displays for retail stores. Class meets three hours per week. Fall. 3 Credits

**FASHION ILLUSTRATION . . . . . BFM 5294**

Application of basic sketching techniques to the human figure and clothing designs for the development of newspaper and magazine advertisement. Class meets three hours per week. 3 Credits

**FASHION ILLUSTRATION II . . . . . BFM 1926**

*Prerequisite: BFM 5294 or approval of instructor.* — An in-depth study of fashion illustration as a visual selling technique. Strong emphasis on developing an individual style resulting in an attractive portfolio geared to the career objectives of the individual student. Class meets three hours per week. Spring. 3 Credits

**FASHION PROMOTIONS . . . . . BFM 4655**

Planning and implementing activities to influence the sale of merchandise, services or ideas through publicity, special events, fashion shows, personal selling, advertising, and display. Students will do the planning necessary for a successful fashion show such as choosing themes, merchandise, location, music, and commentary. Class meets three hours per week. Spring. 3 Credits

**FASHION IN SOCIETY . . . . . BFM 3046**

A study of the interrelationship of the psychological, economic and sociological aspects of clothing. Relating wardrobe management and artistic expression to personal clothing choices, and the cultural interpretation of clothing symbolism within various cultures. Class meets three hours per week. 3 Credits

**INTERIOR DESIGN I . . . . . BFM 5149**

A basic course in interior design emphasizing the elements and principles of design for practical application in today's home. Design is creative and productive, so the class will offer not only knowledge but use. Actual materials will be used in the development of numerous interior design projects while relating them to scaled furniture arrangements. Class meets three hours per week. 3 Credits

**INTERIOR DESIGN II . . . . . BFM 2925**

*Prerequisite: BFM 5149 or by permission* — This course enables students with basic interior design fundamentals to increase their knowledge and practical application of interior design elements

and principles. Areas emphasized will be development of a total design theme, anatomy relating to interior space and interior design practices. Climax of the course will include complete design coordination for a model home. Class meets three hours per week. 3 Credits

**MERCHANDISE EVALUATION . . . . . BFM 3503**

Evaluation of textile and nontextile products, ranging from lingerie to handbags, crystal to china. Student will gain understanding in chosen classification by preparing product manual and conducting a simulated departmental meeting to train staff in selling that merchandise. Class meets three hours per week. Spring. 3 Credits



**FASHION SEMINAR:**

**Human Relations . . . . . BFM 2017**

*Prerequisite: Admission to the Fashion Merchandising Program* — Work experience in an approved training situation under instructional supervision. Emphasizes job orientation and sales effectiveness, job applications and interviews, sources of job and product information and techniques for handling customer, employer and employee relations. Class meets two hours per week. A minimum of 15 hours per week on-the-job training by arrangement. Fall. 3 Credits

**FASHION SEMINAR:**

**Supervisory Development . . . . . BFM 2204**

*Prerequisite: Admission to the Fashion Merchandising Program* — Work experience in an approved training situation under instructional supervision. Designed to develop competency in modern techniques of effective supervisory practices in business. Getting ideas across, how to obtain teamwork, determining goals, assessing promotability, techniques of getting results through group effort and key problems in supervision. A minimum of 15 hours on-the-job training per week by arrangement. Class meets two hours per week. Spring. 3 Credits

**FASHION SEMINAR:**

**Career Options . . . . . BFM 7552**

*Prerequisite: Admission to the Fashion Merchandising Program* — Work experience in an approved training situation under instructional supervision. Emphasis on developing career goals by exploring many career options in fashion. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. Fall 3 Credits

**FASHION SEMINAR:**

**Market Research . . . . . BFM 1665**

*Prerequisite: Admission to the Fashion Merchandising Program* — Work experience in an approved training situation under instructional supervision. Emphasis on marketing research and problem-solving techniques. Simple statistical measurements, their use and application to specific business problems. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. Spring 3 Credits

**FIRE PROTECTION & PUBLIC SAFETY**

**INTRODUCTION TO FIRE SCIENCE . . . . . EFS 1743**

An introduction to the fire service and fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection functions; fire chemistry and physics. Class meets three hours per week. 3 Credits

**FUNDAMENTALS OF**

**FIRE PREVENTION . . . . . EFS 1745**

Organization and function of fire prevention; inspections, surveying and mapping procedures, recognition of fire and life hazards, engineering a solution of a fire hazard, enforcing the solution of a fire hazard, and public relations as affected by fire prevention. Class meets three hours per week. 3 Credits

**FIRE HYDRAULICS . . . . . EFS 1748**

Review of applied mathematics, hydraulics laws as applied to the fire service, and application of formulas and mental calculation to hydraulics and water supply problems. Class meets three hours per week. 3 Credits

**FIRE HYDRAULICS LABORATORY . . . . . EFS 2577**

*Prerequisite: EFS 1748 or concurrent enrollment in Fire Hydraulics.* Experimentation and application of hydraulic laws, formulas and mental calculation of hydraulic and water supply problems. Na-

tional and state certification standards related to water flow, and water supply and motor pump operation. Class meets 3 hours per week. 1 Credit.

**FIRE COMPANY ORGANIZATION**

**AND MANAGEMENT . . . . . EFS 1752**

Review of fire department organization; planning, organizing, and supervising to meet the needs of the fire department, with emphasis on the company officer's role. Class meets three hours per week. 3 Credits

**BUILDING CONSTRUCTION FOR**

**FIRE PROTECTION . . . . . EFS 3744**

Fundamentals of building construction as they relate to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features including building equipment, facilities, fire resistive materials, and high-rise considerations. Class meets three hours per week. 3 Credits

**HAZARDOUS MATERIALS I . . . . . EFS 2742**

An introduction to basic fire chemistry and physics. Problems of flammability as encountered by fire fighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit. Class meets three hours per week. 3 Credits

**FIRE APPARATUS AND EQUIPMENT . . . . . EFS 3757**

Fire apparatus design, specifications, and performance capabilities; effective utilization of apparatus in fire service emergencies. Class meets three hours per week. 3 Credits

**FIRE INVESTIGATION . . . . . EFS 4750**

Determining cause of fires (accidental, suspicious, and incendiary), types of fires, related laws, introduction to arson and incendiarism, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, court procedures and giving court testimony. Class meets three hours per week. 3 Credits

**FIRE PROTECTION EQUIPMENT**

**AND SYSTEMS . . . . . EFS 4751**

A study of portable fire extinguishing equipment, protection systems for special hazards, sprinkler systems, fire detection and alarm systems. Class meets three hours per week. 3 Credits

**FIRE SERVICE COMMUNICATIONS**

**SYSTEMS . . . . . EFS 4754**

An introduction to the basic fire alarm operator's area of specialized knowledge, duties, and performance objectives. A general course on the installa-

tion, operation, and testing of fire alarm and communication systems. Operators and potential alarm operators. Class meets three hours per week. 3 Credits

**FIRE SERVICE RECORDS**

**AND REPORTS . . . . . EFS 5746**

Course designed for all members of the fire service in the use of typical records and report systems. Involves knowledge and understanding of fire department records systems, principles of report writing, applications in the area of prefire survey, postfire reporting, research, and planning. Class meets three hours per week. 3 Credits

**FIRE TACTICS AND STRATEGY . . . . . EFS 5756**

Principles of fire control through the utilization of manpower, equipment, and extinguishing agents on the fireground. Class meets three hours per week. 3 Credits

**FIRE VEHICLE MAINTENANCE FOR**

**OPERATORS AND MECHANICS . . . . . EFS 6747**

A survey course in the fundamentals of all vehicle structure. Basic construction of the vehicles, including the main powering systems (fire pumps excluded), and techniques of maintenance. Class meets three hours per week. 3 Credits

**HAZARDOUS MATERIALS II . . . . . EFS 6749**

A second-semester course in hazardous materials covering handling, identification, and fire fighting practices involving explosive, toxic and radioactive materials in storage and transit. Class meets three hours per week. 3 Credits

**RELATED CODES AND**

**ORDINANCES . . . . . EFS 6753**

Familiarization and interpretation of national, state, and local codes, ordinances and laws which influence the field of fire prevention. Class meets three hours per week. 3 Credits

**RESCUE PRACTICES . . . . . EFS 6755**

Rescue problems and techniques, emergency rescue equipment, toxic gases, chemicals and diseases, radiation hazards, care of victims, including emergency childbirth, respiration and resuscitation, extrication, and other emergency conditions. Class meets three hours per week. 3 Credits

**SEMINAR: FIRE PROTECTION AND**

**PUBLIC SAFETY . . . . . EFS 2415**

Course consists of eight different units that require approximately twenty-two hours of instruction (including review and test). Each unit consists of a



directed slide-tape presentation and a **Student Performance Manual**. Performance-based objectives are used for students at each unit's introduction. The time allotment for each unit is dependent upon the amount of material to be covered by each topic area. 1 Credit

## FOREIGN LANGUAGE

### **ELEMENTARY SPANISH I . . . . . CFL 3285**

Basic course in Spanish language, including grammar study, conversation, composition, and an introduction to the culture of Spanish-speaking countries. Class meets five hours per week. 5 Credits

### **ELEMENTARY SPANISH II . . . . . CFL 1239**

*Prerequisite: CFL 3285 or one year of high school Spanish* — Continuation of CFL 3285 (Elementary Spanish I). Graded reading selections added as basis for conversation and composition in the discussion periods. Class meets five hours per week. 5 Credits

### **CONVERSATIONAL SPANISH . . . . . CFL 6462**

*Prerequisite: CFL 1239 or two years of high school Spanish* — Conversational course designed to increase vocabulary and speaking fluency. Grammar review with emphasis on idiomatic usage and practical vocabulary. Class meets two hours per week. 2 Credits

### **INTERMEDIATE SPANISH . . . . . CFL 7221**

*Prerequisite: CFL 1239 or two years of high school Spanish* — A reading course to build vocabulary, further understanding of Hispanic culture and speaking fluency. Composition and conversation in Spanish. Grammar review. Class meets three hours per week. 3 Credits

### **ADVANCED SPANISH . . . . . CFL 6626**

*Prerequisite: CFL 7221 or three years of high school Spanish* — Continuation of CFL 7221 (Intermediate Spanish) with extensive study of Hispanic literature. Advanced reading. Grammar review continues. Class meets three hours per week. 3 Credits

### **ELEMENTARY FRENCH I . . . . . CFL 4570**

Basic course in the French language includes vocabulary building, grammar study, conversation, and introduction to the French culture and civilization. Emphasis on the spoken language. Cassette tapes of all lessons in French are

available for each student to take home. Class meets five hours per week. 5 Credits

### **ELEMENTARY FRENCH II . . . . . CFL 2293**

*Prerequisites: CFL 4570 or one year of high school French* — Continuation of CFL 4570 (Elementary French I), with graded reading selections to be used as basis for conversation. Cassette tapes of all lessons in French are available for each student to take home. Class meets five hours per week. 5 Credits

### **CONVERSATIONAL FRENCH . . . . . CFL 2447**

*Prerequisite: CFL 2293 or two years of high school French* — An intermediate course to build spontaneous speaking ability. Topics revolving around everyday life situations and current events are discussed in class. Class meets two hours per week. 2 Credits

### **INTERMEDIATE FRENCH . . . . . CFL 1442**

*Prerequisite: CFL 2293 or two years of high school French* — Intermediate reading course to build vocabulary, comprehension and increase the speaking ability acquired in Elementary French I and II. The reading of numerous newspaper articles from leading French magazines is integrated with a grammar review, conversation and composition in French. Class meets three hours per week. 3 Credits

### **ADVANCED FRENCH . . . . . CFL 5574**

*Prerequisite: CFL 1442 or three years of high school French* — Continuation of CFL 1442 (Intermediate French). Advanced reading, with study of newspaper articles taken from "Match," "Elle," "L' Express." Complete grammar review. Conversation and composition in French. Class meets three hours per week. 3 Credits



**ELEMENTARY GERMAN I ..... CFL 3196**

Presentation of the sounds, vocabulary, and basic structural patterns of elementary German, with development of listening comprehension, speaking, reading, and writing skills. Cultural material is integrated into all German courses. Class meets five hours per week. 5 Credits

**ELEMENTARY GERMAN II ..... CFL 6207**

*Prerequisite: CFL 3196 or one year of high school German* — Continuation of CFL 3196 (Elementary German I), with further practice and development of listening comprehension, speaking, reading, and writing skills. Class meets five hours per week. 5 Credits

**CONVERSATIONAL GERMAN ..... CFL 6484**

*Prerequisite: CFL 6207 or two years of high school German* — Emphasis on developing listening comprehension and speaking skills. Magazine-type materials, situation problems, and media presentations are used to stimulate conversation. Class meets two hours per week. 2 Credits

**INTERMEDIATE GERMAN ..... CFL 3401**

*Prerequisite: CFL 6207 or two years of high school German* — Vocabulary building and grammar review primarily through extensive reading of German texts, with additional practice in listening, speaking, and writing. Class meets three hours per week. 3 Credits

**ADVANCED GERMAN ..... CFL 5199**

*Prerequisite: CFL 3401 or three years of high school German* — Further expands the mastery of German vocabulary and structure by extensive reading of more advanced texts. Class meets three hours per week. 3 Credits

## HEARING IMPAIRED

**BASIC ENGLISH FOR HEARING**

**IMPAIRED PERSONS (HIP) ..... COM 6133**

Basic skills in written communications, including sentence structure, the system of language, its characteristics and functions. Emphasis on vocabulary and the effect of words. Class meets five hours per week. 3 Credits

**BASIC ENGLISH FOR HIP II ..... COM 7488**

*Prerequisite: COM 6133*—Continuation of COM 6133 (Basic English I). Emphasis on grammar, organization, idiomatic usage, spelling and vocabulary, leading to clear written composition. Class meets five hours per week. 3 Credits

**BASIC ENGLISH FOR HIP III ..... COM 5030**

*Prerequisite: COM 7488*—Practice in expression through written compositions. Emphasis on organization, clarity of expression and style. Class meets five hours per week. 3 Credits

**BASIC MANUAL**

**COMMUNICATIONS ..... LC 7029**

Basic American sign language utilized to communicate with deaf adults. Subject material related to language, psychological and social aspects of the deaf person. Class meets three hours per week. 3 Credits

**LAB FOR BASIC MANUAL**

**COMMUNICATIONS ..... LC 1818**

A laboratory to aid the student with Basic Manual Communications. Provides opportunity to practice the signs taught in the basic course with both deaf and hearing students. Class meets by arrangement. 1 Credit

**INTERMEDIATE MANUAL COMMUNICATIONS LC 4488**

*Prerequisite: LC 7029* — A study in American sign language and a continuation of LC 7029. A continuation of new signs with an emphasis on body language and expression. Class meets three hours per week. 3 Credits

**SPEECH THERAPY ..... LC 6815**

The individualized speech therapy program is designed to meet the student's needs. Communication disorders related to hearing loss, disfluency, resonance, voice and articulation problems are treated. By arrangement. 3 Credits

## HOSPITALITY MANAGEMENT

**BASIC FOOD PREPARATION ..... BHM 7028**

*Prerequisite: Admission to the Hospitality Management Program* — Basic quantity food preparation; theory of grilling, frying, broiling and sauteeing with a thorough understanding of the use and maintenance of equipment and duties performed at each station; special emphasis on meat cuts, basic salad dressings and sauces. Class meets three hours per week. 3 Credits

**HOSPITALITY MANAGEMENT**

**FUNDAMENTALS ..... BHM 6037**

General overview of organization and departmental functions of food service and public lodging industries, positions of the industries in the American economic system, functions and limitations of the types of establishments. Class meets three hours per week. 3 Credits

**HOTEL-MOTEL OPERATIONS . . . . . BHM 4203**

Coordinated management, administration and controls specific to public lodging establishments with emphasis on management functions. Front office procedures and techniques in the rental of rooms, reception of guests, handling of reservations, guest requests and complaints, convention and meeting procedures and requirements, guest records, mail and other routine procedures are studied. Class meets three hours per week. 3 Credits

**FOOD MANAGEMENT . . . . . BHM 3006**

*Prerequisite: Admission to the Hospitality Management Program* — Menu planning and meal service for all phases of food service. Proper table service for various occasions. Buffet service, French service, American service and waiter/waitress training. Actual operation of an on-campus dining room including profit and loss statements, sales promotions and competitiveness studies. Class meets four hours per week. 3 Credits

**SUPERVISORY MANAGEMENT . . . . . BHM 4489**

Supervision and motivation of employees in the hospitality industry with emphasis on human relations, delegation, training, evaluation and communication. Class meets three hours per week. 3 Credits

**SEMINAR IN HOSPITALITY MANAGEMENT:**

**Purchasing . . . . . BHM 1287**

*Prerequisite: Admission to the Hospitality Management Program* — Supervised work experience within an approved area in the hospitality field. Purchasing techniques and specification writing for items used in the hotel-motel food service field. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

**SEMINAR IN HOSPITALITY MANAGEMENT:**

**Accounting . . . . . BHM 5008**

*Prerequisite: Admission to the Hospitality Management Program* — Supervised work experience within an approved area in the hospitality field. Principles and techniques of operating front office, posting machines and front desk procedures. Preparation of actual operation statements for food service operations, inventory preparation and control systems. Class meets two hours per week. 3 Credits

**SEMINAR IN HOSPITALITY MANAGEMENT:**

**Internship . . . . . BHM 2640**

*Prerequisite: Admission to the Hospitality Management Program* — Supervised work experience

within an approved area in the hospitality field. Class meets by arrangement. Summer 3 Credits

**ADVANCED FRONT OFFICE**

**MANAGEMENT . . . . . BHM 5806**

A course that synthesizes the traditional front office procedures with likely changes and directions that front office management will take in the future in view of increasing technological advances. Class meets three hours per week. 3 Credits

**SEMINAR IN MENU PLANNING**

**AND SALES PROMOTION . . . . . BHM 4805**

Concepts of planning menus for every type of service and facility. Menu layout, selection and development will be combined with operational impact projections. The effects of various price structures will be studied. The theory of menu design prior to construction will be developed. A minimum of 15 hours on-the-job training per week by arrangement. Class meets two hours per week. 3 Credits

**DESIGN TECHNIQUES . . . . . BHM 3804**

*Prerequisite: BHM 7028* — A course in which food service design is studied in detail in relation to the menu, the location and the type of clientele expected. Layout, design and equipment specification will be included. Class meets two hours per week. 2 Credits

**ADVANCED FOOD PREPARATION . . . . . BHM 7803**

*Prerequisite: BHM 7028 and BHM 3006* — Allows students with fundamental food skills to increase their knowledge of the culinary arts by implementing advanced skills required in the preparation of international cuisine. Class meets four hours per week. 4 Credits

**SEMINAR IN**

**BEVERAGE CONTROL . . . . . BHM 4807**

A course in beverage control for all types of operations. A study of the history of wines, their uses and storage procedures. An in-depth study of spirits, internal control systems as well as local and state alcoholic beverage control laws. Class meets two hours per week. 3 Credits

**FOOD SPECIALTIES II . . . . . BHM 2165**

*Prerequisite: BHM 7028* — A study of basic food preparation for the hospitality industry. Course will include soups, stocks, sauces, garde-manger section, chaud-froid pieces, buffets, bake shop, desserts, sugar work and cake decoration. 3 Credits



