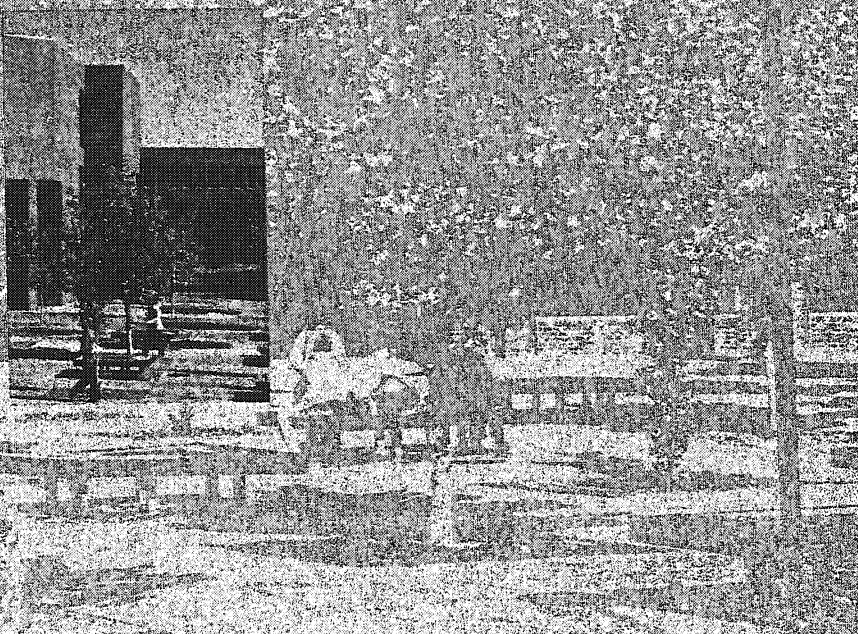
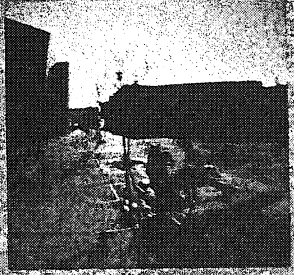


JOHNSON COUNTY COMMUNITY COLLEGE

1978-79



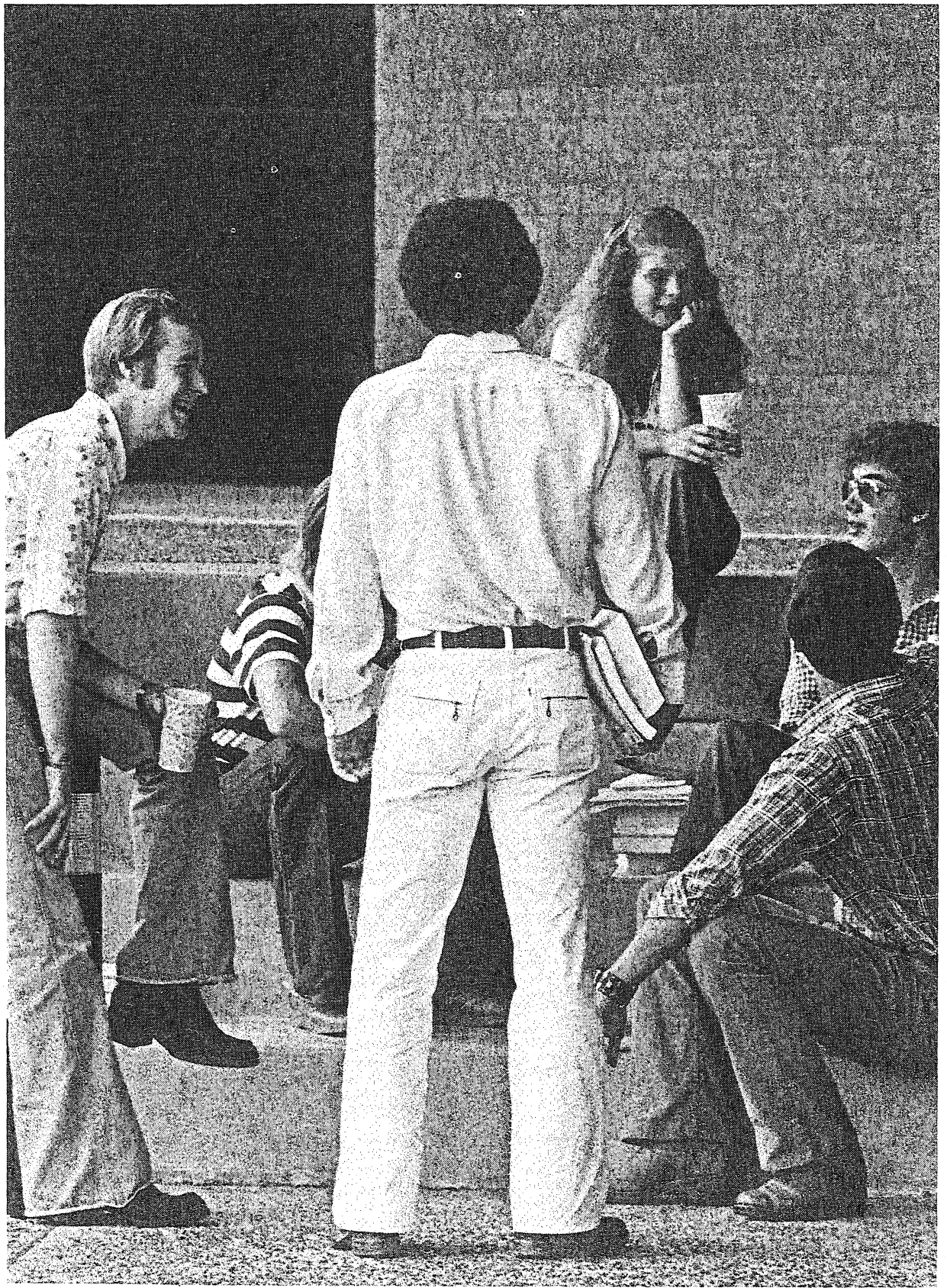
This catalog becomes effective July 1, 1978.

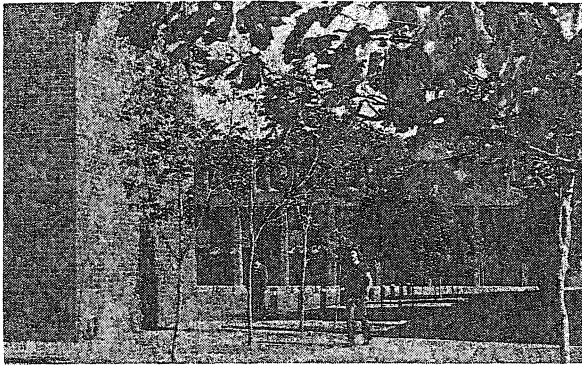
This catalog is for information only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information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

© COPYRIGHT, JOHNSON COUNTY COMMUNITY COLLEGE, 1978

Table of Contents

Academic Calendar	8	Course Descriptions	
Academic Information	31	Index	
Attendance	32	Introduction to JCCC	
Grading System	32	Notice of Non-Discrimina	
Honors	33	Programs of Study	
Academic Progress	33	Transfer	
Degree/Certificate Programs	33	Career	
Admissions	11	Staff	
Admissions Procedures	12	Student and Instructional	
Foreign Students	12	Counseling	
High School Students	12	Career Planning and Pl:	
Registration	12	GED Program	
Tuition and Fees	13	Handicapped Students .	
Refunds	13	Student Activities	
Veterans	13	Intercollegiate Athletics	
Advanced Standing Credit	14	Library	
Financial Aid	16	Parking	
KRCRCHE	17	Code of Conduct	
Board of Trustees	144	Grievance Procedure ..	
Campus Map	9	Access to Student Infor	
Community Education and Services	27		





JCCC — THE COMMUNITY COLLEGE

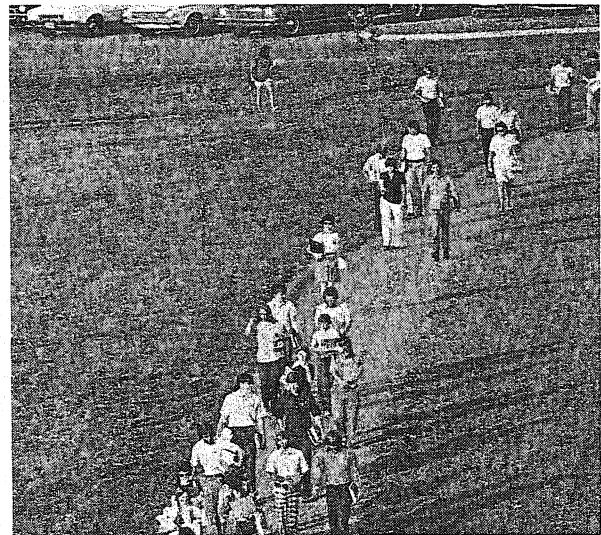
Offering courses since 1969, JCCC is a public two-year college located near the geographical and the population centers of Johnson County. The College is fully accredited by the North Central Association of Colleges and Secondary Schools. Approximately 5,000 students enroll each semester in credit curriculum which combines the benefits of general education and career opportunity. The intent of the College is to provide education which will help individuals develop a capacity both to earn a living and to enjoy an enriched quality of life.