**FOOD SPECIALTIES III . . . . . BHM 3023**

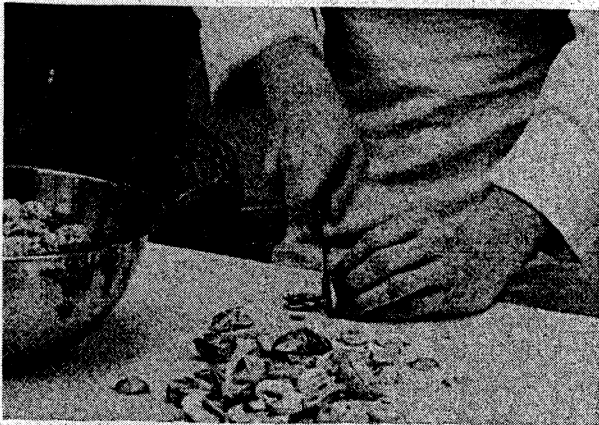
*Prerequisite: BHM 2165* — A study of basic food preparation for the hospitality industry. Course will include inspection and grading of meats. Cutting of beef, veal, and mutton will also be presented. The course will include the preparation of poultry, fresh pork, fish, and shellfish — dry and moist cookery. 3 Credits

**FOOD SPECIALTIES IV . . . . . BHM 4084**

*Prerequisite: BHM 3023* — A study of basic food preparation for the hospitality industry. Course will include duties of the chef, types of food service, and evaluating new foods. 3 Credits

**CULINARY ARTS PRACTICUM I . . . . . BHM 2913**

*Prerequisite: Acceptance into the American Culinary Federation Chef Apprenticeship Training Program* — On-the-job apprentice training under the supervision of a qualified chef. An opportunity to learn food preparation and presentation techniques and to apply the knowledge and skills acquired on the job and in theory-related courses. The assignments in the operation will provide experience and training in all aspects of food service operation. The practicum will be conducted by a staff member of Johnson County Community College and supervised by an appointed member of the Greater Kansas City Chefs Association. 3 Credits



**CULINARY ARTS PRACTICUM II . . . . . BHM 4941**

*Prerequisite: BHM 2913* — A continuation of Culinary Arts Practicum I. 3 Credits

**CULINARY ARTS PRACTICUM III . . . . . BHM 5942**

*Prerequisite: BHM 4941* — A continuation of Culinary Arts Practicum II. 3 Credits

**CULINARY ARTS PRACTICUM IV . . . . . BHM 7943**

*Prerequisite: BHM 5942* — A continuation of Culinary Arts Practicum III. 3 Credits

**CULINARY ARTS PRACTICUM V . . . . . BHM 6944**

*Prerequisite: BHM 7943* — A continuation of Culinary Arts Practicum IV. 3 Credits

**CULINARY ARTS PRACTICUM VI . . . . . BHM 9945**

*Prerequisite: BHM 6944* — A continuation of Culinary Arts Practicum V. 3 Credits

## HUMANITIES

**INTRODUCTION TO THE HUMANITIES . . . . . HUM 6120**

An interdisciplinary study of the arts which draws on philosophy and history and examines the major concerns of mankind and the technical elements of the arts. Class meets three hours per week. 3 Credits

**COMPARATIVE CULTURES . . . . . HUM 5431**

Interdisciplinary study of cultures. The course emphasizes development of the humanities in selected cultures as a background to the arts in contemporary society. Two European cultures and one non-European culture are studied. The concept of culture and the role of the humanities in culture in general is investigated. Class meets three hours per week. 3 Credits

**INTRODUCTION TO PHILOSOPHY . . . . . HUM 7520**

Examines basic issues of philosophy, such as the nature of being, methods of acquiring knowledge and the foundations of moral, religious and political beliefs. Emphasis is placed on the value philosophical inquiry has for contemporary living. Class meets three hours per week. 3 Credits

**LOGIC . . . . . HUM 6392**

Emphasis on improved ability to reason, clear thinking for effective expression, deductive and inductive arguments, and informal fallacies. Class meets three hours per week. 3 Credits

**ETHICS . . . . . HUM 3080**

Study of the great problems of ethics, including free will and determinism, relativism and absolutism, the relationship between individuals and between man and society. Explanation of traditional positions enabling the student to better understand contemporary social and moral issues. Class meets three hours per week. 3 Credits

**HISTORY OF ANCIENT**

**PHILOSOPHY . . . . . HUM 5966**

This course examines the amazing richness of ancient Greek and Roman thought, which ranged from speculation about the universe, and theories of natural selection and atomism, to carefully

thought out treatises on the nature of man and society. Selection from ancient texts will be used, with commentary where appropriate. Class meets three hours per week. 3 Credits

**PHILOSOPHY OF CURRENT**

**CIVILIZATION . . . . . HUM 2532**  
A systematic and critical analysis of selected major current issues in American civilization and the philosophies presupposed by these issues. Analysis through relevant philosophical articles and news media. Class meets three hours per week. 3 Credits

**PHILOSOPHY OF RELIGION . . . . . HUM 2541**

Rather than study the forms and documents of any specific religion, this course attempts to deal with the following questions: What is religion? Does man need religion and if so, why? What are the differences between the claims made by religion and science? Readings come entirely from contemporary theological and philosophical sources. Class meets three hours per week. 3 Credits

**ETHICAL ISSUES IN AMERICAN**

**HEALTH CARE . . . . . HUM 4000**

*Prerequisite: none.* This course focuses on ethical concerns and dilemmas which arise in health care settings. Attention is given to frameworks for analyzing ethical dilemmas and the value implications underlying models of patient treatment. Issues concerning patients' rights, life and death, scarce resources, and cost are considered from varying ethical frameworks. Professional roles in health care and alternate forms of health care are also considered. Course meets 1 hour per week.

## JOURNALISM

**PRINCIPLES OF JOURNALISM . . . . . CJO 6648**

*Prerequisite: Basic typing skills or concurrent enrollment in BSC 1263* — A study of journalism, its role in our society and the social responsibilities of the press. Various types of news and feature stories and the elements of style are emphasized. Students cover a news beat and write articles, which are submitted to the campus newspaper. Class meets three hours per week. 3 Credits

**NEWS GATHERING**

**AND NEWS WRITING . . . . . CJO 1343**

*Prerequisite: Beginning typing or equivalent or concurrent BSC 1263* — An evaluation of news, how news is gathered, written and published. Practical experience includes the development of interview

techniques, in-depth writing, and submission of stories to the campus newspaper. Class meets three hours per week. 3 Credits

**FUNDAMENTALS OF ADVERTISING . . . . . CJO 2136**

The role of advertising in today's business world. A study of various forms of advertising and the media involved. Class meets three hours per week. 3 Credits

**ADVERTISING COPYWRITING . . . . . CJO 7139**

*Prerequisite: CJO 2136 or by permission* — Principles of advertising copywriting with practice in developing copy for a variety of products, both tangible and intangible. Each class member conducts an advertising campaign. Class meets three hours per week. 3 Credits

**JOURNALISM FIELD STUDY I . . . . . CJO 7464**

*Prerequisite: By permission* — Work experience at an approved training center under staff supervision. Emphasis is placed on the application of writing techniques needed to produce news and/or advertising copy. Students receive a minimum of 15 hours of on-the-job training per week by arrangement. Class meets two hours per week. 3 Credits

**JOURNALISM FIELD STUDY II . . . . . CJO 3251**

*Prerequisite: By permission* — Work experience at an approved training center under staff supervision. The student is expected to develop copy for news and/or advertising and have it published. Students receive a minimum of 15 hours of on-the-job training per week by arrangement. Class meets two hours per week. 3 Credits

**JOURNALISM FIELD STUDY III . . . . . CJO 5453**

*Prerequisite: By permission* — Work experience at an approved training center under staff supervision. Emphasis on producing a portfolio of published materials sufficient for the student to utilize in pursuing his career. Students receive a minimum of 15 hours of on-the-job training per week by arrangement. Class meets two hours per week. 3 Credits

## LIFE SCIENCE

**LIFE SCIENCE . . . . . NLS 6540**

The fundamental laws, theories and principles of biology are used to study living organisms and their relationships to the nonliving world. Course meets laboratory science requirement for the

nonscience major. Six hours of lab/class per week.  
4 Credits

**PRINCIPLES OF BIOLOGY . . . . . NLS 5020**

Selected basic concepts and principles that are important to an understanding of the operation of biological systems are explored. The world of living organisms is examined. Class meets for lecture three times a week. 3 Credits

**PRINCIPLES OF BIOLOGY**

**LABORATORY . . . . . NLS 5091**

*Prerequisite: Corequisite of Principles of Biology or equivalent.* A laboratory experience is the use of theories learned in lecture. Introductory laboratory treating the structures of plants, animals and protists. Class will meet once a week for three hours. 1 Credit

**GENERAL BOTANY . . . . . NLS 5402**

Basic introduction to plant structure and function. Plant divisions are covered with emphasis on life cycles and evolutionary relationships from the simplest to the most complex plants. Class meets seven hours per week. 5 Credits

**GENERAL ZOOLOGY . . . . . NLS 4241**

A survey of animal taxonomies; systematics and ecology of animal populations. Identification of representative members of the animal phyla using their structural characteristics. Interpretation of anatomical and physiological features in terms of adaptation. Class meets seven hours per week. 5 Credits

**GENERAL GENETICS . . . . . NLS 4248**

Fundamental principles of heredity and variation. Concepts of Mendelian and non-Mendelian genetics. Plant, animal and human variations are covered. Class meets three hours per week. 3 Credits

**MICROBIOLOGY . . . . . NLS 5593**

*Prerequisite: NPS 6634 or one year of high school chemistry* — The study of microorganisms: their cell structure, physiology, antimicrobial agents, immunology and host-parasite relationships. Class meets three hours per week. 3 Credits

**MICROBIOLOGY LABORATORY . . . . . NLS 6057**

*Corequisite: NLS 5593* — Students transfer and grow microorganisms using sterile techniques, observe the effects of various environmental conditions and antibiotics on the growth of organisms, and run tests for the identification of microorganisms. Class meets four hours per week. 2 Credits

**HUMAN ANATOMY/PHYSIOLOGY . . . . . NLS 6186**

Analysis of the relationship of structure to function in the organ systems of the human body. Emphasis on location of anatomical features and interpretations of their functional morphology. Class meets seven hours per week. 5 Credits

**HUMAN ANATOMY . . . . . NLS 1128**

Gross and microscopic aspects of cells, tissues and organ systems of the human body. Concentration is on detailed analysis of the structure of each body region. Class meets six hours per week. 4 Credits

**HUMAN PHYSIOLOGY . . . . . NLS 1144**

*Prerequisite: NPS 6634* — Emphasis upon the activities of human cells, tissues, organs and systems in terms of the physical and chemical processes. Living organisms and physiological tools are used to demonstrate the principles of general physiology. Class meets six hours per week. Spring 4 Credits



**PATHOPHYSIOLOGY . . . . . NLS 1037**

This course will serve as an introduction to the physiology of disease. Various health problems of the body, their causes, symptoms and treatment will be studied. An emphasis is placed on accurate use of terminology and accuracy in spelling in the study of these diseases. Class meets three hours per week. 3 Credits

**GENERAL PHARMACOLOGY . . . . . NLS 1264**

*Prerequisite: NLS 1144* — Identification and classification of therapeutic agents according to mechanism of action, therapeutic and toxic effects, and relation of physiological actions to clinical and experimental practices. Class meets three hours per week. 3 Credits



**GENERAL NUTRITION . . . . . NLS 6152**

*Corequisite: NLS 1144* — Principles of nutrition. Sources and utilization of essential nutrients and evaluation of various diets. Recommended diet alterations for the prevention of various pathologies. Class meets three hours per week. 3 Credits

**ENVIRONMENTAL SCIENCE . . . . . NLS 6719**

An ecological approach to the study of human population growth and its technology. Present influence on the environment and directions for the future will be discussed. Class meets three hours per week. 3 Credits

**ENVIRONMENTAL SCIENCE**

**LABORATORY . . . . . NLS 4720**

*Corequisite: NLS 6719* — Laboratory work involves sampling the local environment for various types and levels of pollution. Samples of air are collected and filtered to determine the amount and size of particles. Water samples are collected and analyzed for bacteria, physical and chemical factors. Another experiment examines factors which influence noise pollution from traffic. Various field trips include visiting a local industry, a water treatment plant, and a sewage treatment plant to observe pollution control. 1 Credit

## MARKETING & MANAGEMENT

**RETAIL . . . . . BMM 1206**

Retail store organization and operation, location and layout, retail buying techniques, human relations, employee supervision, and pricing and merchandising. Class meets three hours per week. 3 Credits

**RETAIL ADVERTISING AND DISPLAY . . . . . BMM 1303**

Modern techniques of advertising and display. Emphasis on media selection and use, copywriting, ad layout and illustration, showcard writing, display techniques, sales promotion, budgeting and scheduling. Class meets three hours per week. 3 Credits

**SALESMANSHIP . . . . . BMM 5026**

Preparation of simulated presentations in specialty, wholesale and industrial areas of selling. Personality development and training materials are reviewed through projects, case problems and speakers. Class meets three hours per week. 3 Credits

**CREATIVE RETAIL SELLING . . . . . BMM 2407**

Emphasis on the fundamentals of retail selling. An analysis is made of the techniques of the sale. Case problems are presented. These include sales presentations and demonstrations, handling objections and customer complaints, suggestive selling and closing the sale. Working with business equipment, retail store policies and employer-employee relations are also stressed. 3 Credits

**SALES MANAGEMENT . . . . . BMM 2370**

*Prerequisite: (One of the following) BMM 2407, BMM 5026 or one year's successful selling experience* — Emphasis on problems and solutions in managing the sales force including recruitment and selection of salespeople, training, compensation and motivation. Sales forecasting, sales planning and ethics are reviewed within different fields of selling. Class meets three hours per week. 3 Credits

**MARKETING AND MANAGEMENT SEMINAR:**

**Sales Promotion/Management . . . . . BMM 2155**

*Prerequisite: Admission to the Marketing and Management Program* — Supervised work experience at an approved business establishment in the community. Application of selling methods to the preparation of an advertising promotional campaign relating to the student's ultimate career objective. Sales management concepts are incorporated in personal selling and mass sales promotion. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. Spring 3 Credits

**MARKETING AND MANAGEMENT SEMINAR:**

**Management Decision Making . . . . . BMM 1283**

*Prerequisite: Admission to the Marketing and Management Program* — Supervised work experience at an approved business establishment in the community. Management decision making in areas of supervisory human relations and merchandising problems. Sales and related training meetings in areas of marketing and management. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. Fall 3 Credits

**MARKETING AND MANAGEMENT SEMINAR:**

**Marketing Research . . . . . BMM 6072**

*Prerequisite: Admission to the Marketing and Management Program* — Supervised work experience at an approved business establishment in the community. Principles and techniques of market research for finding, identifying and determining needs and desires of individuals and

organizations for potential business. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. Spring 3 Credits

**MARKETING AND MANAGEMENT SEMINAR:**

**Organization and Operations . . . . . BMM 1060**

*Prerequisite: Admission to the Marketing and Management Program.* Supervised work experience at an approved business establishment in the community. Preparation of a series of training reports based on employer's operation policies and internal organization and structure. Class meets two hours per week. A minimum of 30 hours on-the-job training per week by arrangement. Summer 3 Credits



**MARKETING AND MANAGEMENT SEMINAR:**

**Supervisory Management . . . . . BMM 7076**

*Prerequisite: Admission to the Marketing and Management Program* — Supervised work experience at an approved business establishment in the community. Examination and resolution of supervisory problems confronting management in areas of motivation, training, discipline, delegation, handling grievances, complaints and related areas. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. Fall 3 Credits

**MATHEMATICS**

**FUNDAMENTALS OF MATHEMATICS . . . . . MTH 2122**

Review of fractions, decimals and whole numbers. Numeration. Practical applications of percent, dimensions and linear equations. Class meets three hours per week. 3 Credits

**INTRODUCTION TO ALGEBRA . . . . . MTH 7246**

For those who have less than one year of high school algebra or whose training is not current. Includes fundamental algebraic operations, fractions, first- and second-degree equations, graphs, exponents and radicals. Class meets three hours per week. 3 Credits

**GEOMETRY . . . . . MTH 3000**

*Prerequisite: MTH 7246 (may be taken concurrently) or one year of high school algebra.* Intuitive approach to basics of geometry for those students who have not had geometry in high school. Lines, polygons, area, volume, circles, similarity, congruence and coordinate geometry. 2 Credits

**INTRODUCTION TO ALGEBRA**

**AND GEOMETRY . . . . . MTH 9009**

A beginning course in algebra and the basics of geometry. Fundamental algebraic operations, fractions, exponents, radicals, coordinate geometry, first and second degree equations, lines, circles, polygons, area, volume, similarity and congruence. 5 Credits

**INTERMEDIATE ALGEBRA . . . . . MTH 3001**

*Prerequisite: MTH 7246 (or 1 year of high school algebra and geometry).* Geometry may be taken concurrently. Polynomials, rational expressions, radicals, equations and inequalities, graphing, relations, and functions, systems of equations. Class meets three hours per week. 3 Credits

**COLLEGE ALGEBRA . . . . . MTH 3427**

*Prerequisite: MTH 3001 or two years of high school algebra or equivalent* — A study of the following topics: polynomial, rational, exponential and logarithmic functions, systems of equations, conics, determinants, sequences and series, combinations, binomial theorem. Class meets three hours per week. 3 Credits

**TRIGONOMETRY . . . . . MTH 2594**

*Prerequisite: MTH 6079 Algebra or Corequisite MTH 3427 College Algebra.* Not recommended for the student with high school credit in trigonometry — Trigonometric functions, identities, graphs, equations, inverse trigonometric functions, polar coordinates, complex numbers and applications. Class meets three hours per week. 3 Credits

**ALGEBRA . . . . . MTH 6079**

*Prerequisite: MTH 3001 or MTH 9009 or one and one-half years of high school algebra or equivalent* — A college algebra course with extensive review of the fundamental algebraic operations followed

by a study of the following topics: polynomial, rational, exponential and logarithmic functions; systems of equations; matrices and determinants; sequences and series; and the binomial theorem. Class meets 5 hours per week. 5 Credits

**ALGEBRA – TRIGONOMETRY . . . . . MTH 7091**

*Prerequisite: MTH 3001 or two years of high school algebra or equivalent* — An intensive study of both college algebra and trigonometry for well-prepared students. Will cover topics included in both MTH 3427 and MTH 2594. Class meets five hours per week. 5 Credits

**ANALYTIC GEOMETRY-CALCULUS I . . . . . MTH 3268**

*Prerequisite: MTH 7091 or equivalent* — The first course of a three-semester sequence in analytic geometry and calculus. Elements of plane analytic geometry, differentiation of algebraic functions, integration of polynomial functions with applications of each. Class meets five hours per week. 5 Credits

**ANALYTIC GEOMETRY-CALCULUS II . . . . . MTH 4313**

*Prerequisite: MTH 3268 or equivalent* — The second course of a three-semester sequence in analytic geometry and calculus. Trigonometric and exponential functions, parametric equations, polar coordinates, vectors in a plane, techniques of integration and applications. Class meets five hours per week. 5 Credits

**ANALYTIC GEOMETRY-CALCULUS III . . . . . MTH 6357**

*Prerequisite: MTH 4313 or equivalent* — The third course in a three-semester sequence in analytic geometry and calculus. Solid analytic geometry, vectors in space, infinite series, partial differentiation, multiple integration and limits. Class meets five hours per week. 5 Credits

**DIFFERENTIAL EQUATIONS . . . . . MTH 3675**

*Prerequisite: MTH 6357 or equivalent* — Standard types of ordinary equations, second and higher order linear equations, systems of linear equations, solutions by series, the Laplace transform and applications. Class meets three hours per week. Spring 3 Credits