To fulfill this purpose, JCCC stays in contact with area citizens, business firms, public and private schools, county agencies, four-year colleges and universities, students — in short, with every person or organization which might help it plan methods of meeting the educational needs of its community. Throughout its years of service, JCCC has kept a basic philosophy in mind — to provide for the development of the student both as a wage earner and as a contributor to society.



in order to continue to meet its goals, JCCC must be concerned with people at all stages of their lives. The College is committed to the principle of life-long learning and firmly believes that everyone in the community is part of its student body. Thus, the College provides community education, a program which reaches an additional 6,000 individuals each semester. These are people who are interested in gaining new skills, becoming better citizens, enhancing their personal or family life, searching for deeper understanding and meaning in their lives. They may be eight or eighty years of age. They may be college graduates or may have never completed their basic education. Wherever they are in their spectrum of experience, JCCC seeks to provide educational experiences that will enrich their lives, challenge their curiosity, and stimulate their imaginations.

In all these ways, Johnson County Community College strives to make a reality of the community college concept. With the help of community citizens, JCCC will continue to work towards its goals and fulfill its purpose.



ACADEMIC CALENDAR 1978-79

SUMMER SESSION AND FIRST MINI SESSION-1978

- June** 1-2 Registration and payment of fees for eight-week summer session and first four-week mini session.
 5 Summer session and first mini session classes begin.
 30 First four-week mini session ends.

SECOND SUMMER MINI SESSION-1978

- June** 29-30 Registration and payment of fees for second four-week mini session.
July 3-4 Independence Day Holiday. Classes not in session. College offices closed.
 5 Second mini session classes begin.
Aug. 2 Eight-week summer session and second mini session are concluded.

FALL SEMESTER-1978

- Aug.** 14 Registration for all students begins.
 21 Fall semester begins. First day of credit classes.
Sept. 4 Labor Day Holiday. Classes not in session. College offices closed.
 5 Community Education registration begins.
 18 Community Education classes begin.
Oct. 10 Staff Development Day. Credit classes not in session.
Nov. 23-24 Thanksgiving Holiday. Classes not in session. College offices closed.
 29 Staff Development Day. Credit classes not in session.
Dec. 16 Last day of fall semester classes.
Dec. 24
 through
Jan. 1 Christmas Holidays. College offices closed.

SPRING MINI SESSION-1979

- Jan.** 2 Two-week mini session classes begin.
Jan. 13 Spring mini session ends.

SPRING SEMESTER-1979

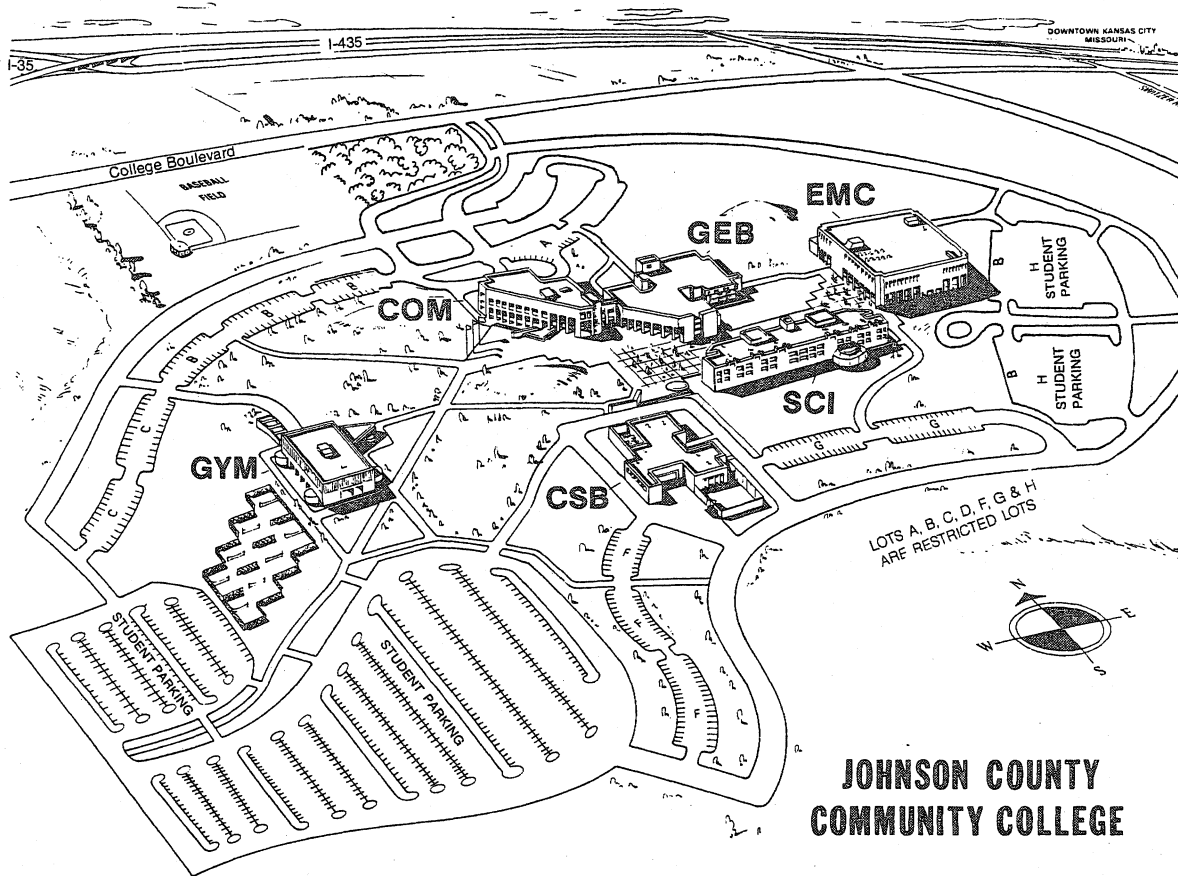
- Jan.** 8 Registration for all students begins.
 15 Spring semester begins. First day of credit classes.
 15 Community Education registration begins.
 29 Community Education classes begin.
Feb. 14 Staff Development Day. Credit classes not in session.
 19 Washington's Birthday observed. Classes not in session. College offices closed.
March 12 Spring recess begins. Credit classes not in session. College offices open.
 19 Credit classes resume.
May 16 Last day of spring semester classes.
 19 Commencement.

SUMMER MINI SESSION-1979

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

SUMMER SESSION-1979

- May** 31-
June 1 Registration and payment of fees for eight-week summer session and first four-week mini session.
 4 Summer session, first four-week session, and Community Education classes begin.
 29 First four-week mini session ends.
June 28-29 Registration and payment of fees for second four-week mini session.
July 2 Second four-week mini sessions 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.



**JOHNSON COUNTY
COMMUNITY COLLEGE**

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

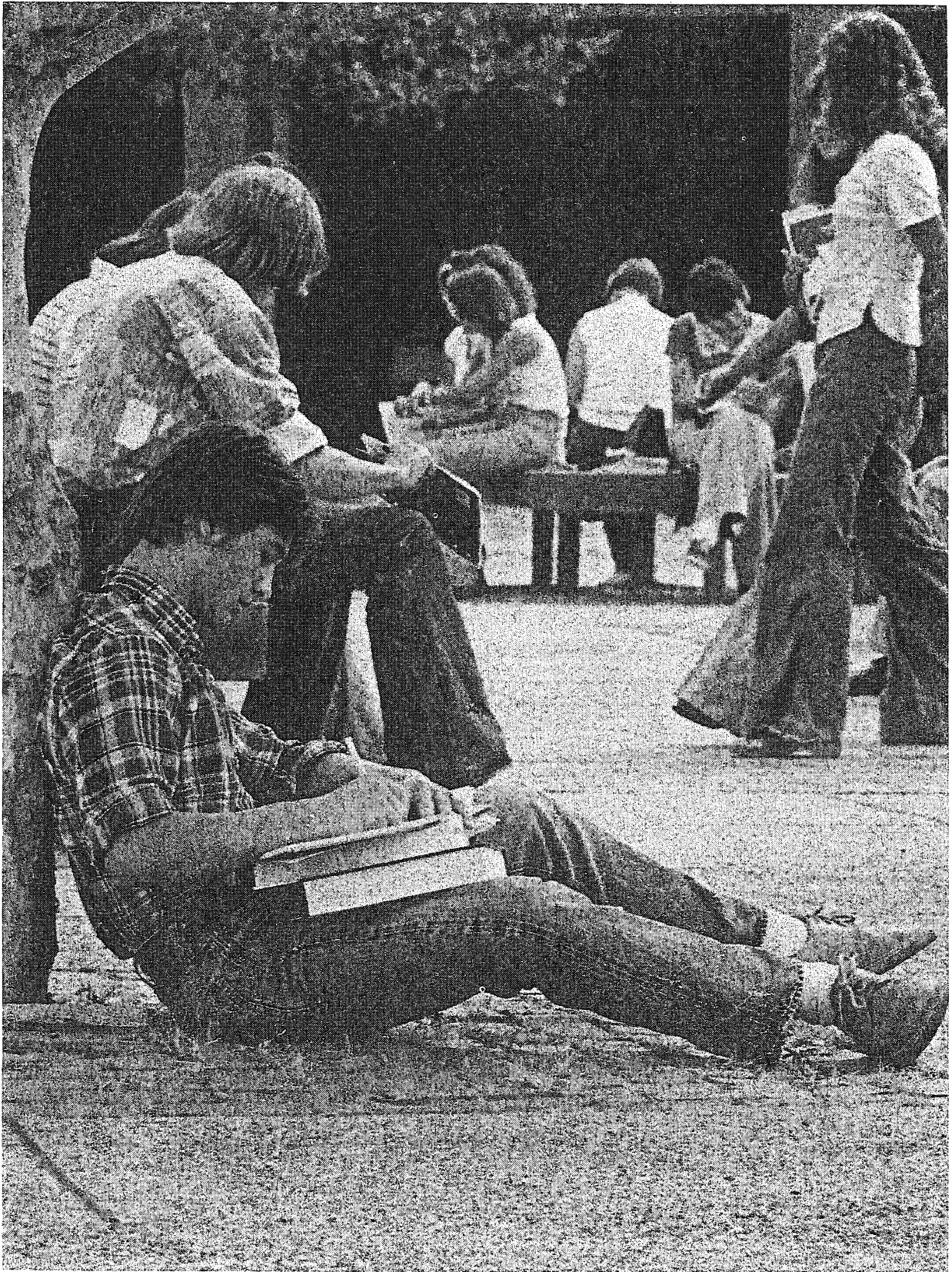
GYM—GYMNASIUM: varsity basketball court and physical education facilities; three cross-court playing areas that convert into a 2,300-seat arena or auditorium; weight room; wrestling room; general classrooms; staff offices; minor first aid center, and tennis and racquetball courts; soccer and baseball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

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

COM—COLLEGE COMMONS: book service, recreational facilities, Office Activities, television lounge, meet hospitality management program, and a and faculty offices.

EMC—EDUCATIONAL MEDIA CENTER: production area for graphics, television, and publications; faculty, counseling offices; art studio; general classrooms; electronics labs; Career Planning and Center; data processing; Office of Research; the Gallaudet Regional Extension the Deaf; Student Development/Special hearing impaired program.

SCI—SCIENCE AND TECHNOLOGY BUILDING: lecture halls; labs for chemistry, physics, and nursing; dental hygiene clinic; art greenhouse; music and law enforcement offices; and audio-visual tutorial labs.



Admissions

Admission Procedures

Foreign Students

High School Students

Registration

Tuition and Fees

Refunds

Veterans

Advanced Standing Credit

Financial Aid

KCRCHE

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 rate of \$35 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 through the College switchboard.

FOREIGN 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), or furnish evidence of proficiency in the English language. 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.

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 can 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 20. Procedures are detailed in the class schedules provided prior to registration.

TUITION AND FEES

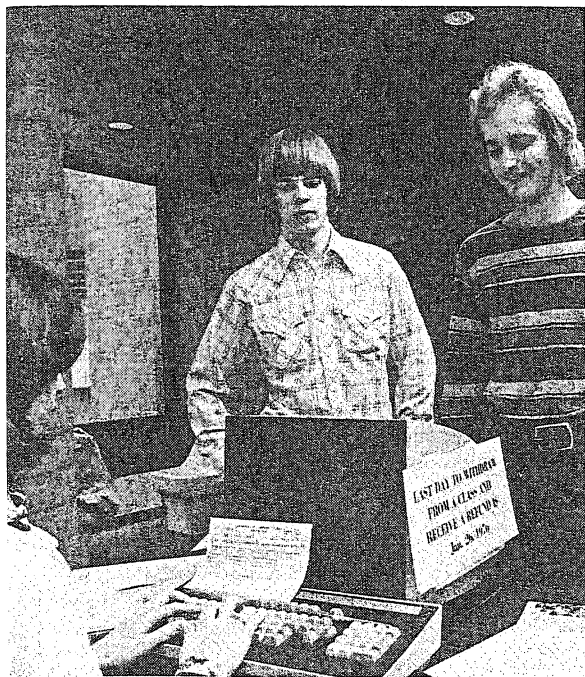
The tuition for Kansas residents attending Johnson County Community College is \$13 per semester credit hour and a Commons fee of \$1.50 per semester hour.

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. 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.

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

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.

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 — $\frac{3}{4}$ time; six through eight semester hours — $\frac{1}{2}$ time; one through five semester hours — less than $\frac{1}{2}$ time.

ANCED STANDING CREDIT

Advanced standing credit may be granted to students for knowledge acquired through self-study, work experience and courses successfully completed at other colleges. The following is Johnson County Community College's advanced standing credit program.

• **College Level Examination Program (CLEP):** Credit may be granted to those who demonstrate a knowledge of a general or specific nature, equivalent to an undergraduate college course, through the College Level Examination Program. The General Examination tests knowledge of general information comparable to that obtained during the freshman year of college. The Subject Examinations offer the student an opportunity to be tested in selected subject areas. There are no restrictions as to age or educational background for the CLEP examinations.

Application to take the CLEP examination may be made in the Counseling Office at JCCC or at any other CLEP testing center. At the time of application, students must indicate that they wish to have the results of the examination sent to JCCC. Additional information concerning required scores, test preparation, etc., is available from the Counseling Office.

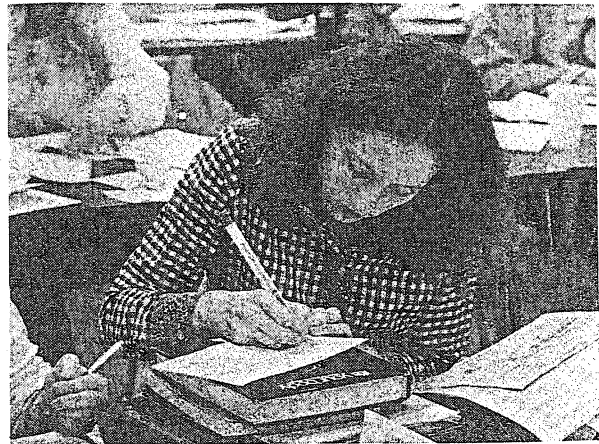


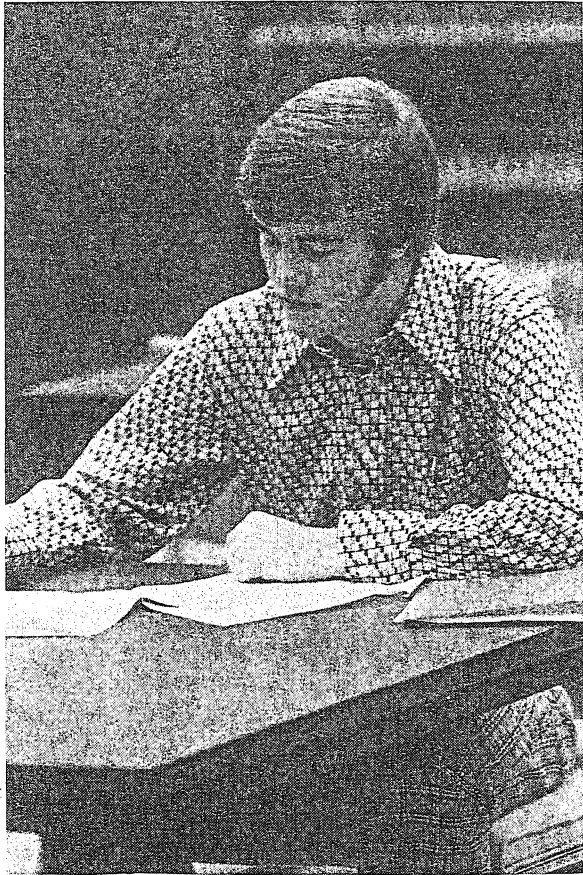
• **College Entrance Examination Board (CEEB) Advanced Placement Program:** Credit may be granted to students through the Advanced Placement Program tests which are administered at high schools during the third week of May. Students will be granted advanced standing credit upon presentation of scores of 3, 4 or 5.

• **Credit by Examination:** Credit may be given for many JCCC courses to students who demonstrate a satisfactory level of achievement on comprehensive examinations. Examinations may be written, oral or both, depending upon the subject. Not all courses are covered by this program. A list of current examinations is kept in the Counselor's Office. A fee of \$20 is charged for each examination. Students wishing to receive credit by examination must submit a written request to the Counseling Office.

• **Military Service:** Credit granted for military service is based upon the recommendation of the Commission of Accreditation of Service Experiences, which is approved by the American Council on Education. To be eligible for such credit, a student must have had a minimum of one year's continuous active duty as a member of an active duty unit. Students currently enrolled may apply for military service credit by presenting a copy of Form DD 214 for discharged personnel or Form DD 295 for active-duty servicemen.

• **Courses by Arrangement:** The College recognizes that continuous attendance for the period of a semester may be impossible or undesirable for some students. To accommodate these students, the College offers a number of courses designed to be completed outside of a classroom and on a schedule arranged with an instructor. These courses are listed each semester in the Credit Schedule as courses **by arrangement**. Since each course involves varying degrees of contact with the instructor and different measures of performance, students considering enrolling for a course **by arrangement** should first confer with the instructor. Should the instructor be unavailable, students should contact the appropriate division director.





• **Independent Study:** Students may explore in depth an area not covered in the regular curriculum by enrolling in **independent study**. To be eligible for this option, students must have had successful experience in the field or discipline as demonstrated by above-average classroom performance. Interested students who qualify should confer with the appropriate division director.

• **Experience-Based Education:** Credit may be granted for life experiences (work, personal, etc.), area vocational technical school experience or proprietary school experience. Students who feel that they have acquired knowledge equivalent to college credit may apply for this credit through the Counseling Office. A non-refundable fee of \$25 will be charged for each course at the time of application.