**CALCULUS I . . . . . MTH 6463**

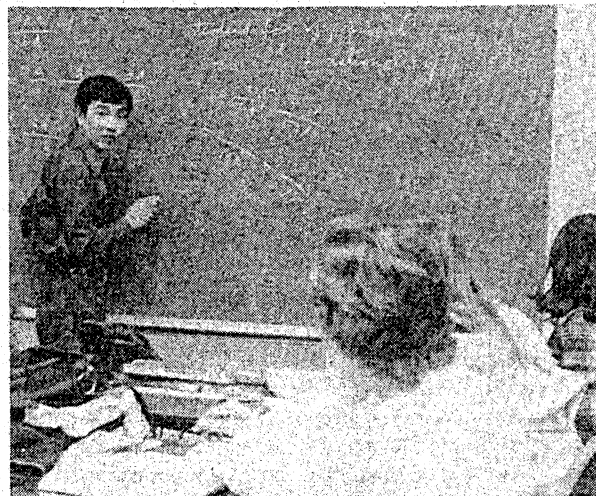
*Prerequisite: MTH 3427 or equivalent* — The first course of a two-semester sequence in calculus. Differentiation and integration of algebraic, exponential and logarithmic functions with applications in business, biology and the social sciences. Class meets three hours per week. 3 Credits

**CALCULUS II . . . . . MTH 5329**

*Prerequisite: MTH 6463* — The second course of a two-semester sequence in calculus. Techniques of integration, differential equations and functions of several variables with applications in business, statistics, biology and the social sciences. Class meets three hours per week. 3 Credits

**STATISTICS . . . . . MTH 2084**

*Prerequisite: MTH 6079 or equivalent* — Introduces descriptive statistics, probability models, sampling distribution, hypothesis testing, chi-square test, regression and correlation. Class meets three hours per week. 3 Credits



**FUNDAMENTALS OF MATRICES AND LINEAR PROGRAMMING . . . . . MTH 5564**

*Prerequisite: MTH 3427 or equivalent* — An introduction to the fundamental concepts of linear algebra with emphasis on computational methods and problem solving. Application of the concepts and methods to linear programming. Class meets three hours per week. 3 Credits

**FINITE MATHEMATICS . . . . . MTH 2642**

*Prerequisite: MTH 7246 or MTH 9009 or one year of high school algebra or equivalent* — Mathematics for the elementary education or liberal arts student. Includes topics selected from logic, geometry, probability, metric system, consumer mathematics, sequences, number systems, statistics, flow-charting and computers. Class meets three hours per week. 3 Credits

**MODERNIZED METRIC SYSTEM . . . . . MTH 3609**

Background for understanding the international metric system. Experiences concentrate on length, mass, volume, temperature and appropriate prefixes. Class meets one hour per week. 1 Credit



**INDUSTRIAL MATHEMATICS I . . . . . MTH 2942**

Industrial computations using basic mathematical ideas concerning whole numbers, fractions, decimals, percents, and integers. Procedures for solving industrial problems involving algebraic, geometric, and trigonometric formulas. Class meets five hours per week. 5 Credits

**INDUSTRIAL MATHEMATICS II . . . . . MTH 2943**

*Prerequisite: MTH 2942 or equivalent* — Industrial computations using basic mathematical ideas developed in MTH 2942. Procedures for solving trade and industrial problems involving algebraic, geometric, and trigonometric formulas. Class meets five hours per week. 5 Credits

**MATH FOR ELECTRONICS I . . . . . MTH 9000**

The theory and application of algebra as it is used in solving and understanding electronic circuits. 5 Credits

**MATH FOR ELECTRONICS II . . . . . MTH 9001**

*Prerequisite: MTH 9000* — The theory and application of trigonometry as applied to AC circuits, computer number systems, and digital math concepts. 5 Credits

**TECHNICAL MATHEMATICS I . . . . . MTH 4354**

Simplification of algebraic expressions, graphing of linear equations, solving of linear equations, factoring of quadratic expressions, solving quadratic equations and evaluating determinants. Engineering technology applications. Class meets five hours per week. 5 Credits

**TECHNICAL MATHEMATICS II . . . . . MTH 5387**

*Prerequisite: MTH 4354* — Application of trigonometric laws to solve right and oblique triangles, perform arithmetic on complex numbers and evaluate logarithms. Finding derivatives of functions, utilizing derivatives to find maximums and minimums, integrals of functions and integrations to find areas. Engineering technology applications. Class meets five hours per week. 5 Credits

**MEDICAL LABORATORY**

**INTRODUCTION TO THE**

**CLINICAL LABORATORY . . . . . NLT 9760**

*Prerequisite: high school algebra.* The student will study the organization and career roles in the laboratory; he/she will examine and use laboratory calculations. Class meets one hour per week. 1 Credit

**FUNDAMENTAL TECHNIQUES**

**AND PROCEDURES . . . . . NLT 9761**

The student will study and perform fundamental procedures used in the clinical laboratory; he/she will study pathologic disease states; he/she will study and apply the principles of quality control to clinical procedures. Class meets 4 hours per week. 3 Credits

**DIAGNOSTIC MICROBIOLOGY . . . . . NLT 9762**

The student will review infectious disease pathology and will integrate these with diagnostic microbiology findings. Class meets 3 hours per week. 3 Credits

**CLINICAL PRACTICUM I . . . . . NLT 9763**

The student will observe, practice and apply techniques of diagnostic microbiology. Class meets 3 hours per week. 5 Credits



**CLINICAL CHEMISTRY . . . . . NLT 9764**

The student will review and integrate specific pathologic conditions with chemical procedures. Class meets 3 hours per week. 4 Credits

**HEMATOLOGY . . . . . NLT 9765**

The student will review and integrate specific pathologic conditions of the hematopoietic system with hematology procedures. Class meets 3 hours per week. 3 Credits

**CLINICAL PRACTICUM II . . . . . NLT 9766**

The student will observe, practice and apply techniques of hematology and clinical chemistry, both manual and automated. Class meets 30 hours per week. 10 Credits

**DEPARTMENTAL SEMINAR . . . . . NLT 9767**

The student will review pathologic conditions of the kidney and urinary tract and will integrate these conditions with laboratory findings. The student will review specialized areas of laboratory medicine. Class meets 3 hours per week. 3 Credits

**APPLIED IMMUNOLOGY . . . . . NLT 9768**

The student will review principles of applied immunology and will integrate these with blood bank and serology findings. Class meets 3 hours per week. 3 Credits

**CLINICAL PRACTICUM III . . . . . NLT 9769**

The student will observe, practice and apply techniques of applied immunology, urinalysis and the other specialty areas of the clinical laboratory. Class meets thirty hours per week. 10 Credits

## MEDICAL RECORDS TECHNOLOGY

**INTRODUCTION TO THE MEDICAL RECORD**

**PROFESSION . . . . . NMR 2680**

Orientation to the medical record profession, the professional organization and the medical ethics involved in the health field; an introduction to the history of medicine, hospital organization and functions. Class meets one hour per week. 1 Credit

**HEALTH RECORD SYSTEMS,**

**ANALYSIS AND CONTROLS . . . . . NMR 2681**

*Prerequisite: NMR 2680 or by permission.* An in-depth study of storage, retrieval and control of various medical record systems. The content, use and preservation of medical records; accrediting, licensing and approval agencies requirements on documentation and information systems. Class meets three hours per week. 3 Credits

**CLASSIFICATIONS, NOMENCLATURES, INDICES**

**AND REGISTRIES . . . . . NMR 2682**

*Prerequisite: NMR 2681 or by permission.* Study of the various nomenclatures of diseases and operations, indices and registries, and methods of retrieval and presentation of data for research purposes. Class meets three hours per week. 2 Credits

**QUALITY ASSURANCE AND SELECTED HEALTH**

**RECORD SYSTEMS . . . . . NMR 2683**

*Prerequisite: NMR 2681 or by permission.* Study of health records and services of long term and ambulatory care. Emphasis on quality assurance requirements of regulatory agencies and the methodology and procedures in assessing quality of care. Class meets four hours per week. 3 Credits

**LEGAL ASPECTS OF**

**MEDICAL RECORDS . . . . . NMR 2684**

*Prerequisite: NMR 2681 or by permission.* An investigation of relevant aspects of Federal and State judicial opinions, statutes, rules, and regulations. Methods and procedures for disclosure of

confidential information as applied to medical records. Class meets two hours per week. 2 Credits

**HEALTH STATISTICS AND**

**RESEARCH METHODS . . . . . NMR 2685**

*Prerequisite: NMR 2681 or by permission.* Vital and health statistics, their uses and values. How to abstract and analyze data from the medical record and other sources. Class meets three hours per week. 2 Credits

**DIRECTED PRACTICE I . . . . . NMR 7111**

*Prerequisites: NMR 2681, NMR 2680* — Student performs procedures in hospitals and other health facilities in the community. Clinical assignments are related to numbering and filing systems, health data collection, medical record processing and patient registration. Hours by arrangement. 3 Credits

**DIRECTED PRACTICE II . . . . . NMR 1325**

*Prerequisites: NMR 2686, NMR 2682, BSC 4715* — Clinical experience in a variety of procedures in medical record departments affiliated with program. Field experience is gained in procedures such as coding and abstracting health information, tumor registry, medical transcription, professional and facility committee meetings, and quality assurance. Hours by arrangement. 4 Credits

**DIRECTED PRACTICE III . . . . . NMR 3117**

Continuation of supervised clinical experience in medical record departments affiliated with MRT program. Procedures relate to classroom acquired knowledge of function of Medical Record Technician. Hours by arrangement. 5 Credits

**DEPARTMENTAL SEMINAR . . . . . NMR 2345**

*Prerequisite: NMR 2683* — This course is a forum for medical record principles and practices. Affiliation experiences and research projects are shared with class. Supervisory and management principles are applied to functions and activities of Medical Record Department. Class meets twice a week. 2 Credits

## MEDICAL TERMINOLOGY

**MEDICAL TERMINOLOGY I . . . . . NS 5381**

Self-instructional approach to learning medical terminology. A handbook and tapes are designed to give the student a start on building a medical vocabulary, stressing definition, spelling and pronunciation of terms. Student selects systems to be studied from six areas: respiratory, circulatory,

digestive, musculoskeletal, genitourinary and nervous systems. Class meets by arrangement. 2 Credits

**MEDICAL TERMINOLOGY II . . . . . NS 6476**

*Prerequisite: NS 5381* — Continuation of NS 5381. Student may choose any two areas not previously studied. Class meets by arrangement. 1 Credit

**MEDICAL TERMINOLOGY III . . . . . NS 4165**

*Prerequisite: NS 6476* — Continuation of NS 6476. Student may choose any two areas not previously studied. Class meets by arrangement. 1 Credit

**MEDICAL TERMINOLOGY IV . . . . . NS 2686**

*Prerequisites: NS 6476 and NLS 6186.* Review of anatomical roots, prefixes and suffixes. Further study of descriptive terms, laboratory tests, diseases and operations for each system of the body. Class meets three hours per week. 3 Credits

## MENTAL HEALTH TECHNOLOGY

**MENTAL HEALTH TECHNOLOGY I . . . . . NMH 8881**

Basic concepts necessary for the maintenance of physical health. A supervised clinical practicum integrates basic procedures, such as assessing normal body functioning; measures of comfort, safety and hygiene; observing and recording; nutrition, pharmacology; life-saving measures and health teaching measures. This course includes requirements for certification in first aid and cardiopulmonary resuscitation. Class meets six hours per week. 4 Credits

**MENTAL HEALTH TECHNOLOGY II . . . . . NMH 2383**

*Prerequisite: Concurrent enrollment in NMH 8881* — A broad overview of basic psychiatric concepts. Study of patterns of behavior commonly associated with mental illness is incorporated in the clinical practicum. The clinical practicum provides experience with young and adult psychiatric patients, the elderly, mental retardation and substance abuse. Class meets 10 hours per week. 6 Credits

**MENTAL HEALTH TECHNOLOGY III . . . . . NMH 7884**

*Prerequisites: NMH 8881, NMH 2383* — An in-depth study of the patterns of behavior and treatment modalities associated with mental illness. A clinical practicum will provide experience with the common psychiatric disorders as well as emergency social problems. Class meets 10 hours per week. 6 Credits

**MENTAL HEALTH TECHNOLOGY IV . . . . . NMH 4885**

*Prerequisites: NMH 8881, 2383, 7884* — Signs, symptoms and care of physical health problems. Specific treatment and principles are integrated in a clinical practicum which provides experience with adults and children in physical distress. Class meets 13 hours per week. 7 Credits

## MUSIC

**INTRODUCTION TO**

**MUSIC LISTENING . . . . . HMU 8927**

An introductory survey of the development of music as an art with emphasis on listening. Recorded music including medieval, non-Western, classical and contemporary will be presented. Class meets three hours per week. 3 Credits

**INTRODUCTION TO MUSIC**

**FUNDAMENTALS . . . . . HMU 7669**

Basic study of notation of melody, rhythm and meter as well as musical terminology. For the elementary classroom teacher or music student without sufficient background for theory. Class meets two hours per week. 2 Credits

**INTRODUCTION TO**

**JAZZ LISTENING . . . . . HMU 2777**

An introduction to the history of jazz in America, with an emphasis on listening. Course will focus on trends, periods, and styles. Class meets three hours per week. 3 Credits

**SIGHT-SINGING AND**

**EAR TRAINING I . . . . . HMU 7656**

Course presents the melodic, harmonic and rhythmic elements of music by integrating aural and sight-reading skills. Class meets two hours per week. 2 Credits

**SIGHT-SINGING AND**

**EAR TRAINING II . . . . . HMU 5107**

*Prerequisite: HMU 7656* — Course presents an advanced study of the melodic, harmonic and rhythmic elements of music by integrating aural and sight-reading skills. Class meets two hours per week. 2 Credits

**SIGHT-SINGING AND**

**EAR TRAINING III . . . . . HMU 3628**

*Prerequisite: HMU 5107* — Continued advanced study of the melodic, harmonic and rhythmic elements. Class meets two hours per week. 2 Credits



**SIGHT-SINGING AND**

**EAR TRAINING IV** ..... **HMU 7563**  
*Prerequisite: HMU 3628* — Continued advanced study and improvement of aural and sight-reading skills with melodic and harmonic dictation. Class meets two hours per week. 2 Credits

**MUSIC THEORY: HARMONY I** ..... **HMU 5010**  
Review of the fundamentals of music. Introduction to melodic line construction, triads and the connection of chords in four-part music writing. Class meets two hours per week. 2 Credits

**MUSIC THEORY: HARMONY II** ..... **HMU 3559**  
*Prerequisite: HMU 5010* — Continuation of work with melodic line, triads and connection of chords in four-part music writing. Emphasis on inverted triads and submediant triads. Introduction to elementary modulation. Class meets two hours per week. 2 Credits

**MUSIC THEORY: HARMONY III** ..... **HMU 6014**  
*Prerequisite: HMU 3559* — Continuation of work with modulation, nonharmonic tones and inverted triads in four-part music writing. Introduction of less common chord progressions, diatonic seventh chords, altered chords and borrowed chords. Emphasis on original student composition as vehicle for study of materials. Class meets two hours per week. 2 Credits

**MUSIC THEORY: HARMONY IV** ..... **HMU 2270**  
*Prerequisite: HMU 6014* — Continuation of work with original compositions. Introduction to augmented triads. Neopolitan, French and German sixth chords, chords at the ninth, eleventh, thirteenth, advanced modulation and basic counterpoint. Class meets two hours per week. 2 Credits

**CHORUS I** ..... **HMU 3515**  
Open to all students. Rehearsal and performance of vocal music. Occasional joint performances with chamber choir. Ensemble will perform some contemporary jazz and pop materials. Class meets three hours per week. 1 Credit

**CHORUS II** ..... **HMU 4113**  
*Prerequisite: HMU 3515* — Continuation of Chorus I. Class meets three hours per week. 1 Credit

**CHORUS III** ..... **HMU 4249**  
*Prerequisite: HMU 4113* — Continuation of Chorus II. Class meets three hours per week. 1 Credit

**CHORUS IV** ..... **HMU 2399**  
*Prerequisite: HMU 4249* — Continuation of Chorus III. Class meets three hours per week. 1 Credit

**CHAMBER CHOIR I** ..... **HMU 6529**  
*Prerequisite: By permission* — Rehearsal and performance of vocal music. Choir performs at various student and community activities. Class meets three hours per week. 1 Credit

**CHAMBER CHOIR II** ..... **HMU 2305**  
*Prerequisite: HMU 6529 or by permission* — Continuation of Chamber Choir I. Class meets three hours per week. 1 Credit

**CHAMBER CHOIR III** ..... **HMU 7542**  
*Prerequisite: HMU 2305* — Continuation of Chamber Choir II. Class meets three hours per week. 1 Credit

**CHAMBER CHOIR IV** ..... **HMU 1208**  
*Prerequisite: HMU 7542* — Continuation of Chamber Choir III. Class meets three hours per week. 1 Credit

**JCC JAZZ LAB BAND I** ..... **HMU 4005**  
*Prerequisite: By audition* — Performance of jazz and popular music at public concerts and college functions. Class meets three times per week, two hours each meeting. 2 Credits

**JCC JAZZ LAB BAND II** ..... **HMU 2220**  
*Prerequisite: By audition* — Continued performance of jazz and popular music at public concerts and college functions. Class meets three times per week, two hours each meeting. 2 Credits

**JCC JAZZ BAND III** ..... **HMU 1672**  
*Prerequisite: By audition* — Continued performance of jazz and popular music at public concerts and college functions. Class meets three times per week, two hours each meeting. 2 Credits



**JCC JAZZ LAB BAND IV** ..... **HMU 2533**  
*Prerequisite: By audition* — Continued performance of jazz and popular music at public concerts and college functions. Class meets three times per week, two hours each meeting. 2 Credits

**JAZZ IMPROVISATION I . . . . . HMU 2262**

*Prerequisite: High school playing experience—* Fundamental approach to rhythm and melodic lines involved in creative improvisation. Basic procedures in analyzing chords and chord structures as an outline for organized spontaneous playing. Class meets two hours per week. 2 Credits

**JAZZ IMPROVISATION II . . . . . HMU 1245**

*Prerequisite: HMU 2262 or by permission —* Continuation of Jazz Improvisation I. Creative improvisation and basic procedures in analyzing chord structures as an outline for organized spontaneous playing. Class meets two hours per week. 2 Credits

**CONCERT BAND I . . . . . HMU 6018**

*Prerequisite: High-school playing experience—* This organization draws its literature from the concert band repertoire with emphasis on early works and original contemporary selections. Class meets three hours per week. 1 Credit

**CONCERT BAND II . . . . . HMU 7022**

*Prerequisite: HMU 6018 or by permission—* Continuation of Concert Band I. Class meets three hours per week. 1 Credit

**CONCERT BAND III . . . . . HMU 6676**

*Prerequisite: HMU 7022 or by permission—* Continuation of Concert Band II. Class meets three hours per week. 1 Credit

**CONCERT BAND IV . . . . . HMU 5009**

*Prerequisite: HMU 6676 or by permission—* Continuation of Concert Band III. Class meets three hours per week. 1 Credit

**ORCHESTRA I . . . . . HMU 3671**

*Prerequisite: By audition —* Rehearse and perform with the Overland Park Civic Orchestra. Class meets one evening per week for two hours. 1 Credit

**ORCHESTRA II . . . . . HMU 1374**

*Prerequisite: HMU 3671 or by audition —* Rehearse and perform with the Overland Park Civic Orchestra. Class meets one evening per week for two hours. 1 Credit

**ORCHESTRA III . . . . . HMU 1049**

*Prerequisite: HMU 1374 or by audition —* Rehearse and perform with the Overland Park Civic Orchestra. Class meets one evening per week for two hours. 1 Credit