• **Credit Transferred from Other Colleges:** Johnson County Community College may accept appropriate credits earned from a college of recognized standing and may permit up to forty-five semester hours of transferred course work toward completion of the requirements for an Associate of Arts degree.

TRAVEL FOR CREDIT

Opportunities are available for students to earn from one to three college credits while pursuing special interests through guided travel, reading and instruction. Travel is carefully planned and closely supervised by instructors so students may explore the seminar topics. Courses vary from year to year. Offerings for the 1978-79 academic year include: French Culture and Civilization, Roots of Western Art, Fashion—European Emphasis, and Desert Biology. Course descriptions and other information such as tuition rates are included in each semester's schedule of classes and from the Admissions/Records office.



Travel for Credit

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.

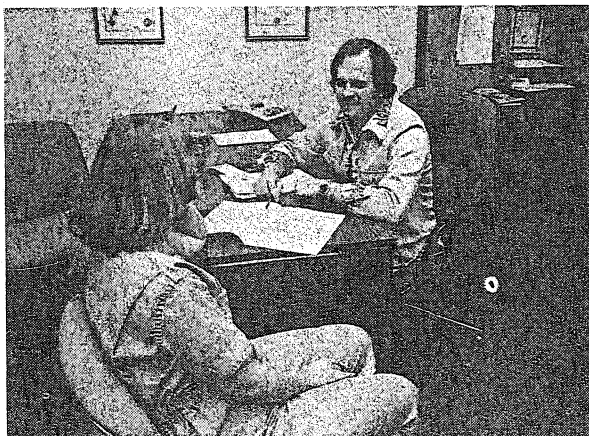
The function of the office of Financial Aid is to provide assistance in the formulation of realistic student financial plans. A number of grants, scholarships, and long- and short-term loans are available to prospective or present students who have financial need. Part-time employment opportunities are 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, December 1 for spring semester and May 1 for summer sessions.**

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 \$1,600 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 which remit tuition 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 Scholarship

American Association of
University Women Scholarship

The Jones Scholarship

The Dickinson Scholarship

Smith Golf Scholarship

Cohen Trust Scholarship

Cress Memorial Scholarship

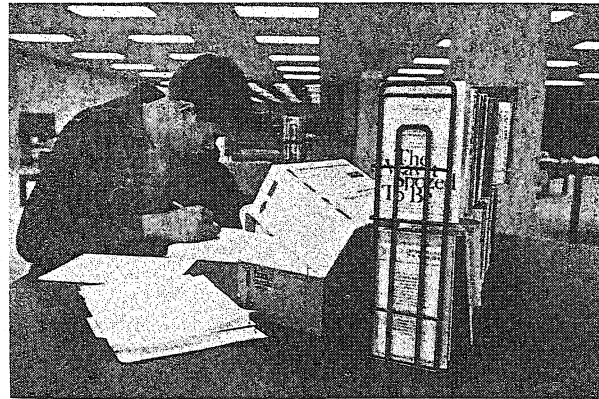
St. Joseph High School Scholarship

Scholarship applications are available from the Financial Aid Office, Room 252 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.

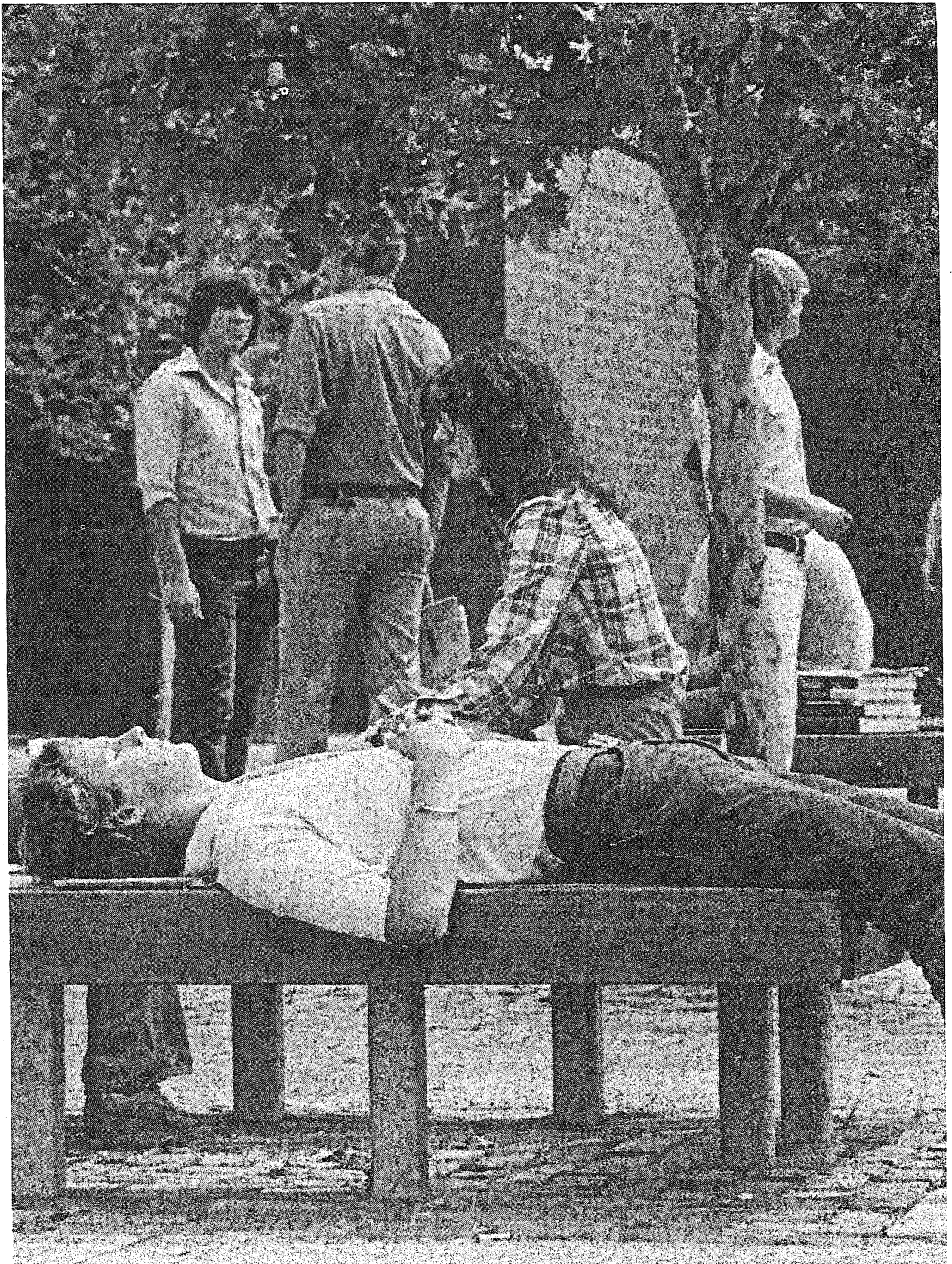


KCRCHE STUDENT EXCHANGE AND LIBRARY SERVICES

The Kansas City Regional Council for Higher Education (KRCHE) offers the opportunity for JCCC's full-time students to enroll in courses at other schools in the Kansas City area (while still paying their low Kansas resident rate for tuition). In addition to the Student Exchange privileges, JCCC students have access to the combined library benefits of 17 other campuses in the three-state area that are members of KRCHE — and free use of the public library systems in the seven-county metropolitan area.

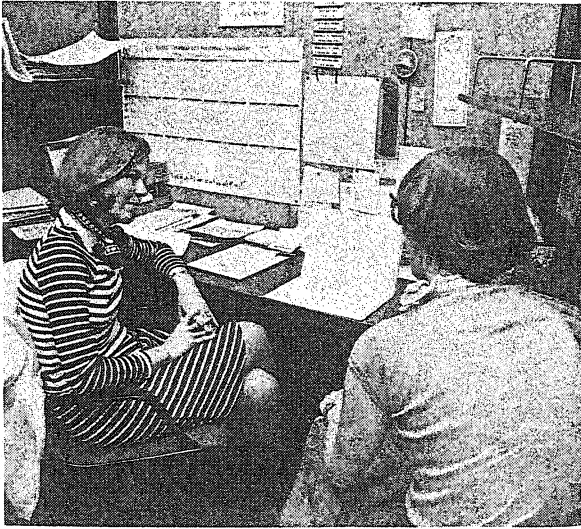
A KRCHE library card, which provides regular book-borrowing privileges at the other participating academic and public libraries, is available through the JCCC Library. For more information about the Student Exchange Program, contact the dean of Student Services in Room 152 of the General Education Building.

The other participating institutions in KRCHE are: Baker University, Benedictine College, Donnelly College, Graceland College, Kansas City Art Institute, Longview Community College, Maple Woods Community College, Missouri Valley College, Ottawa University, Park College, Penn Valley Community College, Pioneer Community College, Rockhurst College, Saint Mary College, Tarkio College, University of Missouri-Kansas City, and William Jewell College.



Student and Instructional Services

**Counseling
Career Planning and Placement Center
GED Program
Handicapped Students
Student Activities
Intercollegiate Athletics
Library
Parking**



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. Before the semester when a student will have 30 hours of college credit, JCCC requires that a student see a counselor and complete a program plan.

A counselor can be seen on a walk-in basis. 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. These counseling services are voluntary. Community referrals are available 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, second floor, EMC, or to telephone 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. Instructional 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 the Counseling Center.

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.

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."

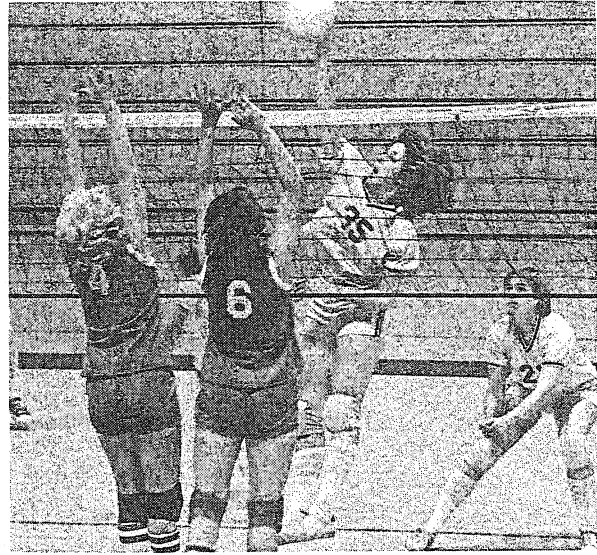
Most programs are developed by the JCCC Student Assembly. The Assembly is an all-volunteer student government which any JCCC student may attend and have both voice and vote. The Assembly meets weekly with the coordinator of Student Activities to develop new programs as well as carry on established programs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

The Assembly attempts to provide live entertainment in the Commons at least every other week including mime, folk singers, bluegrass and rock bands. Workshops, lectures and film festivals are planned in cooperation with classroom instructors in order to complement the classroom offerings.

The opportunities for involvement by students 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), the International Club, Ichthus (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, plus local trips to Kansas City area dinner theaters.

The programs at JCCC are limited only by student interest.



INTERCOLLEGIATE ATHLETICS

JCCC is a member of the National Junior College Athletic Association. Men compete in baseball, tennis, basketball, golf, soccer, and track, 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 classification 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 to 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.

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 handicapped students in Lot B and Lot H. There is 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.



Your vehicle may be immobilized or towed away if:

1. It is parked in handicapped parking or a loading area without appropriate sticker.
2. 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. Charge for removal of vehicle is \$15 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 that 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 PROCEDURE

The following procedures for processing student grievances or complaints 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 on a student's rights, and other such problems dealing with students, college staff, and authorized college activities.

If a student has formal grievances or complaints the student must, within ten 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.**

The following sequential steps shall be taken by the student:

A. Consultation with appropriate supervisor.
An attempt should be made to resolve the student's grievance by means of informal discussion at this level.

B. Consultation with the academic vice president:

1. Submit the grievance or complaint in writing to the academic vice president.

2. The academic vice president will notify the Affirmative Action/Title IX officer of the college in writing of any grievance concerned with alleged discrimination.

3. The academic vice president 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 academic vice president within five (5) college working days after receiving 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 academic vice president.
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 Student:** No reprisals of any kind will be taken against a student 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, requires 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 parent if the parent will provide a written statement that the student is listed as a dependent on their federal income tax forms.

The College will publish directory information, collectively, or individually, unless a student within ten days of this notice notifies the Admissions/Records Office in writing that any or all of the categories listed below should not be released without prior written consent.

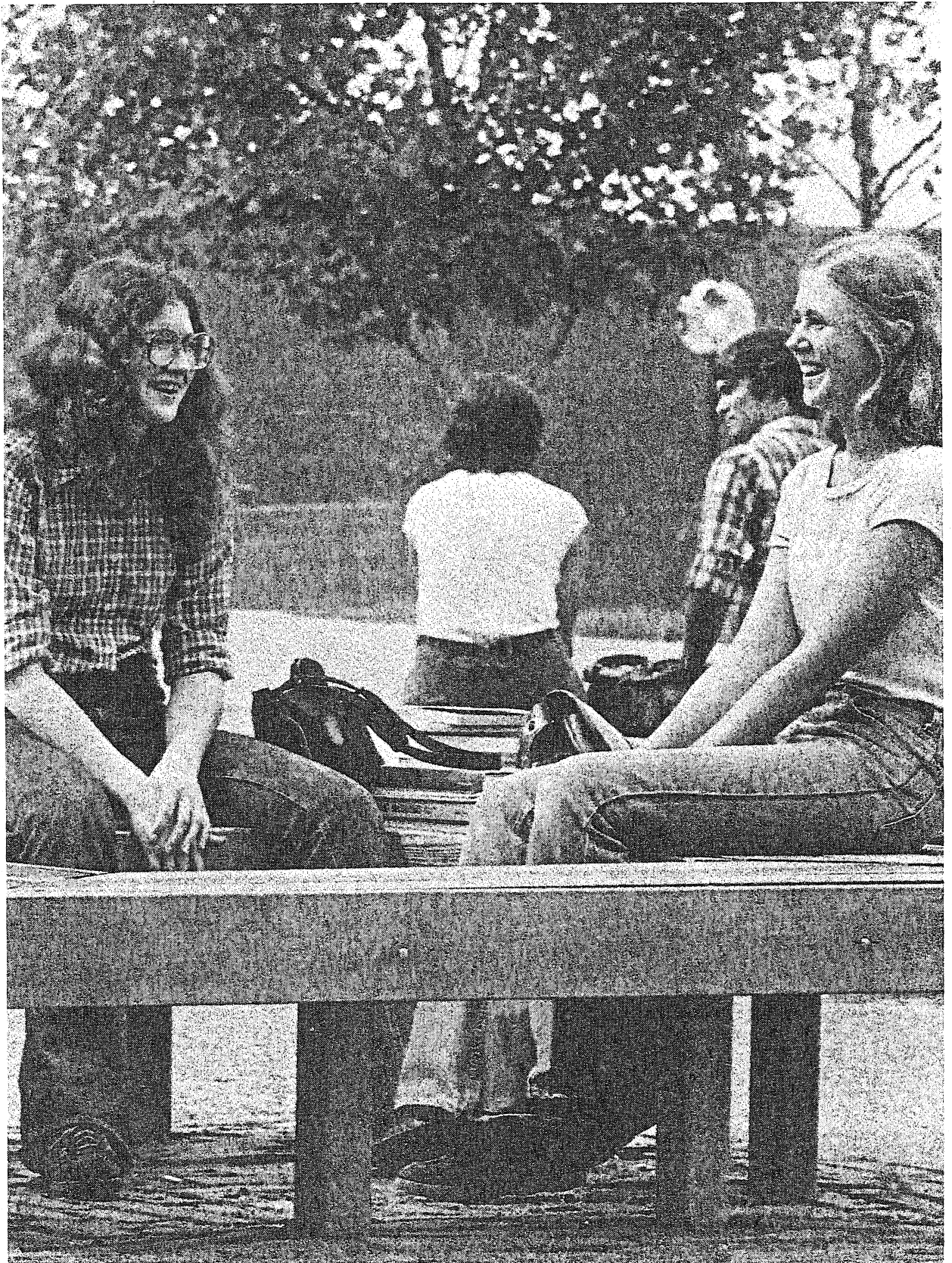
DIRECTORY INFORMATION

1. 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

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



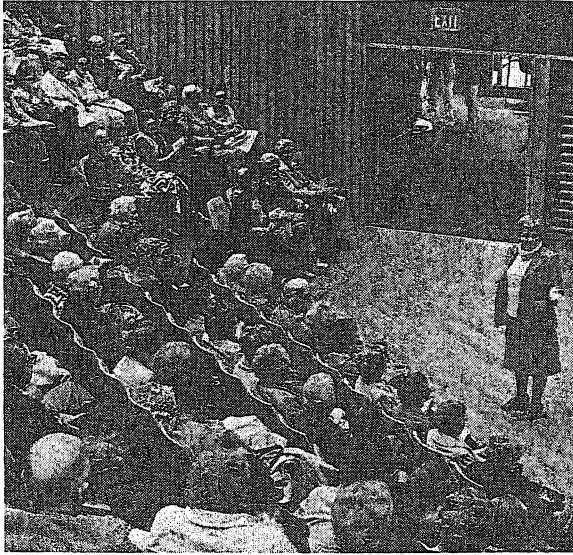
Community Education and Services

**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
Special Programs
Speakers Bureau
Child Care**

Community Education

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.

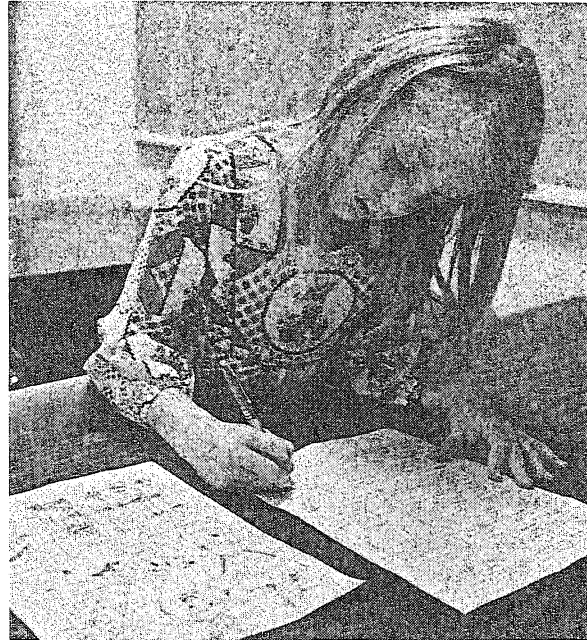
• **Cultural Arts Program:** The goals of JCCC's Cultural Arts Program are to encourage community members to experience the joys of taking advantage of the rich array of cultural opportunities available in the greater Kansas City area, to encourage wide participation in College credit and non-credit 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. 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 seven to 16. These clinics have provided instruction in tennis, baseball, basketball, gymnastics, volleyball, softball, and soccer.