**ORCHESTRA IV . . . . . HMU 2534**

*Prerequisite: HMU 1049 or by audition —* Rehearse and perform with the Overland Park Civic Or-

chestra. Class meets one evening per week for two hours. 1 Credit

**CHAMBER ENSEMBLE I . . . . . HMU 3146**

*Prerequisite: High-school playing experience—* The study and performance of standard literature for ensembles: brass, woodwind and percussion. Class meets two hours per week. 1 Credit

**CHAMBER ENSEMBLE II . . . . . HMU 4166**

*Prerequisite: HMU 3146 or by permission—* Continued study and performance of standard literature for ensembles: brass, woodwind and percussion. Class meets two hours per week. 1 Credit

**CHAMBER ENSEMBLE III . . . . . HMU 5202**

*Prerequisite: HMU 4166 or by permission—* Continued study and performance of standard literature for ensembles: brass, woodwind and percussion. Class meets two hours per week. 1 Credit

**CHAMBER ENSEMBLE IV . . . . . HMU 6213**

*Prerequisite: HMU 5202 or by permission—* Continued study and performance of standard literature for ensembles: brass, woodwind and percussion. Class meets two hours per week. 1 Credit

**APPLIED GUITAR I (CLASS) . . . . . HMU 4771**

Class instruction with emphasis on learning to play the guitar from the beginning stages. Classes meet one hour per week. 1 Credit

**APPLIED GUITAR II (CLASS) . . . . . HMU 2772**

*Prerequisite: HMU 4771*

**APPLIED GUITAR III (CLASS) . . . . . HMU 1773**

*Prerequisite: HMU 2772*

**APPLIED GUITAR IV (CLASS) . . . . . HMU 5774**

*Prerequisite: HMU 1773*

**APPLIED GUITAR I (PRIVATE) . . . . . HMU 6787**

Private instruction on guitar. Lesson time by arrangement, one-half hour per week. 1 Credit

**APPLIED GUITAR II (PRIVATE) . . . . . HMU 1788**

*Prerequisite: HMU 6787*

**APPLIED GUITAR III (PRIVATE) . . . . . HMU 6789**

*Prerequisite: HMU 1788*

**APPLIED GUITAR IV (PRIVATE) . . . . . HMU 5790**

*Prerequisite: HMU 6789*

**APPLIED CLASSICAL GUITAR I (PRIVATE) . . . . . HMU 1791**

Private instruction on classical guitar. Lesson time by arrangement, one-half hour per week. 1 Credit

**APPLIED CLASSICAL GUITAR II (PRIVATE)** ..... HMU 3792  
*Prerequisite: HMU 1791*

**APPLIED CLASSICAL GUITAR III (PRIVATE)** ..... HMU 1793  
*Prerequisite: HMU 3792*

**APPLIED CLASSICAL GUITAR IV (PRIVATE)** ..... HMU 2794  
*Prerequisite: HMU 1793*

**APPLIED PIANO I (CLASS)** ..... HMU 8767  
Class instruction with emphasis on learning to play the piano from the early stages. Classes meet one hour per week. 1 Credit

**APPLIED PIANO II (CLASS)** ..... HMU 4768  
*Prerequisite: HMU 8767*

**APPLIED PIANO III (CLASS)** ..... HMU 8769  
*Prerequisite: HMU 4768*

**APPLIED PIANO IV (CLASS)** ..... HMU 5770  
*Prerequisite: HMU 8769*

**APPLIED PIANO I (PRIVATE)** ..... HMU 6783  
Private instruction on piano. Lesson time by arrangement, one-half hour per week. 1 Credit

**APPLIED PIANO II (PRIVATE)** ..... HMU 1784  
*Prerequisite: HMU 6783*

**APPLIED PIANO III (PRIVATE)** ..... HMU 4785  
*Prerequisite: HMU 1784*

**APPLIED PIANO IV (PRIVATE)** ..... HMU 8786  
*Prerequisite: HMU 4785*

**APPLIED PERCUSSION I (PRIVATE)** ..... HMU 1799  
Private instruction on percussion instrument of student's choice. Lesson time by arrangement, one-half hour per week. 1 Credit (Music majors)

**APPLIED PERCUSSION II (PRIVATE)** ..... HMU 6800  
*Prerequisite: HMU 1799*

**APPLIED PERCUSSION III (PRIVATE)** ..... HMU 4801  
*Prerequisite: HMU 6800*

**APPLIED PERCUSSION IV (PRIVATE)** ..... HMU 1802  
*Prerequisite: HMU 4801*

**APPLIED BRASS I (PRIVATE)** ..... HMU 5795  
Private instruction on a brass instrument of the student's choice. Lesson time by arrangement, one-half hour per week. 1 Credit (Music majors)

**APPLIED BRASS II (PRIVATE)** ..... HMU 7796  
*Prerequisite: HMU 5795*

**APPLIED BRASS III (PRIVATE)** ..... HMU 9797  
*Prerequisite: HMU 7796*

**APPLIED BRASS IV (PRIVATE)** ..... HMU 6798  
*Prerequisite: HMU 9797*

**APPLIED WOODWIND I (CLASS)** ..... HMU 7759  
Class instruction on a wind instrument of the student's choice. Emphasis on learning to play from the fundamental stages. Classes meet one hour per week. 1 Credit

**APPLIED WOODWIND II (CLASS)** ..... HMU 8760  
*Prerequisite: HMU 7759*

**APPLIED WOODWIND III (CLASS)** ..... HMU 2761  
*Prerequisite: HMU 8760*

**APPLIED WOODWIND IV (CLASS)** ..... HMU 5762  
*Prerequisite: HMU 2761*

**APPLIED WOODWIND I (PRIVATE)** ..... HMU 2775  
Private instruction on a woodwind instrument of the student's choice. Lesson time by arrangement, one-half hour per week. 1 Credit (Music majors)

**APPLIED WOODWIND II (PRIVATE)** ..... HMU 8776  
*Prerequisite: HMU 2775*

**APPLIED WOODWIND III (PRIVATE)** ..... HMU 7777  
*Prerequisite: HMU 8776*

**APPLIED WOODWIND IV (PRIVATE)** ..... HMU 1778  
*Prerequisite: HMU 7777*

**APPLIED VOICE I (CLASS)** ..... HMU 1763  
Class instruction with emphasis on learning to sing from the beginning stages. Class meets one hour per week. Each course 1 credit.

**APPLIED VOICE II (CLASS)** ..... HMU 2764  
*Prerequisite: HMU 1763*

**APPLIED VOICE III (CLASS)** ..... HMU 4765  
*Prerequisite: HMU 2764*

**APPLIED VOICE IV (CLASS)** ..... HMU 5766  
*Prerequisite: HMU 4765*

**APPLIED VOICE I (PRIVATE)** ..... HMU 3779  
Private instruction in vocal music. Lesson time by arrangement, one-half hour per week. 1 credit each course.



**APPLIED VOICE II (PRIVATE)** ..... HMU 5780  
*Prerequisite: HMU 3779*

**APPLIED VOICE III (PRIVATE)** ..... HMU 6781  
*Prerequisite: HMU 5780*

**APPLIED VOICE IV (PRIVATE)** ..... HMU 4782  
*Prerequisite: HMU 6781*



## NURSING

### NURSING CARE OF THE INDIVIDUAL:

**Short-Term Health Problems** ..... NRN 2847  
*Prerequisite: NRN 3131 and SS 3546* — This course focuses on the individual whose optimum state of well-being has been altered by a temporary, acute, disruptive problem, which requires implementation of the nursing process. Pathophysiology and the application of basic scientific principles in the problem-solving process are stressed. Clinical laboratory experience in health care agencies is an important part of the course. Four hours of class and 15 hours of clinical laboratory per week. Fall 9 Credits.

### NURSING CARE OF THE INDIVIDUAL:

**Long-Term Health Problems** ..... NRN 5848  
*Prerequisite: NRN 2847* — This course focuses on the individual whose optimum state of well-being has been altered by chronic, progressive, disruptive problem(s) which require implementation of the nursing process. Emphasis is placed on the concept of (re)habilitation, adaptation to a permanently altered life style, and the development and/or reestablishment of independence. The role of the AA graduate seeking employment in the community is stressed. Four hours of class and 15 hours of clinical laboratory per week. Spring 9 credits.

### NURSING CARE OF THE INDIVIDUAL:

**Concepts of Health** ..... NRN 8846  
*Prerequisite: Admission to the Nursing Program*  
*Corequisite: NLS 1128* — Introduction to nursing with emphasis on the maintenance and promotion of physical and mental health in the individual of any age group. Role of the nurse as a member of the health team. Effects of interpersonal relationships and utilization of communications skills. Four hours of class and 12 hours of laboratory per week. Fall 8 Credits

### NURSING CARE OF THE INDIVIDUAL:

**Adaptation to Change** ..... NRN 3131  
*Prerequisite: NRN 8846*  
*Corequisite: NLS 1144* — The course provides an opportunity for students to explore the impact of stress on the individual, family, and community. NRN 3131, the second clinical nursing course, offers the students an opportunity to apply the nursing process in meeting adaptive needs of individuals. Clinical laboratory practice is an integral part of the course. Four hours of class and 12 hours of clinical laboratory per week. Spring 8 Credits

## PARALEGAL

### INTRODUCTION TO PARALEGALISM

 ..... BPL 9739

Introductory study of the legal system with special emphasis on the role of the paralegal. Operation and structure of the state and federal court systems, administrative agencies, private law firms and public sector law offices. Procedural and substantive aspects of the law with consideration given to interviewing and investigative skills. 3 Credits

### LEGAL RESEARCH AND WRITING

 ..... BPL 7740

*Prerequisite or Corequisite: BPL 9739 or consent of coordinator of Paralegal Program* — A practical approach to legal research problems normally encountered in the practice of law. The student will become familiar with legal publications and will be trained in their use in solving legal problems through research projects. The course will cover the methods and various forms of legal writing. 3 Credits

### BUSINESS ORGANIZATIONS I

 ..... BPL 2184

*Prerequisite: BPL 9739 or consent of coordinator of Paralegal Program* — The study of the legal organizations of various business entities such as corporations, partnerships, and sole proprietorships is the purpose of this course. Emphasis is

upon the function of the lawyer and the legal assistant in the formation and operation of business organizations. This includes a practical review of the fundamental legal concepts applicable to each type of business organization studied and preparation of related documents. 3 Credits

**BUSINESS ORGANIZATIONS II . . . . . BPL 3320**

*Prerequisite: BPL 2184 or consent of coordinator of Paralegal Program.* Study of the various business entities with emphasis on the function of a paralegal in a law office in connection with the organization and operation of business organizations. This will be a continuation of Business Organizations I and will include a further review and preparation of related documents. 3 Credits

**REAL ESTATE LAW I . . . . . BPL 2828**

*Prerequisite: BPL 9739 or consent of coordinator of Paralegal Program*— Study of the law of real property and the common types of real estate transactions and conveyances. Various legal instruments such as deeds, contracts, leases, deeds of trust, and mortgages, are studied with emphasis on their preparation. Study activities include projects and practice in retrieving and recording information. 3 Credits

**REAL ESTATE LAW II . . . . . BPL 6090**

*Prerequisite: BPL 2828 or consent of coordinator of Paralegal Program.* Detailed study of real estate transactions with emphasis on leases, sale leasebacks, land financing, closings, commissions and the real estate transaction as a whole. This course will be a continuation of Real Estate Law I and will include document preparation by the student for a real estate transaction from inception to conclusion. 3 Credits

**WILLS, TRUSTS, AND PROBATE**

**ADMINISTRATION . . . . . BPL 7826**

*Prerequisite: BPL 9739 or consent of coordinator of Paralegal Program*— The study of the basic legal concepts applicable to wills, trusts, and procedures for the administration of trusts and estates. Included are techniques for fact gathering, inheritance and estate tax principles, use of trusts, will drafting, and probate procedures. Emphasis is on standard procedures used in the assistance of lawyers in these matters. 3 Credits

**ESTATE PLANNING . . . . . BPL 2218**

*Prerequisite: BPL 7826 or consent of coordinator of Paralegal Program.* Study of estate planning with emphasis on estate tax considerations. Includes the preparation of federal estate tax forms, state inheritance forms, fiduciary income tax returns

and the drafting of trust provisions as they relate to estate planning matters. 3 Credits

**LITIGATION I . . . . . BPL 7917**

*Prerequisites: BPL 9739 and BPL 7740, or consent of coordinator of Paralegal Program*— Analysis and discussion of the civil litigation process with emphasis on the practice aspects involved in the trial of a civil lawsuit. Includes the study of various types of litigation, Kansas, Missouri and federal civil procedures, trial preparation, trial and post-trial matters. 3 Credits

**LITIGATION II . . . . . BPL 8940**

*Prerequisite: BPL 7917 or consent of coordinator of Paralegal Program.* This course is a continuation of the principles studied in Litigation I with emphasis on the trial and appellate stages of civil litigation. Also covered is the subject of criminal litigation. 3 Credits

**FAMILY LAW . . . . . BPL 1910**

*Prerequisite: BPL 9739 or consent of coordinator of the Paralegal Program* — Basic substantive law in the area traditionally known as family law will be covered. Specific subjects will be adoptions, guardianships, child custody and support, name changes, contested and uncontested divorces. Emphasis on use of court forms, preparation of pleadings and settlement agreements and use of interviewing checklists. 3 Credits

**LAW OFFICE SYSTEMS . . . . . BPL 2175**

*Prerequisite: BPL 9739 or consent of coordinator of the Paralegal Program*— Study of the internal functions of the law office or legal department, including personnel matters, office systems such as docketing and time controls, law library maintenance, filing systems, financial and accounting management and office equipment. 3 Credits

**COMMERCIAL TRANSACTIONS . . . . . BPL 9918**

*Prerequisite: BPL 9739 or consent of coordinator of Paralegal Program*— Study of the basic principles of personal property and contracts with emphasis on those special forms related to the completion of sales and credit transactions. Includes preparation of various commercial instruments and the application of the provisions of the Uniform Commercial Code. 3 Credits

**SEMINAR: WORKMEN'S COMPENSATION**

**AND BANKRUPTCY . . . . . BPL 5413**

*Prerequisites: BPL 9739 and at least nine credit hours in other paralegal courses* — Work experience in an approved training situation under

instructional supervision. Designed to provide practical experience in the use of skills learned in prerequisite courses. Classroom emphasis on the use of forms and procedures in the areas of bankruptcy and workmen's compensation. 3 Credits

**SEMINAR: LEGAL INTERVIEWING AND INVESTIGATION . . . . . BPL 7980**

*Prerequisites: BPL 9739 and at least nine credit hours in other paralegal courses* — Work experience in an approved training situation under instructional supervision. Designed to provide practical experience in the use of the skills learned in prerequisite courses with classroom emphasis upon interviewing, investigation and preparation of legal checklists. 3 Credits

## PHOTOGRAPHY

**PHOTOGRAPHY I . . . . . HPH 5555**

Basic processes and principles. Theory and practice of photography as an essential tool of the visual communicator. Emphasis on development of competence in the use of photographic equipment and materials. Topics include: cameras, light meters, films, developing negatives, printing, filters, chemicals, and presentation. Students must provide their own camera with adjustable focus, shutter speeds, and aperture. Class meets for three hours of lecture/demonstration and three hours of lab each week. 3 Credits

**PHOTOGRAPHY II . . . . . HPH 6666**

*Prerequisite: HPH 5555.* Emphasis will be on the development of professional standards of photographic technique and image quality. Topics include: view camera, "zone system" of exposure and development control, natural light photography, architectural photography, advanced darkroom techniques, chemistry, and toning. Class meets for three hours of lecture/demonstration and three hours of lab each week. 3 Credits

**PHOTOGRAPHY III . . . . . HPH 3880**

*Prerequisite: HPH 5555.* Emphasis on commercial photography applications, including artificial light, theory and techniques of photoflood and flash equipment. In addition, course will deal with color temperatures, copy work, portraiture, product illustration, color slide and still life as well as view camera techniques in the studio. Class meets for three hours of lecture/demonstration and three hours of laboratory each week. 3 Credits

**COLOR TRANSPARENCIES . . . . . HPH 5481**

*Prerequisite: HPH 5555.* Theory and practice of the materials, camera techniques, processing and various applications of 35mm color slides. Emphasis on use of color slides in audio-visual presentations, documentation, commercial illustration, travel photography and other communication. Students must supply their own 35mm camera with adjustable shutter, aperture and focus, all film, slide mounts and carousel slide trays. Class meets for two hours lecture/demonstration and two hours of lab each week. 2 Credits.

## PHYSICAL DEVELOPMENT

**INTRODUCTION TO PHYSICAL EDUCATION . . . . . PD 6340**

Principles of health and physical education: history, philosophy, theory and practice. Class meets three hours per week. 3 Credits

**CONCEPTS IN PHYSICAL DEVELOPMENT . . . . . PD 4055**

A study and application of physical fitness principles. The student receives a personal analysis of physical condition and a program of physical exercise and sport to develop a personal fitness schedule. 3 Credits

**ELEMENTARY PHYSICAL EDUCATION . . . . . PD 1028**

Course is planned to give prospective teachers the theory and practice of organized playground activity. A study of the meaning of play to the child, values of supervised play, selection of games or play activity for different groups and conditions, and the opportunity for the teacher to develop the ideals of life during active play. Class meets three hours per week. 3 Credits

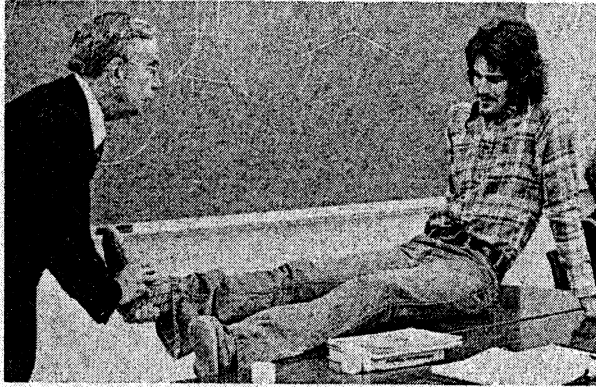
**INDIVIDUAL LIFETIME SPORTS . . . . . PD 2921**

Group instruction and practical experience in golf, badminton, racquetball and tennis. Emphasis on planning and organization of these lifetime sports in a recreation setting. Class meets three hours per week. 2 Credits.

**PERSONAL HEALTH AND COMMUNITY HYGIENE . . . . . PD 4368**

Problems of maintaining good health. Topics include exercise and fitness, drug abuse, emotional health, proper nutrition, alcohol, tobacco, chronic and communicable diseases, human sexuality, and consumer health. Special emphasis on the individual's relationship concerning community health. Class meets three hours per week. 3 Credits





**FIRST AID** ..... PD 2711  
 American Red Cross Certification in standard first aid and personal safety. Cause, prevention and first aid care of common emergencies. Red Cross Certification also given in Cardiopulmonary Resuscitation. Class meets three hours per week. 3 Credits

**ADAPTED PHYSICAL DEVELOPMENT FOR THE HANDICAPPED** ..... PD 3726  
 Individualized activities designed for the temporarily or permanently handicapped. Activities will be modified or adapted for individual needs. Class meets two hours per week. 1 Credit.