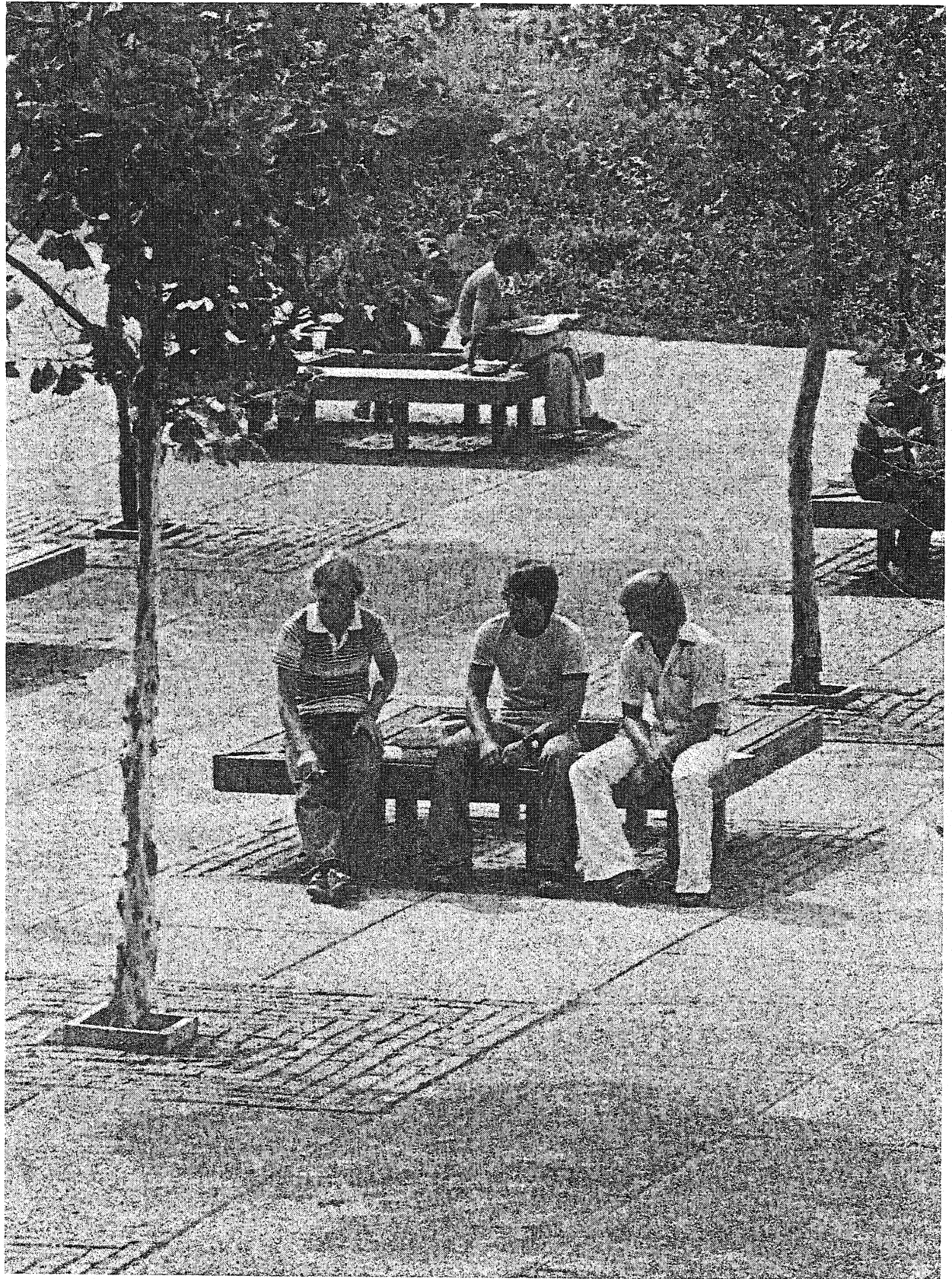


• **Special Programs:** The College offers programs for academically talented students in grades one to nine.

• **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.

Community Education



Academic Information

Attendance

Grading System

Honors

Academic Progress

Degree/Certificate Information

ATTENDANCE

Regular attendance in all classes is expected. No absence is "excused" in the sense that the student is excused from the work missed. It is the student's responsibility to fulfill all of the requirements of a course. Instructors will notify the coordinator of Counseling in writing at the end of each month of those students whose attendance in class has indicated they may have difficulty in meeting the objectives of the course. Counselors will contact those students with attendance problems in an effort to help re-evaluate the student's progress in a course.

GRADING SYSTEM

Grades measure the student's performance in terms of the goals and objectives of a course, and reflect the degree or extent to which the student has mastered the content, skills and methods relevant to the course objectives. Grades are earned in 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:

Semester grades are assigned grade points as follows:

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 a "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 Honor list.

ACADEMIC PROGRESS

The College wants every student to succeed. If the student is not making satisfactory academic progress, a counselor will help reassess your 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.

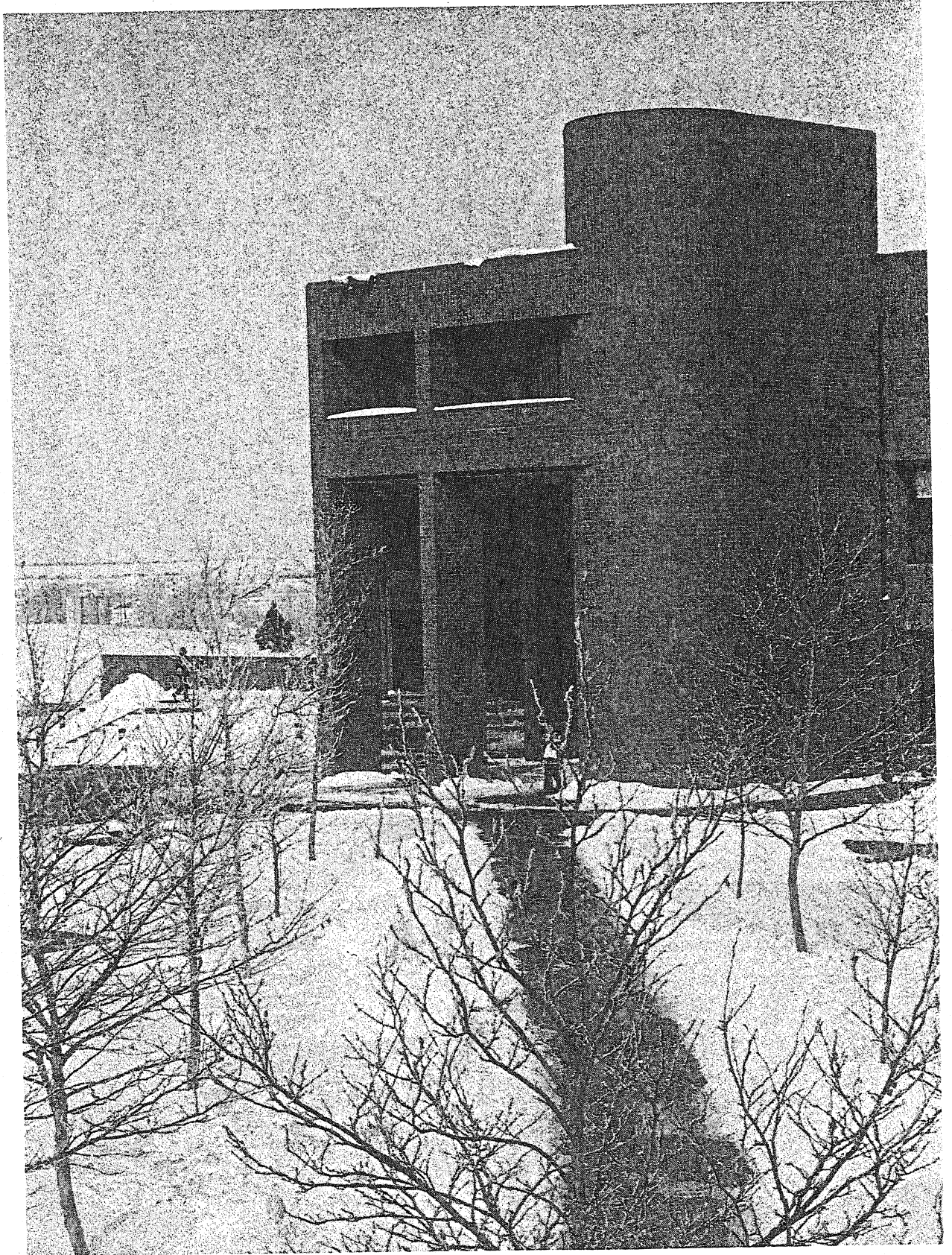
● **Honors:** An Associate of Arts degree will be granted "With Honors" if the recipient earns an overall average of 3.5 in all courses applicable to the degree.

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:

- Data Processing
- Emergency Medical Technician*
- Fire Protection and Public Safety
- Hospitality Management
- Marketing and Management
- Medical Transcription*
- Mental Health Technology
- Nursing Home Aid*
- Paralegal
- Police Dispatcher
- Recreational Leadership
- Secretarial Careers

*Program is less than one-year in length.



Programs of Study

**Transfer
Career**

Transfer Programs

TRANSFER PROGRAMS

JCCC offers the first two years of most college baccalaureate degree programs. 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. 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 depend on the college or university (and degree or major) selected. Careful planning prior to actually enrolling for a first semester of classes can assure proper course selection for maximum transferability. Although not required, students are encouraged to meet with a JCCC counselor before enrolling for the first time. The College requires all students to visit a counselor before completing more than 30 hours of credit.

The following course suggestions may help. The sample program is intended only as a guide. It is important for students to study closely the graduation requirements listed in the catalog of the four-year college 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).

JCCC TRANSFER COURSE SUGGESTIONS

COMMUNICATIONS (3-4 courses)

COM 6524 Communications I (English Composition)	3
COM 1467 Communications II (English Composition)	3

The next 3-6 hours 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 2501 Speech	3
CSP 4130 Public Speaking	3
COM 2618 Creative Writing	3
COM 4444 Poetry and Drama	3
COM 4584 Short Story and 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

MATHEMATICS

(1 course) Usually one math course is required.

MTH 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 6079 Algebra — 5 hours (usually the lowest level math class that meets general education requirements; prerequisite: one year high school algebra).

MTH 3427 College Algebra — 3 hours (prerequisite: two years algebra in high school).

MTH 7091 Algebra-Trig. — 5 hours (prerequisite—two years of algebra in high school or MTH 6079).

MTH 2594 Trigonometry — 3 hours (prerequisite: MTH 6079).

MTH 3268 Analytic Geometry-Calculus I — 5 hours (prerequisite: MTH 7091 or equivalent; usually taken by students enrolled in engineering, science, or business).

MTH 6463 Calculus I — 3 hours (prerequisite: MTH 3427 College Algebra; usually taken by students enrolled in business).

MTH 2642 Finite Math — 3 hours (usually required for elementary education major).

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 4624 Biology of Plants	5
NLS 5641 Biology of Animals	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

Physical Science

NPS 1031 Physical Science	4
NPS 6070 Astronomy	4
NPS 4858 General Geology	5
NPS 6634 Principles of Chemistry	5
NPS* 2244 General Chemistry I	5
NPS* 2637 Organic Chemistry I	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
HMU 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

SOCIAL SCIENCES

(2-3 courses)

SS 3404 Sociology	3
SS 3428 Social Problems	3
SS 6562 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** 5173 American History I	3
SS** 6187 American History II	3
SS 2004 Introduction to Economic 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.
Communication I	3
Social Science elective	3
Math elective	3-5
Humanities elective	3
*General elective	3
Total Hours	15-17

Second Semester	Cr. Hrs.
Communications II	3
Speech elective	3
Natural Science elective	4-5
Social Science/Humanities elective	3
*General elective	3
Total Hours	16-17

*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

CAREER PROGRAMS

JCCC's 26 career programs for 1978-79 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, nursing home aide and the fire protection and public safety programs are being offered for the first time this year.

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.

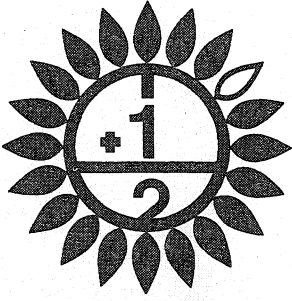
Anyone interested in a career program should contact the program coordinator or one of the College counselors. Important considerations such as entrance requirements, course selection and sequence and job possibilities are examined on a year-round basis by the coordinators and the counselors. Careful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



PROGRAMS FOR 1978-79

ACCOUNTING CAREERS
ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT
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
JOURNALISM
MARKETING & MANAGEMENT
MEDICAL RECORDS TECHNOLOGY
MENTAL HEALTH
NURSING (RN)
NURSING HOME AIDE
PARALEGAL
RECREATIONAL LEADERSHIP
RESPIRATORY THERAPY
SECRETARIAL CAREERS
SMALL ANIMAL HEALTH
URBAN AGRIBUSINESS



ACCOUNTING CAREERS

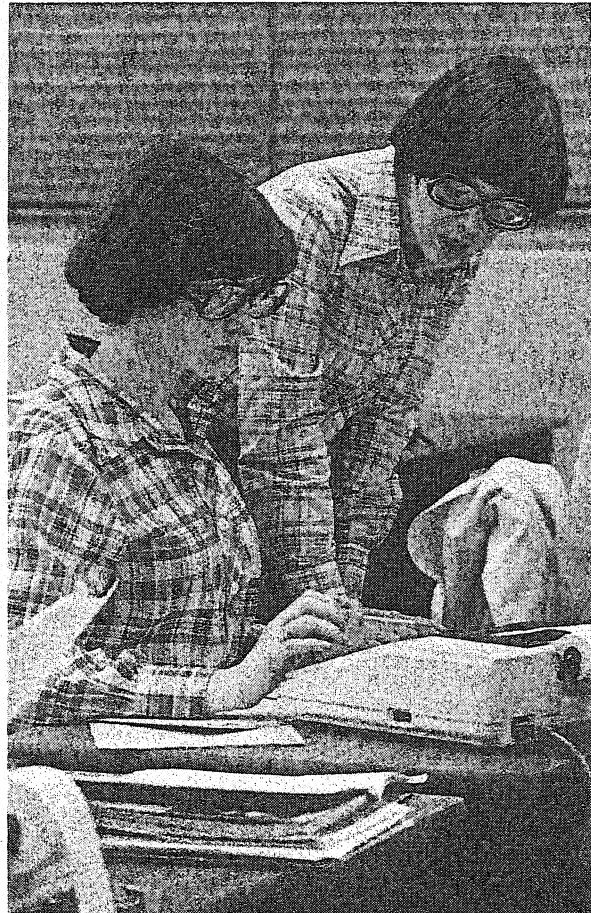
A dual-purpose accounting curriculum for students interested in entering the job market at a para-professional level after two years of post-high school study, as well as providing initial preparation for those who wish to pursue a bachelor's degree. Successful completion of the two year program at JCCC as outlined below.

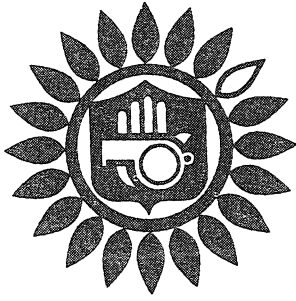
Suggested Sequence of Courses

		Cr. Hrs.
First Semester		
BAC	4092 Accounting I	3
BUS	1121 Business Law I	3
COM	6524 Communications I	3
	Electives	6
	Total Hours	<u>15</u>
Second Semester		
BAC	5096 Accounting II	3
BDP	7135 Business Data Processing or	
BDP	6699 Programming Fundamentals	3-4
BUS	1342 Records Management	3
BAC	3214 Human Relations, Field Study	3
	Elective	3
		<u>15-16</u>
Third Semester		
BAC	2360 Federal Income Tax	3
BAC	6299 Intermediate Accounting I	3
BUS	2253 Economics I or	
BUS	2004 Introduction to Economic	
	Issues	3
BAC	2190 Business Math	3
	Elective	3
		<u>15</u>
Fourth Semester		
BAC	6294 Intermediate Accounting II	3
BAC	Accounting Seminar	3
BUS	Business Communications	3
	Electives	6
		<u>15</u>

Suggested Electives

BUS	4282 Introduction to Business	3
BUS	5134 Business Law II	3
BAC	4063 Managerial Accounting	3
BAC	2436 Cost Accounting	3
BAC	4218 Accounting for Nonprofit	
	Organizations	3
BUS	3093 Economics II	3
BAC	Business Taxes	3
BUS	6038 Savings and Investment	3
BUS	2259 Personal Finance	3
BUS	2341 Personnel Management	3
BDP	4065 Basic Computer Comp.	3
BUS	7007 Marketing	3





Career Programs

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.

Required Core Courses		Cr. Hrs.
COM	6524 Communications I	3
SS	3404 Sociology	3
SS	2678 State and Local Government	3
SS	1068 Introduction to Psychology	3
BSC	1263 Beginning Typing	3
*PD	2711 First Aid	3
*SLE	2080 Introduction to Administration of Justice	3
SLE	7108 Study of the Criminal Justice System	3
SLE	1585 Criminology	3
SLE	6432 Police and the Public	3
SLE	1160 Juvenile Code and 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	<u>12</u>
	Total Hours	60

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

Career Emphasis Options Preservice

SLE	2461	Motor Vehicle Law	3
SLE	6653	Traffic Safety and Accident Investigation	3
SLE	4033	Patrol Procedures	3
SLE	7292	Introduction to Criminalistics	<u>3</u>
			12

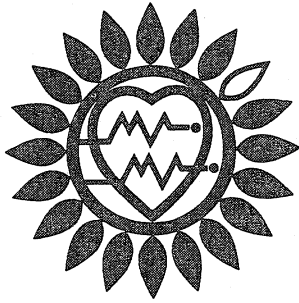


In-Service

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

Police Dispatcher Certificate

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	<u>3</u>
			30



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.

The sequence of courses listed below is designed to provide comprehensive, theoretical and practical information in biomedical equipment technology. An Associate of Arts degree program incorporating selected supportive courses should be planned with the program coordinator.