**PREVENTION OF SPORTS INJURY** ..... PD 5712  
 Fundamentals of athletic training techniques with emphasis on prevention of sports injuries, rehabilitation and taping techniques and proper nutrition. Information will be geared toward both the competitive and recreational athlete. Upon successful completion of the course the student will receive Cramer Certification as a student trainer. Class meets three hours per week. 3 Credits

**FUNDAMENTALS OF ATHLETICS** ..... PD 4146  
 Theory of coaching and a study of coaching methods. Emphasis on sports currently in season and popular within local high school and college athletic programs. Class meets three hours per week. 2 Credits

**FUNDAMENTALS OF BASKETBALL** ..... PD 1153  
 Fundamentals of offensive and defensive basketball, individual and team play, and strategy and rules. Class meets three hours per week. 2 Credits

**FUNDAMENTALS OF BASEBALL BEGINNING** ..... PD 1727  
 Introduction to the fundamental skills of baseball for the prospective player, coach or spectator. Class meets five hours per week. 3 Credits

**FUNDAMENTALS OF BASEBALL INTERMEDIATE** ..... PD 4735  
 Intermediate fundamental skills of baseball for the prospective player, coach or spectator. Class meets five hours per week in gymnasium or baseball field. 3 Credits

**FUNDAMENTALS OF POWER VOLLEYBALL BEGINNING** ..... PD 1723  
 Designed to teach fundamental skills and strategy of power volleyball. Emphasis will be placed on learning the basic skills of the forearm pass, overhead set, serve and spike. Elementary offense and defense will be taught. Class meets two hours per week. 1 Credit

**FUNDAMENTALS OF POWER VOLLEYBALL INTERMEDIATE** ..... PD 6736  
 Designed to teach intermediate and advanced skills and strategy of power volleyball. Emphasis will be placed on individual refinement of volleyball skills. Multiple offenses and advanced defenses will be taught. Class meets two hours per week. 1 Credit

**FALL SPORTS OFFICIATING** ..... PD 7168  
 Knowledge and interpretation of the rules governing football, volleyball, soccer and basketball. Knowledge and interpretive ability helpful to spectators as well as officials. Class meets three hours per week. 2 Credits

**SPRING SPORTS OFFICIATING** ..... PD 6061  
 Knowledge and interpretation of the rules governing basketball and baseball. Knowledge and interpretive ability helpful to spectators as well as officials. Class meets three hours per week. 2 Credits

**PHYSICAL DEVELOPMENT** ..... PD 1472  
 A brief review of fundamentals and rules with emphasis on playing. Activities consist of softball, tennis and racquetball, volleyball, and basketball. Class meets two hours per week. 1 Credit

**RUNNING AWARENESS AND EXERCISE** ..... PD 1829  
 Activity only, with emphasis on walking, running, jogging. An optional aerobic activity will be available after the walking, jogging and running programs have been completed. Class meets two hours per week. 1 Credit

**WEIGHT TRAINING AND PHYSICAL FITNESS—BEGINNING** ..... PD 1020  
 Involves development of the cardiovascular system as well as overall fitness. Includes identification and function of the muscles, as well as

how to plan an overall conditioning program suited for the individual. Class meets two hours per week. 1 Credit

**WEIGHT TRAINING AND PHYSICAL**

**FITNESS—INTERMEDIATE . . . . . PD 1025**  
Involves increased development of the cardiovascular system as well as overall fitness. Includes a plan for a continued overall conditioning program suited for the individual. Class meets two hours per week. 1 Credit

**PHYSICAL FITNESS THROUGH DANCE . . . . . PD 1058**

A planned, progressive fitness program designed to improve muscle tone, body contour and flexibility through the utilization of modern dance techniques. The student will learn qualities of movement and be responsible for a creative, interpretive dance. Class meets two hours per week. 1 Credit

**PHYSICAL FITNESS THROUGH DANCE**

**INTERMEDIATE . . . . . PD 4296**  
An intermediate modern dance course for the student who wants to continue learning from Beginning Physical Fitness Through Dance. Numerous and varied dances will be composed by the students throughout the semester. Class meets two hours per week. 1 Credit

**FOLK, SQUARE AND SOCIAL DANCING . . . . . PD 3469**

Introduces methods and materials of folk, square and social dancing. Attention is given to terminology, skills, selection and presentation of dances. Emphasis on knowledge and understanding rather than mastery of performance skill. Class meets three hours per week. 2 Credits

**KARATE—BEGINNING . . . . . PD 7279**

Introduction to the fundamentals of karate, including history, basic punches, blocks, kicks and self-defense techniques. Class meets two hours per week. 1 Credit

**KARATE—INTERMEDIATE . . . . . PD 2728**

After learning the formalities and basics in the beginner's class, the student takes the basic techniques and puts them into routines. This class also covers combination techniques and defense techniques. Class meets two hours per week. 1 Credit

**FENCING . . . . . PD 6499**

Individualized instruction of rules, fundamentals and history of the sport. Class meets two hours per week. 1 Credit

**RACQUETBALL—BEGINNING . . . . . PD 1010**

A brief history of rules and terminology of racquetball followed by instruction and practice in fundamentals. Class meets two hours per week. 1 Credit

**RACQUETBALL—INTERMEDIATE . . . . . PD 1016**

An introduction to more advanced skills and the strategy of the game of racquetball and various patterns of plays. Class meets two hours per week. 1 Credit

**GOLF . . . . . PD 3235**

Individualized instruction of rules, fundamentals and history of the sport. Includes proper use of clubs and courtesies of the game. Class meets two hours per week. 1 Credit

**BOWLING—BEGINNING . . . . . PD 1008**

Introduction and practice in fundamentals of bowling. Brief history of the sport plus selection, care and proper use of bowling equipment. Class meets two hours per week. 1 Credit

**BOWLING—INTERMEDIATE . . . . . PD 1009**

An introduction to the more advanced skills of league bowling as well as a review of the terminology, etiquette and scoring of bowling. Class meets two hours per week. 1 Credit

**ARCHERY . . . . . PD 7129**

Individualized instruction of rules, fundamentals and history of the sport. Includes survey of the origin of archery and how to select and take care of the equipment. Class meets two hours per week. 1 Credit

**HORSEMANSHIP . . . . . PD 7438**

General care of horse and equipment. Mounted session includes riding on the flat and over fences. Class meets two hours per week. 1 Credit

**GYMNASTICS . . . . . PD 4536**

Individualized instruction in tumbling, side horse, even and uneven parallel bars, balance beam and trampoline. For the inexperienced or less experienced student. Class meets two hours per week. 1 Credit

**WRESTLING . . . . . PD 4257**

Individualized instruction of rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

**SOCCER . . . . . PD 1012**

Introduction to the basics and some of the advanced skills of the game; general picture of patterns of

tactics commonly used. Class meets two hours per week. 1 Credit

**TENNIS—BEGINNING** ..... PD 1017  
Individualized instruction of rules, fundamentals and history of the sport. Class meets two hours per week. 1 Credit

**TENNIS—INTERMEDIATE** ..... PD 1018  
Designed to improve the fundamentals of tennis and introduce the student to various patterns of play. Class meets two hours per week. 1 Credit

**CHEERLEADING AND YELL LEADING  
BEGINNING** ..... PD 1026  
Basic instruction in the fundamentals of cheerleading and yell leading. Includes work with a partner. Cheerleaders and yell leaders represent the College in community activities. Class meets two hours per week from October to March. 1 Credit

**CHEERLEADING AND YELL LEADING  
INTERMEDIATE** ..... PD 1027  
For those students who have taken Cheerleading—Beginning. Additional responsibilities include making up original cheers and presenting them to the group. They will also work closely with the instructor in planning and coordinating activities. Class meets two hours per week from October to March. 1 Credit

## PHYSICAL SCIENCE

**PHYSICAL SCIENCE** ..... NPS 1031  
Fundamental concepts and principles of physics, chemistry and astronomy to meet laboratory science requirements for the nonscience major. Topics include the metric system, electricity and magnetism, modern physics and chemical bonding. Six hours of class and lab per week. 4 Credits

**ASTRONOMY** ..... NPS 6070  
Study of the universe, moon, planets, and stars as seen in the night sky to the most distant galaxies. Topics include quasars, black holes, origin of the universe, and life possibilities in other places. Class meets four hours per week plus five nighttime telescope viewing sessions scheduled during the semester as weather permits. 4 Credits

**GENERAL GEOLOGY** ..... NPS 4858  
A survey of the planet Earth with an emphasis on the processes that have shaped and are continuing to shape our world. The inter-relationships of man and the environment, the location and economics of

minerals, petroleum and other natural resources and the geology of the moon and Mars are included as topics in the course. The class meets seven hours per week. 5 Credits

**PRINCIPLES OF CHEMISTRY** ..... NPS 6634  
Introduction to the fundamental concepts of chemistry. Emphasis on general concepts of inorganic chemistry, with sufficient study of organic chemistry to introduce the student to biochemistry. Class meets six hours per week. 6 Credits

**GENERAL CHEMISTRY I** *4 hrs*  
**LECTURE** ..... NPS 4515  
*Prerequisites: MTH 6079 or equivalent and concurrent enrollment in General Chemistry I Laboratory (unless division director approves lecture only).* After completing General Chemistry I the student will be able to relate atomic structure to chemical systems, calculate the amount of material used in chemical reactions, use the periodic table as an aid to understanding chemical systems, interpret chemical reactions. In light of bonding concepts, these abilities will be demonstrated on tests.

**GENERAL CHEMISTRY I** *1 hr*  
**LABORATORY** ..... NPS 4516  
*Prerequisites: MTH 6079 or equivalent and concurrent enrollment in General Chemistry I Lecture (unless division director approves laboratory only).* In light of bonding concepts the abilities listed below will be demonstrated in the laboratory: understanding of bonding, solutions, gas laws, with emphasis on stoichiometric calculations.

**GENERAL CHEMISTRY II** *4 hrs*  
**LECTURE** ..... NPS 4455  
*Prerequisite: NPS 4515-General Chemistry I.* Presentation of oxidation-reduction, basic organic, chemical thermodynamics and electrochemistry, with particular emphasis upon equilibrium.

**GENERAL CHEMISTRY II** *1 hr*  
**LABORATORY** ..... NPS 4456  
*Prerequisite: Satisfactory completion of or concurrent enrollment in NPS 4455-General Chemistry II Lecture (unless division director approves laboratory only).* The laboratory consists of experiments supportive to General Chemistry II Lecture with emphasis on quantitative techniques.

**ORGANIC CHEMISTRY I** ..... NPS 2637  
*Prerequisite: NPS 3278* — The nomenclature, principles and theories of organic chemistry with emphasis on electronic theories and reaction mechanisms. Laboratory is supportive in nature



with emphasis on developing laboratory techniques and preparation of representative compounds. Class meets nine hours per week. Fall 5 Credits

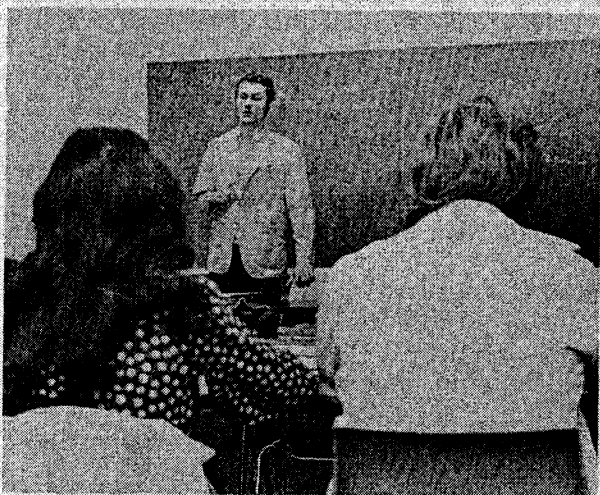
**ORGANIC CHEMISTRY II** ..... **NPS 3657**

*Prerequisite:* NPS 2637 — Continuation of Organic Chemistry I. Includes an introduction to organic qualitative analysis. Class meets nine hours per week. Spring 5 Credits

**PRINCIPLES OF**

**ORGANIC CHEMISTRY** ..... **NPS 2650**

*Prerequisite:* one semester college level chemistry — Introduction to aliphatic and aromatic compounds with emphasis on application to biochemistry and related fields. Nomenclature, principles and basic theories of organic chemistry. Class meets seven hours per week. 5 Credits



**GENERAL PHYSICS I** ..... **NPS 3308**

*Prerequisites:* MTH 6079 or equivalent — Introductory survey of selected topics in physics including motion, energy, matter, heat and electricity and magnetism. Class meets six hours per week. Fall 4 Credits

**GENERAL PHYSICS II** ..... **NPS 4356**

*Prerequisites:* NPS 3308 — Continuation of General Physics I. Subjects include wave motion and light relativity, quantum physics and fundamental particles of nature. Class meets six hours per week. Spring 4 Credits

**ENGINEERING PHYSICS I** ..... **NPS 5212**

*Prerequisite:* MTH 4313 — Introduction to physics for science and engineering students. Emphasis is placed on mathematical approaches to the study of mechanics, wave motion and thermodynamics. Class meets seven hours per week. Fall 5 Credits

**ENGINEERING PHYSICS II** ..... **NPS 5238**

*Prerequisite:* NPS 5212 — Continuation of Engineering Physics I (NPS 5212), with emphasis on electricity and magnetism, light and topics in modern physics. Class meets seven hours per week. Spring 5 Credits

**INTRODUCTION TO**

**QUANTITATIVE ANALYSIS** ..... **NPS 5337**

*Prerequisite:* NPS 3278 — An introduction to concepts of acid-base, chromatography, coulometry, equilibrium, oxidation-reduction, and spectrophotometry as they apply to quantitative chemical analysis. Laboratory consists of supportive experiments designed to introduce the student to modern quantitative experimental techniques. Class meets nine hours per week. 5 Credits

## PHYSICAL THERAPY

**INTRODUCTION TO**

**PHYSICAL THERAPY** ..... **NPT 9770**

*Prerequisite:* Pre-enrollment interview with Program Coordinator. — The student will be introduced to sociological principles, practices, and concepts with emphasis on groups, culture, personality, society, communication, cities, social institutions, family, religion, government, social change, social control, and social progress. It will include field trips to various local physical therapy departments for a practical observation of the specific health field. Two hours lecture, 2 Credits

**FUNDAMENTALS OF**

**PHYSICAL THERAPY** ..... **NPT 9771**

*Prerequisite:* NPT 9770. — The student will understand basic medical terminology, description of modalities and therapeutic measures used in the physical treatment of various injuries and diseases with emphasis on departmental organization and orientation to position duties and job opportunities. By field trips, the student will be exposed to actual hospital and clinical facilities. Clinical lab will allow the student to be introduced to the practical application of all modalities used in the Physical Therapy clinic. Four hours—lecture two hours; lab two hours. 3 Credits

**REHABILITATION** ..... **NPT 9774**

*Prerequisite:* NPT 9771 — The student will be introduced to the philosophy underlying rehabilitation, theory and principles involved in normal and abnormal ambulation and mobility. Emphasis will be placed on external supports used in teaching activities of daily living with attention to descrip-



tion, demonstration and practice with various appliances and devices necessary to assist the disabled. Six hours—two hours lecture, four hours laboratory. 4 Credits

**KINESIOLOGY** ..... NPT 9772

*Prerequisite:* NLS 6540 — The student will analyze muscles and their function, biomechanics of human motion and activities of joints, and functions of the musculoskeletal system. Four hours lecture. 4 Credits



**THERAPEUTIC EXERCISE** ..... NPT 9775

*Prerequisite:* Concurrent enrollment in NPT 9776, 9777, 9778. — The student will be introduced to the theory and principles underlying the use of mechanical appliances and equipment, shoulder wheels, pulleys, traction and exercise devices applicable to various disabilities. Emphasis will be placed on techniques of muscle re-education and sensory stimulation, safety precautions, indications and contraindications for exercise as a treatment technique. Seven hours—three hours lecture, four hours laboratory. 5 Credits

**CLINICAL PATHOLOGY** ..... NPT 9776

*Prerequisite:* Concurrent enrollment in NPT 9774, 9775, 9777, 9778 The student will understand general pathology with detailed emphasis on the study of diseases and disease processes. Three hours lecture. 3 Credits

**THERAPEUTIC MODALITIES** ..... NPT 9773

*Prerequisite:* NPT 9771 The student will be introduced to the theory and practical application of: electrotherapy, hydrotherapy and therapeutic massage with emphasis on technique of application and indications and contra indications for use. The student will be assigned to various local hospital physical therapy departments to observe the practical application of therapeutic modalities. The student will actively participate in the application of specific therapeutic modalities. Nine hours—lecture three hours; laboratory six hours. 5 Credits

**CLINICAL EXPERIENCE I** ..... NPT 9777

*Prerequisites:* NPT 9773 and concurrent enrollment in NPT 9775, 9776 — The student will receive supervised clinical experience in the observation and practical application of the techniques and procedures covered in all previous courses with emphasis on assisting physical therapist in the treatment procedures in a variety of clinical settings. Nine hours clinic arranged. 3 Credits

**CLINICAL SEMINAR I** ..... NPT 9778

*Prerequisite:* Concurrent enrollment in NPT 9775, 9776 — The student will participate in discussions conducted by the program coordinator to evaluate the experience and progress of the participants in Clinical Experience I NPT 9777. One hour lecture. 1 Credit

**CLINICAL EXPERIENCE II** ..... NPT 9779

*Prerequisite:* Completion of NPT 9774, 9775, 9777, 9778 — The student will review practical application of principles learned in the prior didactic semesters. The student will also experience rotating internships in selected hospitals throughout the greater Kansas City area under the guidance of a Registered Physical Therapist. Three hours clinic arranged. 11 Credits

**CLINICAL SEMINAR II** ..... NPT 9780

*Prerequisite:* Concurrent enrollment in NPT 9779 — The student will participate in formal discussions related to the experience and progress of the participants in the total clinical area with emphasis on review of techniques, procedures and modalities. Two hours lecture. 2 Credits

## RADIOLOGY

### MEDICAL AND RADIOLOGY

**TERMS** ..... NRD 9801

*Prerequisite:* Admission to the program. The student will study medical terminology with emphasis on the practical application of terms relating to radiology procedures. Specific technical terminology will also be emphasized. Class meets three hours per week. 3 Credits

**RADIOLOGIC TECHNOLOGY I** ..... NRD 9802

*Prerequisite:* Admission to the program. The student will study radiation biology, radiation protection and monitoring, professional attitudes and applied medical ethics. Major emphasis will be placed on nursing procedures related to patient care in the Radiology Department. Class meets three hours per week. 3 Credits



**RADIOGRAPHIC EXPOSURES I . . . . . NRD 9803**

*Prerequisite: Admission to the program.* The student will study the principles of radiographic image formation and the factors that affect or control image formation. The student will conduct experiments for reinforcement of the principles covered in this course of study. Class meets four hours per week. 3 Credits

**RADIOGRAPHIC POSITIONING I . . . . . NRD 9804**

*Prerequisite: Admission to the program.* The student will study anatomy and positioning for the abdomen, chest, upper and lower extremities. Class meets four hours per week. 3 Credits

**CLINICAL TRAINING I . . . . . NRD 9805**

*Prerequisite: Admission to the program.* The student will receive training in performing radiographic examinations. Class meets 26 hours per week. 2 Credits

**RADIOGRAPHIC EXPOSURES II . . . . . NRD 9806**

*Prerequisite: NRD 9803.* The student will study quality control of radiographic images. Technician charts, calibration of equipment, standard exposure systems and factors used for conversion of technicians for variables in the exposure systems will be covered in detail. Special techniques used in producing radiographic images will be covered. Class meets four hours per week. 3 Credits

**CLINICAL TRAINING II . . . . . NRD 9807**

*Prerequisites: NRD 9801, NRD 9802, NRD 9803, NRD 9804 and NRD 9805.* The student will receive training in performing examinations of various parts of the body. Class meets 26 hours per week. 2 Credits

**RADIOGRAPHIC POSITIONING II . . . . . NRD 9808**

*Prerequisite: NRD 9804.* The student will study anatomy and positioning related to the upper and lower GI tracts, genitourinary and biliary systems and the spine and the skull. Class meets four hours per week. 3 Credits

**RADIOGRAPHIC POSITIONING III . . . . . NRD 9809**

*Prerequisite: NRD 9808.* The student will study anatomy and positioning for the skull, sinuses, facial bones and teeth. Class meets four hours per week. 3 Credits

**RADIOLOGIC TECHNOLOGY II . . . . . NRD 9810**

*Prerequisite: NLS 6186, NRD 9801.* The student will study the disease processes of the body and relate these processes to examination of the patient in the Radiology Department. Class meets three hours per week. 3 Credits

**PHYSICS OF X-RAY EQUIPMENT . . . . . NRD 9811**

*Prerequisites: NPS 3308, NRD 9803 and NRD 9806.*—The student will apply principles of physics to the study of x-ray equipment and other diagnostic imaging devices used in the modern x-ray department. Class meets five hours per week. 4 Credits

**RADIOGRAPHIC ANATOMY . . . . . NRD 9812**

*Prerequisites: NLS 6186, NRD 9804, NRD 9808 and NRD 9809.*—The student will apply skills in anatomy and positioning to the study of radiographic anatomy. Class meets five hours per week. 3 Credits

**DEPARTMENT SEMINAR . . . . . NRD 9813**

*Prerequisites: NRD 9810, NRD 9811, NRD 9817 and NRD 9812.*—The student will prepare for the National Registry examination by taking tests and reviewing materials designed to simulate the A.R.R.T. examination. Class meets three hours per week. 3 Credits

**SPECIAL PROCEDURES . . . . . NRD 9814**

*Prerequisites: NLS 6186, NRD 9804, NRD 9808, NRD 9809 and NRD 9812.*—The student will study the anatomy, positioning, equipment and special tasks related to performance of studies of the circulatory system, nervous system and the lymphatic system. The role of the technologist will be stressed. Class meets three hours per week. 2 Credits

**CLINICAL TRAINING III . . . . . NRD 9815**

*Prerequisite: NRD 9806, NRD 9807, NRD 9808*—The student will receive training in performing examinations of the ribs, cervical, thoracic and lumbar spine, gall bladder, biliary system and retrograde pyelograms and infusion pyelograms using tomography. Class meets 13 hours per week. 1 Credit

**CLINICAL TRAINING IV . . . . . NRD 9816**

*Prerequisite: NRD 9815.*—The student will perform examinations of the skeletal system. Training opportunities in portable radiography, emergency room techniques and supervised fluoroscopy will be provided. Class meets 26 hours per week. 2 Credits

**CLINICAL TRAINING V . . . . . NRD 9817**

*Prerequisites: NRD 9809 and NRD 9816.*—The student will perform examination of the bones of the cranium. The student will be assigned to review sessions in areas of study where further skills are required. Class meets 26 hours per week. 2 Credits



**CLINICAL TRAINING VI** ..... **NRD 9818**  
*Prerequisites: NRD 9810, NRD 9811, NRD 9817 and NRD 9812.* —The student will be assigned extra training in areas of need. Students will be evaluated on their expertise in special procedures. Class meets 13 hours per week. 1 Credit

**CLINICAL TRAINING VII** ..... **NRD 9819**  
*Prerequisites: NRD 9813, NRD 9818 and NRD 9814.* —The student will receive clinical training in the fields of nuclear medicine, radiation therapy and ultrasound. Class meets 39 hours per week. 3 Credits

**SPECIALTY TRAINING (ELECTIVE)** ..... **NRD 9820**  
*Prerequisite: Consent of the instructor.* The student will receive specialized training in one of the following fields: nuclear medicine, ultrasound, radiation therapy, thermography or computer-assisted tomography. Class meets 19 hours per week. 9 Credits

## RECREATIONAL LEADERSHIP

**INTRODUCTION TO RECREATIONAL SERVICES** ..... **PRL 5298**  
 Historical and philosophical foundations of leisure and recreational activities. Emphasis on socioeconomic movements, economic importance of recreation and social institutions which provide recreational services. Class meets three hours per week. 3 Credits

**SOCIAL RECREATION** ..... **PRL 2459**  
 Planning, programming and conducting social recreation activities for clubs, churches, schools, playgrounds and recreation centers. Ample opportunity for developing individual strengths and understanding. Class meets three hours per week. 2 Credits

**OUTDOOR RECREATION** ..... **PRL 7164**  
 History, development and trends of outdoor recreation, development and trends of outdoor recreation, conservation and organized camping. Laboratory work, field trips and development of outdoor skills. Class meets three hours per week. 3 Credits

**RECREATIONAL FIELD STUDY** ..... **PRL 1379**  
 Application and study of the basic skills needed as a recreation leader including observation and actual experience. Emphasis on coordinating classroom knowledge with recreation and therapeutic situations in the community. Class meets for a one-hour weekly seminar. A minimum

of 15 hours supervised laboratory experience by arrangement in an area agency, hospital or institution. 3 Credits

**INTRODUCTION TO THERAPEUTIC RECREATION** ..... **PRL 2571**  
 A basic course in recreation for the ill and handicapped to acquaint the student with the recreational needs of special population groups. Emphasis will be placed on various types of settings in which therapeutic recreation is available; appropriate types of activities will be given for different disabilities with both instructor demonstration and class participation. Class meets three hours per week. 3 Credits

## RESPIRATORY THERAPY

**INTRODUCTION TO RESPIRATORY THERAPY PROCEDURES** ..... **NRT 4821**  
*Prerequisite: Acceptance into the Baptist Memorial Hospital Respiratory Therapy Program.* —Orientation to the field of respiratory therapy through programmed learning, hospital tours, and observation rounds with therapists. Class meets 11 hours per week. Summer 3 Credits

**RESPIRATORY MEDICINE I** ..... **NRT 1844**  
 Introduction to diagnostic techniques and medical considerations of disease states encountered by respiratory therapists in a lecture series given by the medical director of the program. Class meets two hours per week. Fall 2 Credits



**RESPIRATORY MEDICINE II** ..... **NRT 6822**  
 A continuation of the lecture series by the medical director, with emphasis on pulmonary and cardiac disease states, their pathophysiology and various modes of treatment. Class meets two hours per week. Spring Credits

**RESPIRATORY MEDICINE III** ..... **NRT 1823**

Continuation of discussions of various disease states related to pulmonary medicine by the medical director. Class meets two hours per week. Summer 1 Credit.

**CLINICAL CARE TECHNIQUES I** ..... **NRT 5319**

Clinic application will be supplemented with lecture material on CPR, oxygen therapy, IPPB, ventilator therapy and other aspects of the clinic role of a respiratory therapist. Case studies will be an integral part of this course. Class meet 26 hours per week. Fall 5 Credits.

**CLINICAL CARE TECHNIQUES II** ..... **NRT 7840**

Practical experience in clinical specialty areas. Class meets 26 hours per week. Spring 5 Credits

**MEDICAL ETHICS FOR**

**RESPIRATORY THERAPY** ..... **NRT 1023**

General ethical principles and their relationship to individual and social rights and obligations. Class meets three hours per week. Spring 3 Credits.

**DEPARTMENT MANAGEMENT** ..... **NRT 5275**

Introduction to the functional aspects of managing a department and to the organizational structure of hospitals. Class meets two hours per week. Summer 1 Credit

**CARDIOPULMONARY PHARMACOLOGY** ... **NRT 1820**

Principles, terminology and metrology pertinent to general pharmacology. Discussed in detail: bronchodilators, drugs delivered by inhalation, emergency and cardiac drugs, anesthetics, and anti-infective drugs. Class meets two hours per week. Spring 2 Credits.

**TECHNICAL RESPIRATORY THERAPY** ..... **NRT 5842**

*Prerequisite: Acceptance into the Baptist Memorial Hospital Respiratory Therapy Program* — Eight unit course providing a comprehensive study of the equipment utilized in this speciality. Meets 27 hours per week. Summer 3 Credits

**ADVANCED PROCEDURES**

**AND TECHNIQUES** ..... **NRT 7358**

Supervised work experience in clinical situations for refinement of patient care techniques. Class meets 32 hours per week. Summer 2 Credits

**TOPICS IN CARDIOPULMONARY**

**PHYSIOLOGY** ..... **NRT 3843**

Normal functioning of the cardiac and pulmonary systems, including discussions of alveolar ventilation, mechanics of breathing, control of breathing,

blood gas transport, pediatric physiology and other topics. Class meets seven hours per week. Fall 5 Credits

**SEMINAR** ..... **NRT 6318**

Independent work by the student centered around case studies, special projects and reports, and journal reviews. Group discussion will be employed to share topics with fellow students. Class meets eight hours per week. Summer 2 Credits

## SECRETARIAL CAREERS

**BEGINNING TYPING** ..... **BSC 1263**

Mastery of the keyboard and machine techniques. Instruction in personal and business letters, outlines, manuscripts, tabulation and centering. Individualized instruction and scheduled use of secretarial laboratory. Class meets three hours per week. Students should schedule two hours lab time per week. 3 Credits

**INTERMEDIATE TYPING** ..... **BSC 2376**

*Prerequisite: BSC 1263 or by permission*—Emphasis on speed and accuracy in typing business letters, memoranda, tabulated reports and financial reports. Periodic production and performance tests. Individualized instruction and scheduled use of secretarial laboratory. Class meets three hours per week. Students should schedule two hours lab time per week. 3 Credits

**PRODUCTION TYPING** ..... **BSC 7633**

*Prerequisite: BSC 2376 or by permission*—Development of high degree of proficiency in production typing. Emphasis on typing in specialized offices such as medical, legal, governmental, etc. Individualized instruction and scheduled use of secretarial laboratory. Class meets three hours per week. Scheduled lab two hours per week. 3 Credits

**WORD PROCESSING** ..... **BSC 1006**

*Prerequisite: Intermediate Typing*. Word Processing is a course that encompasses two different sections of office skills as follows: (1) Extensive use of dictation equipment, learning transcription skills of all business letters, memos, and technical reports; building language skills through correct word division, punctuation, number transcription; and special topics such as news releases, agenda and minutes, and medical and legal terminology. (2) Development of a high degree of proficiency on the IBM Mag Card II automatic typewriter using magnetic cards and on IBM Memory typewriter containing a memory bank. Class meets three



hours per week. Students will schedule two hours per week lab time. 3 Credits

**SHORTHAND I . . . . . BSC 1519**

*Prerequisite: BSC 1263 or concurrently* Beginning course designed to give the student intensive study of shorthand theory and the ability to write simple unpreviewed material in shorthand at a speed of 50 to 60 words a minute. Individual progress method allows student to advance at own rate through use of tapes and programmed materials. Class meets three hours per week with a required lab two hours per week. 3 Credits

**SHORTHAND II . . . . . BSC 4590**

*Prerequisites: BSC 1263 and BSC 1519 or by permission* — Designed for students with prior limited experience with shorthand. Review of shorthand theory, transcription techniques, spelling, punctuation and grammar through use of tapes and programmed materials. Class meets three hours per week with a required lab two hours per week. 3 Credits



**DICTIONATION AND TRANSCRIPTION . . . . . BSC 3630**

*Prerequisites: BSC 3630 Prerequisites: BSC 4590 and BSC 2376 or by permission.* Emphasis on increased speed and accuracy in writing shorthand from dictated material and transcribing notes. Class is instructor directed but includes individualized programmed materials. Student works at own ability level. Class meets three hours per week with a required lab two hours per week. 3 Credits

**RECORDS MANAGEMENT . . . . . BSC 1342**

Alphabetic, numeric, subject and geographic filing systems. Provides a foundation of general office routines and efficient methods and systems of storing and retrieving information. Includes survey of various types of office filing equipment. Class meets three hours per week. 3 Credits

**MEDICAL TRANSCRIPTION . . . . . BSC 4715**

*Prerequisite: BSC 2376*—A course designed to develop transcription techniques to create accurate medical records. This course contains six study units, individualized instruction with periodic exams and transcription tests. Class meets three hours per week with a required lab two hours per week. 3 Credits

**LEGAL DICTATION**

**AND TRANSCRIPTION . . . . . BSC 1334**

*Prerequisites: BSC 3630 and BSC 7633* — Legal terminology and forms including dictation practice at speeds up to 140 words/minute. Shortcut outlines, spelling, meaning, and accurate transcription of legal terms stressed. Some legal projects on the automatic typewriter. Class meets three hours per week with a required lab two hours per week. 3 Credits

**LEGAL SECRETARY . . . . . BSC 2267**

Topics recommended by the National Association of Legal Secretaries. General overview of the field of law as it applies to a legal secretary. Students wishing to prepare for the PSL examination should consult with the instructor prior to enrollment. Class meets two hours per week. 2 Credits

**SECRETARIAL PROCEDURES I . . . . . BSC 1272**

*Prerequisites: BSC 2376 and BSC 1519* — Designed to introduce all phases of an office situation to the student. Topics covered will include word processing; responsibilities for written communications; transmittal services; records management; travel and conferences; collecting, processing and presenting business data; financial and legal work; and the professional future. Class meets three hours per week. 3 Credits

**SECRETARIAL PROCEDURES II . . . . . BSC 2317**

*Prerequisite: BSC 1272* —A continuation of Secretarial Procedures I with the emphasis on the various professions. The student may choose to follow a medical, legal or general presentation of secretarial procedures. Course includes scheduled use of secretarial laboratory. Class meets three hours per week. 3 Credits



**SECRETARIAL FIELD STUDY I . . . . . BSC 4492**

Supervised student work experience in an approved office situation. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

**SECRETARIAL FIELD STUDY II . . . . . BSC 3214**

Supervised work experience in an approved office situation. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

**SECRETARIAL FIELD STUDY III . . . . . BSC 5538**

Supervised work experience in an approved office situation. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

**SECRETARIAL FIELD STUDY IV . . . . . BSC 2190**

Supervised work experience in an approved office situation. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

**SECRETARIAL FIELD STUDY V . . . . . BSC 1075**

Supervised work experience in an approved office situation. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

## SMALL ANIMAL HEALTH

### INTRODUCTION TO

**ANIMAL TECHNOLOGY . . . . . NAT 4894**

Orientation to career opportunities available in animal health technology. Professional ethics, public relations, psychological adjustment of the student to physical treatment and emotional involvement in the treatment and care of animals. Emphasis on understanding the justifications and purposes for euthanasia, venapuncture, injections, animal sterilization, and the development of appropriate attitudes toward research animals. Class meets two hours per week. 2 Credits

### PRINCIPLES OF

**ANIMAL SCIENCE I . . . . . NAT 6097**

Principles of handling and management of animals; basic dietary needs; exercise, housing, and sanitation requirements; house training and elementary obedience training of pets; first aid treatment, with special emphasis on hemorrhage and fractures; recognition of the clinical science of treating poor health and disease; restraint and handling of animals; determination of body

temperature, pulse, and respiratory rates. Class meets four hours per week. 3 Credits

### PRINCIPLES OF

**ANIMAL SCIENCE II . . . . . NAT 3899**

Techniques of obtaining body excretions and secretions for laboratory analysis. Preservation of specimens obtained from animals for laboratory analysis. Catheterization of animals, preparation for surgery, preparation of equipment and medicines used in surgery, bathing and grooming of animals, and preparation of medicines for dispensing on prescription. Class meets four hours per week. 3 Credits

**ANIMAL TECHNOLOGY ANATOMY . . . . . NAT 4904**

Basic principles of systemic anatomy with integration of physiology, pharmacology, pathology, and parasitology within the framework of animal body systems. Class meets seven hours per week. 5 Credits

### SANITATION AND

**ANIMAL CARE . . . . . NAT 1895**

Cleaning and sanitation, personal hygiene, vermin recognition, control and cleaning of cages and equipment, general care and supervision of hospital patients or colonies, preparation of diet, proper feeding of animals, preparation of work routines and standard daily operating procedures. Class meets three hours per week. 2 Credits

### ANIMAL HOSPITAL

**TECHNOLOGY I . . . . . NAT 5903**

Preparation and administration of hypodermic injections, administration of vaccines, colonic irrigations, application and changing of wound dressings, preparation and administration of parental fluids, substances by the oral route, intrauterine infusions, intramammary gland infusions, and other mastitis therapy. Administration of anesthetics and assisting surgeon during operations. Techniques of radiographic film processes utilizing mockups and training aids. Sterilization of food, animals, artificial insemination of animals, dehorning procedures, and recommended immunization procedures and costs. Class meets four hours per week. 3 Credits

**LABORATORY ANIMAL TECHNOLOGY . . . . . NAT 3905**

*Prerequisites: NAT 6897, NAT 3899, and NAT 2901*  
— To equip the student with the capabilities of handling a supervisory position in a laboratory animal colony. Class meets three hours per week. 2 Credits

**ANIMAL HOSPITAL TECHNOLOGY II** . . . . . **NAT 6906**  
Emphasis on surgery techniques. Cooperative hospital experience. Class meets six hours per week. 3 Credits

**CLINICAL PATHOLOGICAL TECHNIQUES I** . . . . . **NAT 2901**  
Hematology and procedures involved with performing blood analysis. Class meets seven hours per week. 4 Credits

**CLINICAL PATHOLOGICAL TECHNIQUES II** . . . . . **NAT 7907**  
Emphasis on urinalysis, blood analysis, simple immunological tests, fecal analysis, and the preparation of smears and simple staining techniques on microbiological specimens and tissue impressions. Class meets seven hours per week. 4 Credits

**LARGE ANIMAL TECHNOLOGY** . . . . . **NAT 9908**  
*Prerequisites: NAT 6897 and NAT 3899* — To familiarize students with their functions in a large animal or mixed-type practice. It will also broaden their capacities by enabling them to work in a research facility that uses large animals for experimentation. Class meets two hours per week. 2 Credits

**RADIOLOGY AND ELECTRONIC PROCEDURES** . . . . . **NAT 8909**  
Intensive study and practice in radiological techniques and study of cardiology and ultrasonic sound procedures. Class meets three hours per week. 2 Credits

**ANIMAL HEALTH INTERNSHIP** . . . . . **NAT 1902**  
*Prerequisite: two semesters of first-year animal health courses* — Supervised intensive clinical study under the direction of a cooperating veterinarian to provide actual work experience. Class meets 30 hours per week. 6 Credits

**CLINICAL MATH** . . . . . **NAT 7896**  
Metric systems and conversion units. Apothecaries, equivalents and vocabulary. Preparation of solutions, vocabulary, strengths, procedures, and computations. Drug administering, calculating and measuring dosages. 1 Credit

## **SOCIAL SCIENCES**

**INTRODUCTION TO PSYCHOLOGY** . . . . . **SS 1068**  
Introduces the student to the basic concepts and methods of general psychology. Covers the brain

and consciousness, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology. This course is a prerequisite for all other courses in psychology. Class meets three hours per week. 3 Credits

**CHILD DEVELOPMENT** . . . . . **SS 3546**  
*Prerequisite: SS 1068* — Provides a comprehensive chronological account of human mental and physical development from the prenatal period through adolescence. The course integrates genetic, physical, sociological and anthropological influences with the psychological, and presents a rationale of development using theories from learning, cognition and personality development. Twenty hours practicum in an educational or other structured setting is required. Class meets three hours per week. 3 Credits



**EDUCATIONAL PSYCHOLOGY** . . . . . **SS 3148**  
*Prerequisite: SS 1068* — Application of principles of psychology to problems in learning-teaching situations. Study of behavior, attitudes, skills, retention and transfer. Ability and achievement measurement techniques. Practicum in an educational or other structured setting is required. Class meets three hours per week. 3 Credits

**TRANSPERSONAL PSYCHOLOGY** . . . . . **SS 9022**  
*Prerequisite: SS 1068* — An introduction to an emerging force in psychology that deals with ultimate human potentialities and capacities that are beyond our usual state of consciousness. These experiences are not adequately considered in psychoanalytic, behavioristic or humanistic psychology. Attention will be given to such concepts as: assumptions, consciousness, mystical experiences, spirit, maximum interpersonal encounter, ultimate values, ultimate meanings, the sacralization of everyday life. Class meets three hours per week. 3 Credits

**SOCIAL PSYCHOLOGY** . . . . . SS 1662

*Prerequisite: SS 1068* — An introduction to the psychology of social behavior. A systematic attempt to understand how the "thoughts, feelings, and behavior of individuals are influenced by the actual, imagined, or implied presence of others." Consideration will be given to such concepts as methodology, attitude and attitude change, aggression, leadership, affiliation, obedience, and conformity. Class meets three hours per week. 3 Credits

**PERSONALITY AND ADJUSTMENT** . . . . . SS 4609

*Prerequisite: SS 1068* — A study of three theoretical systems in psychology: Freudian, behavioral and humanistic. Emphasis is placed on the material each system offers for adjustment to everyday problems. Topics include: basic human nature, personality development, assertiveness, aggression, stress reduction, relaxation, anxiety, racism, and career development. Class meets three hours per week. 3 Credits

**GROUP PROCESSES** . . . . . SS 2035

*Prerequisite: SS 1068* — A psychology course that focuses on group interaction. Includes the study of theoretical approaches to group interaction with students active in the process of group communication. Explores productive and non-productive communication in verbal and nonverbal form. 3 Credits

**SOCIOLOGY** . . . . . SS 3404

An overview of social life in America and the global community today; group structure and processes, social interaction, and an examination of major institutions. Theories and methods of study are introduced, as well as the uses of social research. Class meets three hours per week. 3 Credits

**SOCIAL PROBLEMS** . . . . . SS 3428

Current U.S. social problems are analyzed from a variety of sociological perspectives. The history and development of the problems are emphasized and solutions to the problems are considered. Class meets three hours per week. 3 Credits

**MARRIAGE AND THE FAMILY** . . . . . SS 5716

An examination of the institutions of marriage and family in the U.S. Emphasis will be placed on human sexuality, changing roles, family formation, socialization, domestic conflict, interaction among family members and marriage partners and the relationships between these institutions and society. Class meets three hours per week. 3 Credits

**PHYSICAL ANTHROPOLOGY** . . . . . SS 3721

Study of basic concepts and research areas in physical anthropology. Archeology, human variation, physical evolution, primate societies, and the emergence of human society will be examined. Application to cross-disciplinary topics of general and career interest. Class meets three hours per week. 3 Credits

**CULTURAL ANTHROPOLOGY** . . . . . SS 1029

Peoples and cultures around the world will be studied. The political, economic, religious, family, and social arrangements of major geographic regions will be surveyed. Hunters, tribesmen, peasants, and industrial populations will be examined both in historical context and in their contemporary settings. Class meets three hours per week. 3 Credits



**POLITICAL SCIENCE** . . . . . SS 1456

An introduction to the concepts, ideologies, political processes and organizational structures fundamental to the study of government. Class meets three hours per week. 3 Credits

**U.S. HISTORY TO 1877** . . . . . SS 1055

A survey course in American history that investigates American society from the early colonial era to the period of the Civil War including such topics as the Puritans, the American Revolution, the Federalists, the Jacksonians and sectional conflicts. Emphasis on analysis and discussion of the different interpretations of issues in American history. Class meets three hours per week. 3 Credits

**U.S. HISTORY SINCE 1877** . . . . . SS 2000

A survey course in American history that investigates American society from the Reconstruction period to the present, including such topics as industrialization, immigration, reform movements and the two World Wars. Emphasis on analysis and



discussion of the different interpretations of issues in American history. Class meets three hours per week. 3 Credits

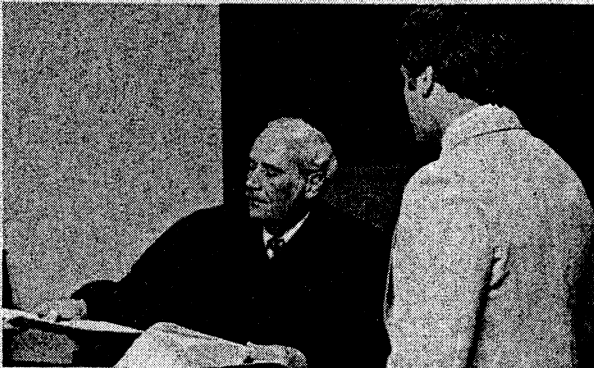
**INTRODUCTION TO**

**COMPARATIVE GOVERNMENT . . . . . SS 5852**

*Prerequisite: SS 1456 or permission.* An introduction to the comparative study of government. Ideology, socio-economic characteristics, patterns of governmental organization and administration, party structure, and electoral mechanisms will be examined in competitive and non-competitive political systems, industrially developed and industrializing nations and Western and non-Western nations. Class meets three hours per week. 3 Credits

**STATE AND LOCAL GOVERNMENT . . . . . SS 2678**

Survey of organization, practice and theory of state and local governments through examination of executive, legislative, judicial and service functions of state and local governments in the United States generally and Kansas in particular. The federal theory and pluralist and elite-theorist arguments will also be analyzed. Class meets 3 hours per week. 3 Credits



**AMERICAN NATIONAL GOVERNMENT . . . . . SS 3138**

Examination of the theoretical, political and administrative aspects of American government. Topics of study are American political theory, political parties, decision making, the Presidency, the Congress, the courts and the nature of contemporary national government. Class meets three hours per week. 3 Credits

**INTERNATIONAL RELATIONS . . . . . SS 2808**

The study of the interactions of nation-states and factors which affect international relationships. The role of power, law and ideology are examined as well as the effectiveness of international organizations, private diplomacy, collective security and war. Current topics in international

politics are used as case studies. Class meets 3 hours per week. 3 Credits

**AMERICAN FAMILY HISTORY . . . . . SS 8975**

This course examines American family patterns in three historical periods by exploring changing family structures, families and the sense of community, racial, ethnic and socio-economic influences on families, sexual identities and family roles, and specific familial relationships. Students will be involved in the preparation of a personal family history. Class meets three hours per week. 3 Credits

**EUROPEAN HISTORY**

**FROM 1750 . . . . . SS 9922**

A survey of the major social, economic and political events in Europe from the Industrial Revolution, including such topics as pre-industrial versus industrial values, urbanization, industrialization, political revolutions and the two World Wars. The course emphasizes how the structure of society, the nature of politics and intellectual life have changed during the past 200 years. Class meets three hours per week. 3 Credits

**ASIA: HALF THE HUMAN RACE . . . . . SS 5011**

An introductory survey of modern China, Japan and India. Emphasis on those elements of traditional society and culture which remain influential in contemporary Asia. Class meets three hours per week. 2 Credits

**SPEECH & DEBATE**

**INTERPERSONAL COMMUNICATION . . . . . CSP 4950**

Basic speech course dealing with the oral communication process through the study of interpersonal relationships. Practical principles of effective speech-communication in one-to-one and small-group relationships are studied and applied in a variety of learning games and situations. Individualized talks are given but everyday communication is stressed. Class meets three hours per week. 3 Credits

**PUBLIC SPEAKING . . . . . CSP 4130**

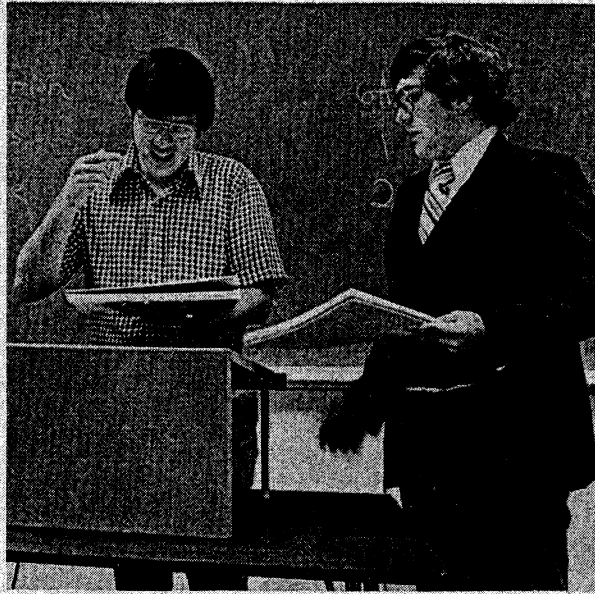
Emphasis on speech organization, development of ideas, and delivery. Progress is self-paced, with individualized instructor guidance and opportunity for interaction with others. Speeches to be designed and delivered include impromptu, extemporaneous, and manuscript. Class meets three hours per week. 3 Credits

**GROUP DISCUSSION . . . . . CSP 1150**

A study of interpersonal communication, emphasizing the theory and experience necessary to develop an understanding of group dynamics and effective group communication skills. Class meets three hours per week. 3 Credits

**ELEMENTARY DEBATE . . . . . CSP 5545**

Introduction to theories of argumentation and debate leading to participation in intercollegiate debate. Students will travel to two to eight weekend debate tournaments per semester. Class meets three hours per week. 2 Credits



**INTERMEDIATE DEBATE I . . . . . CSP 2162**

*Prerequisite: CSP 5545* —Continuation of argumentation and debate theories. Participation in intercollegiate debate required. Students will travel to two to eight weekend debate tournaments per semester. Class meets three hours per week. 2 Credits

**INTERMEDIATE DEBATE II . . . . . CSP 1001**

*Prerequisite: CSP 2162* —Comprehensive review of theories of argumentation and debate. Increased emphasis on intercollegiate debate. Students will travel to two to eight weekend debate tournaments per semester. Class meets three hours per week. 2 Credits

**ADVANCED DEBATE . . . . . CSP 6651**

*Prerequisite: CSP 1001* —Emphasis on participation in senior level intercollegiate debate. Students will travel to two to eight weekend debate tournaments per semester. Class meets three hours per week. 2 Credits



**STUDENT DEVELOPMENT  
GENERAL STUDIES**

**STUDY SKILLS MINI COURSE . . . . . LC 3003**

Small group sessions to help develop study skills in the following areas: (1) test taking (2) taking notes and using your textbook (3) critical reading and memory recall (4) effective listening and classroom strategies and (5) library and counseling resources. Students will be presented with basic information to read and discuss. Practice exercises will be provided for use in the General Studies Lab.

**ENGLISH AS A SECOND LANGUAGE . . . . . LC 7032**

Basic written communication for those whose native language is not English. Emphasis on grammar, sentence structure, organization, idiomatic usage, spelling and vocabulary, leading to clear written and oral communication. Class meets three hours per week. 3 Credits

**INDIVIDUALIZED INSTRUCTION**

**ALGEBRA PREPARATION . . . . . LC 8837**

Diagnostic test results place a student at the appropriate level in programmed materials dealing with sets, counting numbers, integers, rational numbers, equations involving two variables, polynomials, factoring, quadratics, real and ra-



tional numbers, inequalities and absolutes, graphing, exponents, and logarithms. Class meets by arrangement. 1 Credit

**CHEMISTRY PREPARATION . . . . . LC 1838**

Diagnostic test results place a student at the appropriate level in programmed materials, including but not limited to valences, chemical equations, solubility, ionic structures and complexes, the metric system, the atomic theory, thermochemistry, kinetic theory, nuclear structure and chemical equilibrium. Class meets by arrangement. 1 Credit

**ENGLISH GRAMMAR REVIEW . . . . . LC 4840**

Diagnostic test results place a student at the appropriate level in programmed materials dealing with parts of speech, sentence structure, verb forms, modifiers, pronoun choice, avoiding sentence fragments and run-ons, punctuation, and capitalization. Class meets by arrangement. 1 Credit

**READING COMPREHENSION . . . . . LC 8841**

Individualized instruction in sequenced kits emphasizing general comprehension skills through use of survey technique and related vocabulary development. Class meets by arrangement. 1 Credit

**READING RATE . . . . . LC 6833**

Students work toward increased reading rate by adapting materials of their choice to use with reading pacers; skimming and scanning techniques are also utilized. Class meets by arrangement. 1 Credit

**SPELLING IMPROVEMENT . . . . . LC 1834**

Through systems of tapes, kits, or programmed texts, students learn to correct specific kinds of spelling errors. Class meets by arrangement. 1 Credit

**VOCABULARY DEVELOPMENT . . . . . LC 6835**

Students work toward improved vocabulary by concentrating on techniques of unlocking meaning through context clues and knowledge of roots, prefixes and suffixes. Class meets by arrangement. 1 Credit

**BASIC MATH REVIEW . . . . . LC 4836**

Diagnostic test results place a student at the appropriate level in programmed materials dealing with addition, subtraction, multiplication, division, fractions, decimals and percents. Class meets by arrangement. 1 Credit



**INTRODUCTION TO ENGLISH**

**AS A FOREIGN LANGUAGE:**

**A LISTENING APPROACH . . . . . LC 6960**

This course is designed to teach fundamental understanding of the English language. All basic syntactic structures are introduced. The vocabulary includes approximately 1,500 words. A self-instructional format involving audio tapes and corresponding picture books is used. The course consists of 40 lessons of one-half hour each. Lessons may be repeated as the student wishes. 1 Credit

**STUDY SKILLS . . . . . LC 6839**

Diagnostic test results place a student at the appropriate level in books and taped programs dealing with previewing study-type reading, notetaking while reading, listening and taking class notes, preparing for and taking examinations, planning time and physical setting. Class meets by arrangement. 1 Credit

**INDIVIDUALIZED STUDY . . . . . LC 7606**

Individualized instruction in areas of special need and interest prescribed on the basis of diagnostic evaluation. Programs of study are tailored to abilities, learning style, interests and degree of self-discipline. Students proceed at own pace and level and on materials and projects that are self-motivating. Areas of study include reading rate and comprehension, study skills, communications, mathematics, spelling, vocabulary and English as a second language. 3 Credits

**INDIVIDUALIZED STUDY . . . . . LC 4466**

1 Credit

**INDIVIDUALIZED STUDY . . . . . LC 5549**

2 Credits



## PERSONAL AWARENESS

### CAREER/LIFE PLANNING ..... LC 7227

A systematic approach to career/life planning focusing on a process enabling individuals to make occupational decisions at any point in their lives. Class meets three hours per week. 3 Credits

### HUMAN POTENTIAL SEMINAR ..... LC 2002

A structured, positive group experience designed to increase self-affirmation, self-motivation, self-determination and empathetic regard for others. Includes recall of peak and mini-peak experiences, acknowledgment and analysis of achieving satisfaction and success, clarification of personal values, acknowledgment of personal strengths and long-range goal setting. Regular attendance is imperative. Class meets three hours per week. 3 Credits

### BASIC MANUAL COMMUNICATIONS ..... LC 7029

Basic American sign language utilized to communicate with deaf adults. Subject material related to language, psychological and social aspects of the deaf person. Class meets three hours per week. 3 Credits

### LAB FOR BASIC MANUAL COMMUNICATIONS ..... LC 1818

A laboratory to aid the student with basic communications. Provides opportunity to practice the signs taught in the basic course with both deaf and hearing students. Class meets by arrangement. 1 Credit



### INTERMEDIATE MANUAL COMMUNICATIONS ..... LC 4488

*Prerequisite* LC 7029 —A study in American sign language and a continuation of LC 7029. A continuation of new signs with an emphasis on body language and expression. Class meets three hours per week. 3 Credits

## THEATER

### INTRODUCTION TO THEATER ..... CDR 1809

An exposure to the theatrical experience for insight and appreciation. Great plays will be read; television, film and live theater presentations will be viewed in performance. Class discussions of theater practices, dramatic structure and history of the theater will aim toward understanding and enjoyment of the art. Class meets three hours per week. 3 Credits



### ACTING I ..... CDR 3311

Fundamentals of acting. Character analysis; relation of the role to the play; techniques and practice in posture, movement, voice and projection. Projects in actual stage performance and on video tape for broadcast. Class meets three hours per week, plus modular scheduling of rehearsals and public performances for classes. 3 Credits

### ACTING II ..... CDR 5316

*Prerequisite:* CDR 3311 —Continuation of Acting I. Emphasis on character analysis and development, with corresponding responsibility of the actor for his own creativity. Projects in actual stage performance and on video tape for broadcast. Class meets three hours per week, plus modular scheduling of rehearsals and public performances for classes. 3 Credits

**CHILDREN'S THEATER ..... CDR 5554**

Allows students with no prior experience to explore the area of children's theater. Exploration of the difference between theater for and by children and the adaptation of various forms of children's literature will be the areas studied. Presentation of programs to area grade school children will be an integral part of the program. Class meets three hours per week, plus modular scheduling of rehearsals and performances. 3 Credits

**IMPROVISATION IN CHILDREN'S THEATER ..... CDR 2692**

*Prerequisite: CDR 5554* For students with prior experience in performing for children, this course provides an opportunity for continued involvement in children's theater. Students will explore traditional areas such as adapting plays and such techniques as mime, puppetry, improvisation and choral readings. Students will prepare material for their own selection and adapt it to the needs of the class and of the children for whom it is to be performed. Performances will be given for area grade school children. Class meets three hours per week, plus modular scheduling of rehearsals and performances. Spring 3 Credits

**STAGECRAFT I ..... CDR 6215**

This course, along with its sequel, Stagecraft II, will acquaint students with the various aspects of technical theater production. As a means of practical application, students will assist in producing programs with the acting class. Areas covered in this course are use and recognition of tools, set building and painting techniques. Class meets three hours per week, plus modular scheduling of rehearsals and performances. 3 Credits

**STAGECRAFT II ..... CDR 6241**

The use of techniques of lighting and lighting instruments, make-up, costumes and hand props in relation to theatrical productions. Students serve as technical support for productions presented by acting classes. Class meets three hours per week, plus modular scheduling of rehearsals and performances. 3 Credits

**PUPPETRY WORKSHOP ..... CDR 3612**

The workshop is designed to acquaint students with puppetry as a performing art, stressing construction and manipulation of puppets. Highlights of the workshop include design for the puppet theater, methods of construction and range of materials. Students will experiment with puppet types and staging toward a contemporary total theater. 1-2 Credits



**ORAL INTERPRETATION ..... CDR 2582**

A basic course in the study of literature through oral communication. Emphasis on analyzing and performing prose, poetry, and dramatic literature. Class meets three hours per week. Students will give public performances or compete in tournaments. Class meets three hours per week. 3 Credits

## URBAN AGRIBUSINESS

**THEORY AND PRACTICE**

**HORTICULTURE I ..... NUA 8887**

Principles of plant classification and plant structures. Soil and plant growth. Class meets seven hours per week. 5 Credits

**THEORY AND PRACTICE OF**

**HORTICULTURE II ..... NUA 3889**

Plant development. Control of the plant environment and soil fertility. Direction of plant growth and pruning. Biological competition between plants and pests. Pest control. Fundamentals of plant propagation. Class meets seven hours per week. 5 Credits

**INTRODUCTION TO URBAN**

**AGRICULTURE ..... NUA 6888**

Job opportunities and careers in horticulture. Class meets one hour per week. 1 Credit

**COOPERATIVE WORK**

**EXPERIENCE I ..... NUA 5890**

*Prerequisite: Approval of the urban agribusiness instructor* —On-the-job training in a field direction related to the Urban Agribusiness Program. Class meets 15-30 hours per week. 3-6 Credits



**COOPERATIVE WORK**

**EXPERIENCE II** . . . . . **NUA 7892**  
*Prerequisite: NUA 5890* —On-the-job training in a field directly related to the Urban Agribusiness Program. Class meets 15-30 hours per week. 3-6 Credits

**LANDSCAPE HORTICULTURE** . . . . . **NUA 2930**  
*Prerequisite: NUA 8887 and NUA 3889 or practical experience in horticulture* —Principles of planning, producing, setting out, and maintaining ornamental plantings of trees, vines, ground covers, perennials, turf, and annuals. Class meets four hours per week. 3 Credits

**GROUNDS ESTABLISHMENT AND MAINTENANCE** . . . . . **NUA 4007**  
*Prerequisites: NUA 8887 and NUA 3889 or practical experience in horticulture* —Arboriculture and turf grass management. Maintenance of trees. Establishment and maintenance of turf. Class meets four hours per week. 3 Credits

**SPECIAL TOPICS IN HORTICULTURE I** . . . . . **NUA 8937**  
*Prerequisites: NUA 8887 and NUA 3889 or practical experiences in horticulture* —Special topics selected from such subjects as arboriculture, floricultural crop production, fruit and nut crop production, greenhouse construction, nursery management, plant propagation, supervision of golf course management, and vegetable crop ecology. Class meets one to three hours per week. 1-3 Credits



**SPECIAL TOPICS IN HORTICULTURE II** . . . . . **NUA 2938**  
*Prerequisites: NUA 8887 and NUA 3889 or practical experience in horticulture* —Special topics selected from such subjects as arboriculture, floricultural crop production, fruit and nut crop production, greenhouse construction, nursery management, plant propagation, supervision of golf course management, and vegetable crop ecology. Class meets one to three hours per week. 1-3 Credits

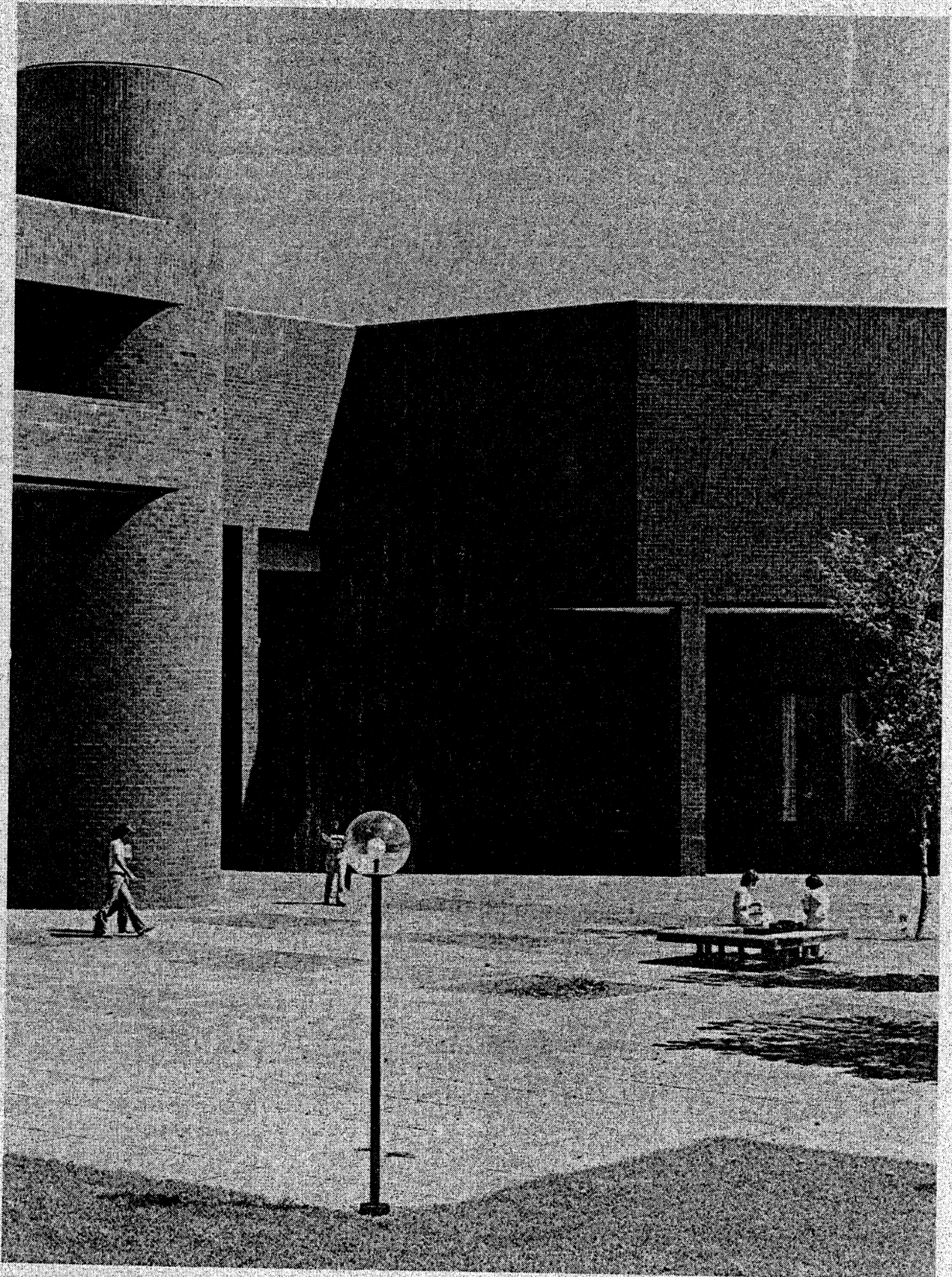
**SPECIAL TOPICS IN HORTICULTURE III** . . . . . **NUA 6009**  
*Prerequisites: NUA 8887 and NUA 3889 or practical experience in horticulture* —Special topics selected from such subjects as arboriculture, floricultural crop production, fruit and nut crop production, greenhouse construction, nursery management, plant propagation, supervision of golf course management, and vegetable crop ecology. Class meets one to three hours per week. 1-3 Credits

**PLANT MATERIALS I** . . . . . **NUA 2891**  
*Prerequisites: NUA 8887 and NUA 3889 or practical experience in horticulture* —Perennials, annuals, and conifers for landscape planting. Class meets four hours per week. 3 Credits

**PLANT MATERIALS II** . . . . . **NUA 8893**  
*Prerequisites: NUA 8887 and 3889 or practical experience in horticulture* —Identification, uses, and abuses of deciduous trees and scrubs as well as evergreens and woody vines in landscaping. Class meets four hours per week. 3 Credits

**PRINCIPLES OF SUPERVISION** . . . . . **NUA 9886**  
Responsibilities of supervisors. Organization, duties, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations. Class meets three hours per week. 3 Credits





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# **Board of Trustees and Staff**



**DR. HUGH W. SPEER**

Dr. Speer is a charter member of the Board and has served the College since 1967. He was chairman of the Board of Trustees during the 1977-78 academic year. He is professor emeritus of education at the University of Missouri-Kansas City and former dean of the School of Education at UMKC. A resident of Merriam, Dr. Speer was awarded his doctorate in education from the University of Chicago. He received Fulbright appointments to Iran in 1951 and 1961, and to India in 1964.



**GEORGE LANGWORTHY**

Mr. Langworthy is a founding partner in the firm of Landmark Lumber of Olathe. He is a lifelong resident of Johnson County and a resident of Mission. He is a graduate of Yale University and has also earned a master of science degree from the New York University Graduate School of Retailing. Mr. Langworthy has been a member of the JCCC Board since July, 1975, and served as vice chairman of the Board during the 1977-78 academic year.



**JEAN HUNTER**

Mrs. Hunter assumed her position on the Board July 1, 1977, and served as treasurer of the group for the 1977-78 year. She attended Kansas State University, majoring in chemistry. Mrs. Hunter is a medical technologist and a member of the Greater Kansas City and Wyandotte County Dental Auxiliary organizations. She is a member of the Leawood Women's Club and has been active in promoting sports programs for young people while working with Parent-Teacher Associations and area booster clubs.



**BARBARA BARTOCCI**

A resident of Overland Park, Ms. Bartocci recently established her own public relations firm — Communications Unlimited. She is also a free-lance writer who has written a novel and has had two children's books published. Ms. Bartocci has a bachelor's degree from San Diego State University and a master's degree in creative writing from that institution. She is a member of the Jewish Community Center's Public Affairs Committee and Dimensions Unlimited, an organization for professional women. Ms. Bartocci began serving as a Board member July 1, 1977.



**ALSON R. MARTIN**

Mr. Martin is a member of the Olathe law firm of Payne & Jones, Chartered, and a resident of Lenexa. After graduating from the University of Kansas, he received his J.D. and LL.M. degrees from the New York University Law School. Mr. Martin has lived most of his life in Johnson County. He presently teaches tax law on a part-time basis at the law schools of the University of Kansas and the University of Missouri-Kansas City and in 1977 co-authored a book on Kansas corporate law. He was appointed to the Board in February, 1978.



**SUSAN LINDSAY**

Susan Lindsay, former instructor of communications at Johnson County Community College, began serving as a Board member July 1, 1979. She received her master's in English and American Literature from Stanford University.

In 1978, Susan resigned her teaching position to work as a free-lance and technical writer. She has written articles on women's issues and education for local and national publications. She is now editor for the Edutronics Division of McGraw-Hill Book Company.



# A

**ALLEY, Larry**  
*Director, Financial Aid*  
B.S., Rockhurst College  
M.S., Emporia State University

**ALLISON, Charles**  
*Instructor, Electronics*  
B.S., Missouri Institute of Technology

**ALVERS, Jean**  
*Instructor, Social Sciences*  
B.S., Eastern Michigan University  
M.A., University of Michigan

**ANDERSON, Christine**  
*Librarian*  
B.A., University of Massachusetts  
M.A., University of Iowa

**ASCANIO, Darlene J.**  
*Coordinator, Data Processing*  
B.S., Pittsburg State University  
M.B.A. — University of Missouri — Kansas City

**AXON, Dave E.**  
*Instructor, Speech*  
B.A., Park College  
M.Ed., Pennsylvania State University

# B

**BACON, Jonathan**  
*Coordinator, Student Activities*  
B.A., Michigan State  
M.A., Michigan State

**BAGGERLY, Larry C.**  
*Instructor, Foreign Languages*  
B.A., University of Missouri — Kansas City  
M.A., University of Missouri — Kansas City

**BALLARD, Judith A.**  
*Instructor, Reading Specialist*  
B.A., William Jewell College  
M.A., University of Missouri — Kansas City

**BARE, Robert J.**  
*Instructor, Drafting*  
B.S., Southwest Missouri State  
M.S., Central Missouri State

**BARNETT, Thomas M.**  
*Director, Natural & Health-Related Sciences*  
B.S., Eastern New Mexico University  
M.S., Eastern New Mexico University  
Ed.D., North Texas State University

**BARNHART, Tim**  
*Art Director, Supervisor*  
B.F.A., Kansas City Art Institute

**BAUMAN, Anne W.**  
*Instructor, Communications*  
B.A., Fontbonne College  
M.A., Loyola University

**BAUMAN, Mark**  
*Instructor, German & Communications*  
A.B., Benedictine College  
M.A., University of Kansas  
S.T.L., University of Munich, Germany

**BEALS, Stuart**  
*Instructor, Photography*  
B.A. — University of Kansas

**BEHBEHANI, Zohreh S.**  
*Instructor, Business Law*  
LL.B., University of Tehran  
LL.M., University of Missouri — Kansas City

**BERNAY, Susan**  
*Coordinator, Nursing Home Aide Program*  
B.S., State University of New York

**BERRY, Bill**  
*Business Manager*  
B.S., Fort Hays State University  
M.S., University of Missouri — Kansas City

**BISHOP, Charles C.**  
*Instructor, Social Science*  
B.A., Midland College  
M.A., University of Kansas

**BRAZIL, Shirley J.**  
*Instructor, Art*  
B.A., Avila College

**BROWNING, James R.**  
*Coordinator, Law Enforcement*  
B.S., Central Missouri State University  
M.A., University of Missouri — Kansas City

**BUCKNER, Virginia**  
*Instructor, Life Sciences*  
B.A., Vassar College  
M.S., University of Missouri — Kansas City

**BURNS, Mary Jane**  
*Instructor, Communications*  
B.A., Benedictine College  
M.A., University of Missouri — Kansas City

**BUTLER, Eugene**  
*Instructor, Vocal Music*  
B.M., University of Oklahoma  
S.M.M., Union Theological Seminary  
D.M.A., University of Missouri — Kansas City

**BYRUM, Paul**  
*Instructor, Mathematics*  
B.S., U.S. Naval Academy  
M.A.T., Duke University

# C

**CAFFREY, Margaret M.**

*Librarian*

B.A., St. Mary College

B.S./L.S., Catholic University of America

**CAMPBELL, Matthias**

*Instructor, Communications*

B.A., Park College

M.A., Tulsa University

**CARPENTER, Robert**

*Director, Educational Data Systems*

B.S., Pittsburg State University

**CARR, Dana E.**

*Career Planning & Placement Advisor*

B.S.E., University of Kansas

**CHATHAM, Wilford**

*Director, Admissions & Records*

B.A., Loras College

**CLEEK, John E.**

*President*

B.A., Oklahoma Baptist University

B.D./M.Div., Southern Baptist Theological Seminary

M.A., University of Kentucky

Ph.D., University of Kentucky

**COFFEY, Kenneth**

*Coordinator, Accounting*

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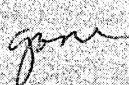
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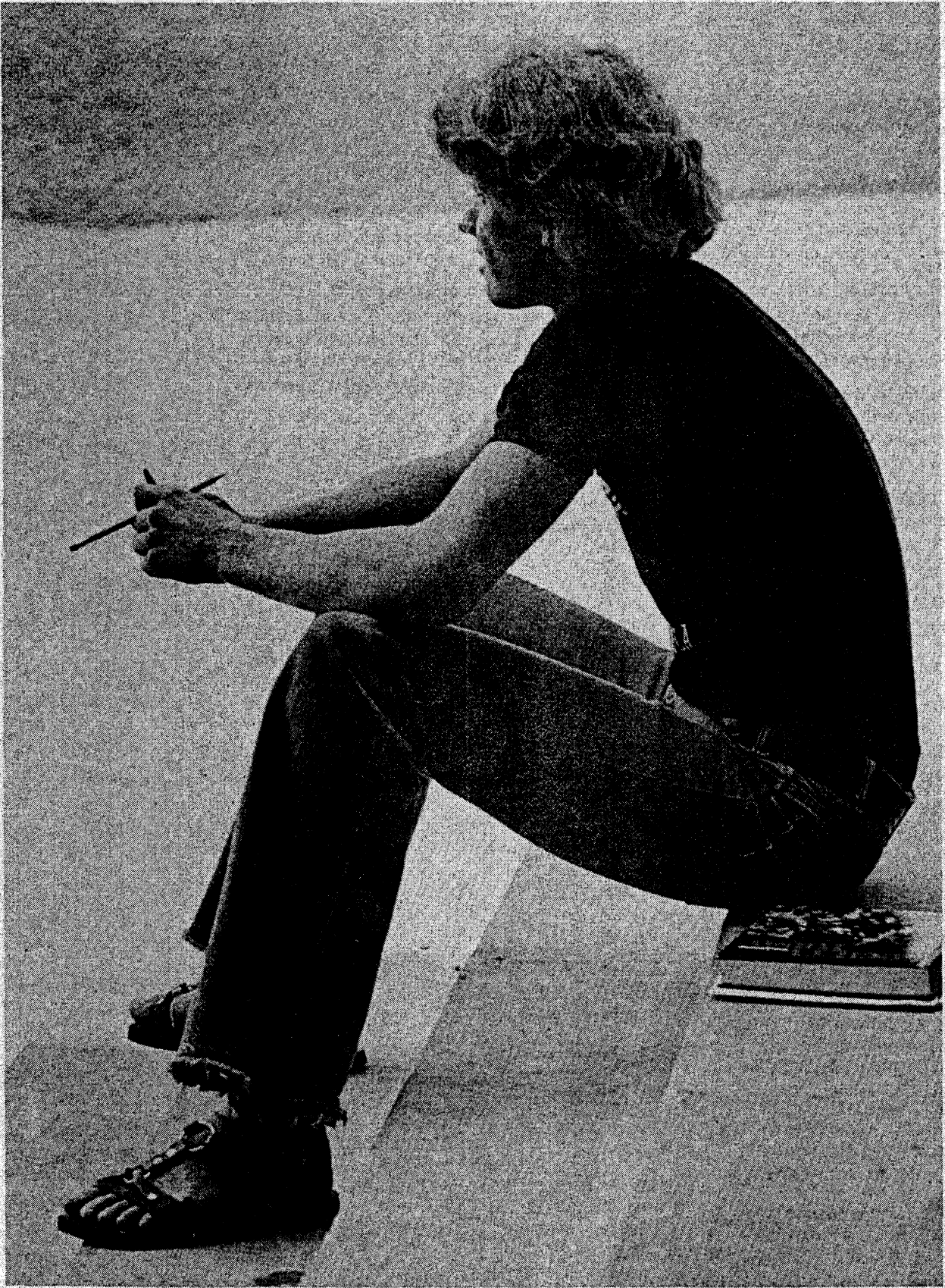
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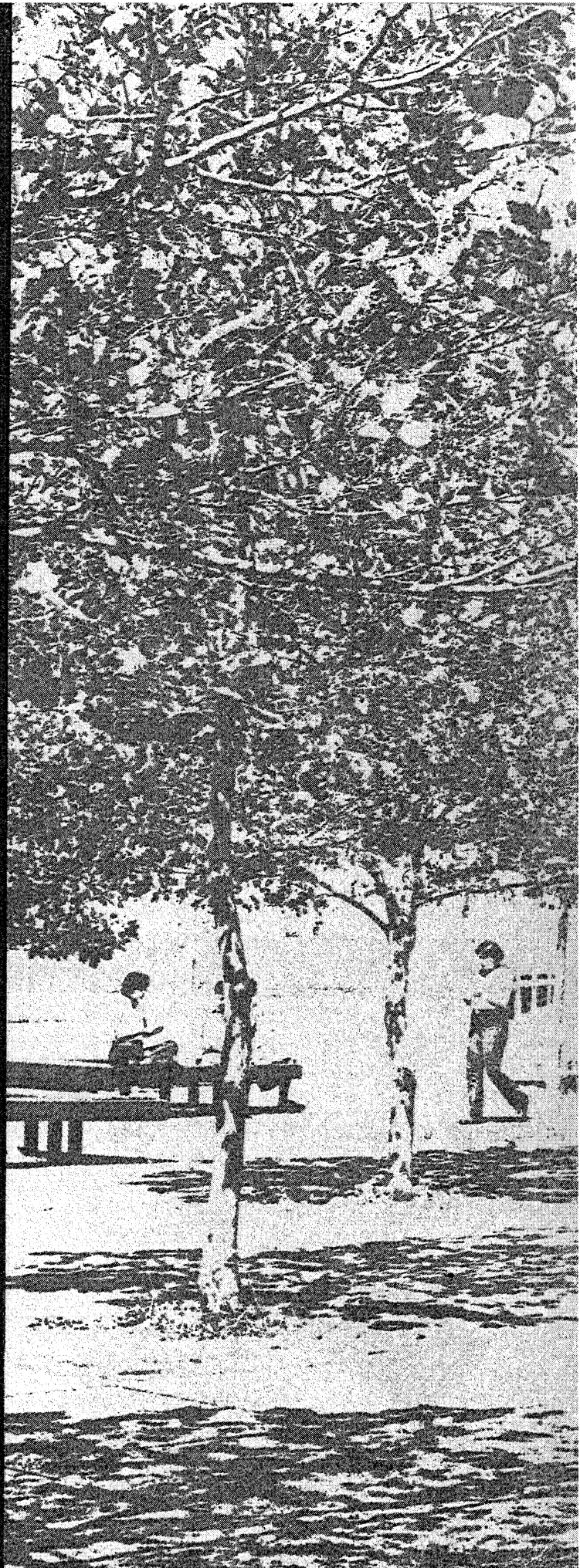
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