Suggested Sequence of Courses

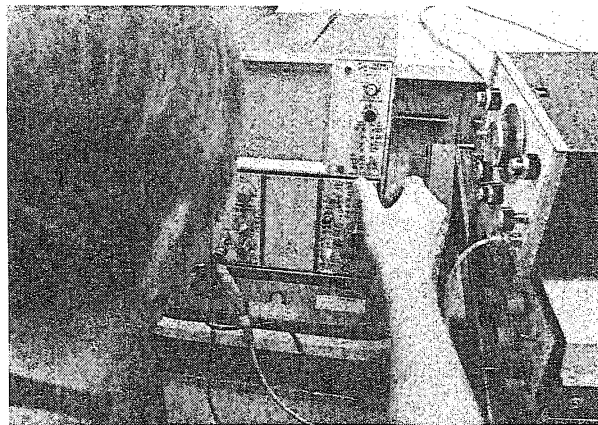
		Cr. Hrs.
First Semester		
MTH	4354 Technical Mathematics I	5
EET	2322 Resistive Circuits	3
EET	5290 Introductory Electronics	3
COM	6524 Communications I	3
Total Hours		14
Second Semester		
MTH	6387 Technical Mathematics II	5
EET	5056 Capacitive and Inductive Circuits	3
EET	4289 Resistive Electronics	3
NLS	6186 Human Anatomy and Physiology	5
		16

Third Semester

EET	7604 Linear Electronics	3
EET	7643 Digital Electronics	3
NS	5381 Medical Terminology	2
EMT	6824 Biomedical Equipment Technology I	3
EMT	4504 Biomedical Electrical Safety	2
Non-technical elective		<u>3</u>
		16

Fourth Semester

EET	7490 Nonlinear Electronics	3
EET	4503 Microprocessors	3
EMT	9824 Biomedical Equipment Technology II	3
NPS	6634 Principles of Chemistry	5
EMT	4505 Biomedical Internship	3
		<u>3</u>
		17



Suggested Electives

EET	7604 Linear Electronics	3
EET	7643 Digital Electronics	3
NS	5381 Medical Terminology	2
EMT	6824 Biomedical Equipment Technology I	3
EMT	4504 Biomedical Electrical Safety	2
Non-technical elective		3



Career Programs

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 an extremely competitive graphic arts industry, are maintained in all courses that are a part of the JCCC program.

The curriculum was developed on the basis of information acquired from two extensive surveys of employers of commercial artists in the greater Kansas City area. Those surveys pinpointed the specific skills and information which are demanded of JCCC graduates.

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

	First Semester	Cr. Hrs.
HAR 4197	Design 2D	3
HCA 6862	Basic Representation I	3
HPH 2042	Basic Photography	3
HCA 7205	Lettering	3
	Art Elective	3
	Total Hours	15

Second Semester

HAR 7209	Design Color	3
HCA 5863	Basic Representation II	3
HCA 4679	Visual Technology I	4
HAR 4236	Silkscreen	3
HCA 1861	Layout	3
		16

Third Semester

HAR 6021	Design 3D	4
HCA 1687	Visual Communications I	4
HPH 5726	Advanced Photo. Tech.	3
HCA 6688	Visual Technology II	4
		15

Fourth Semester

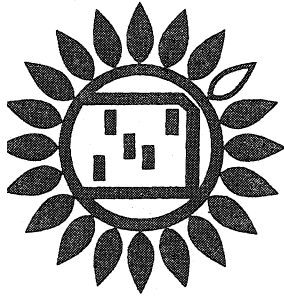
HCA 9689	Visual Communications II	4
HCA 7690	Preparation of Portfolio	2
HCA 5691	Comm. Art Field Study	3
	Electives	6
		15

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 5601	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 skills 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. Those students who are pursuing a full course of study should plan their program with the program coordinator to include supportive courses and the following essential courses.

Suggested Sequence of Courses

			Cr. Hrs.
First Semester			
MTH	6079	Algebra I	5
BAC	4092	Accounting I	3
BDP	6699	Programming Fundamentals	4
		Electives	3
		Total Hours	<u>15</u>
Second Semester			
BDP	4700	COBOL I	3
*EET	4065	Basic Computer Components	4
*BDP	7883	RPG II-Beg	4
		Electives	4
			<u>15</u>

Third Semester

BDP	4551	Introduction to Systems Design & Analysis	3
BDP	1702	COBOL II	4
BDP	1698	Assembler Language I	4
*BDP	7224	Teleprocessing	3
BDP	7300	Application Programming: Applications	3
*BDP	5832	RPG II-Advanced	4
			<u>17-18</u>

Fourth Semester

BDP	6514	Application Programming: Data Processing Topics	3
BDP	6451	Operating Systems	3
*BDP	1036	Data File Management	3
*BDP	4701	PL/1	4
*BDP	6703	FORTTRAN	4
*BDP	1684	Assembler Language II	4
			<u>13-17</u>

*Three of the eight courses must be taken (at least one elective language must be taken).

Data Processing Electives

BDP	2077	PL/1	4
BDP	6401	Assembler Language II	4
BDP	7683	RPG/II Beginning	4
BDP	5832	RPG/II Advanced	4
BDP	7224	Teleprocessing	3
BDP	1036	Data File Management	3
EET	4065	Basic Computer Components	3
**BDP		OS/JCL	3

Suggested Electives

COM	6524	Communications I	3
COM	1467	Communications II	3
CSP	2510	Speech	3
BAC	5096	Accounting II	3
HUM	6392	Logic	3
SS	1068	Psychology	3
BUS	2253	Economics	3
MTH		Math/Additional	

**Under development.



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:

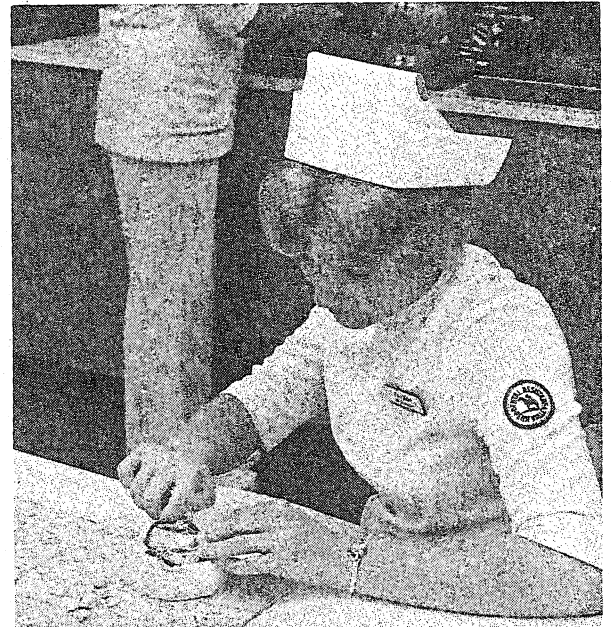
Note: All courses with NDA prefix are taught at Penn Valley Community College in Kansas City, Missouri.

Suggested Sequence of Courses

			Cr. Hrs.
First Semester			
NDA	2041	Fundamentals of Dentistry I	5
NS	5381	Medical Terminology	2
NPS	6634	Principles of Chemistry	5
Total Hours			<u>12</u>
Second Semester			
NDA	1044	Fundamentals of Dentistry II	4
SS	1068	Introduction to Psychology	3
NLS	6186	Human Anatomy/Physiology	5
			<u>12</u>
Summer Session			
NDA	1052	Preclinical Practice	3
Third Semester			
NDA	3045	Fundamentals of Dentistry III	4
NDA	1047	Clinical Practice I	3
SS	3404	Sociology	3
NLS	5593	Microbiology	3
BAC	2171	Small Business Accounting	3
			<u>16</u>

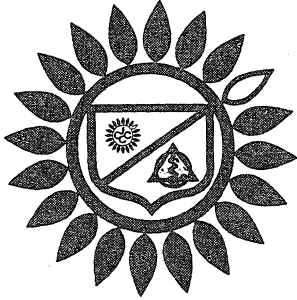
Fourth Semester

NDA	5048	Fundamentals of Dentistry IV	3
NDA	6050	Clinical Practice II	5
NLS	6152	General Nutrition	3
Electives			<u>3</u>
			<u>14</u>



To be admitted to the Dental Assisting Program, students must:

1. Be accepted by both Johnson County Community College and Penn Valley Community College;
2. Schedule an interview with Ms. Margaret Bisbee at Penn Valley Community College;
3. Meet all program admission requirements and be admitted to the Dental Assisting Program at Penn Valley Community College;
4. Agree to schedule during the first year of instruction an appointment with Dr. Thomas Barnett, JCCC's division director of Natural and Health-Related Sciences;
5. Complete registration procedures at JCCC.



DENTAL HYGIENE

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 Admission/Records Office on campus and includes specific information about deadlines, steps for admission and options for meeting academic criteria.

Suggested Sequence of Classes

		Cr. Hrs.
First Semester		
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
Total Hours		18
Second Semester		
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
		18
Summer Session		
NDH 7338	Clinical Dental Hygiene III	3
NDH 2583	Pathology & Periodontology I	1
		4

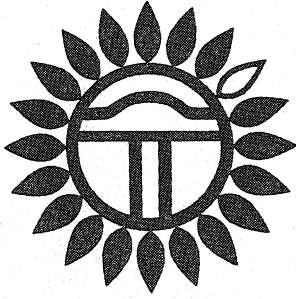
Third Semester

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
		16

Fourth Semester

NDH 3101	Clinical Dental Hygiene V	7
SS 3404	Sociology	3
CSP 2501	Speech	3
		13





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.

The courses below are based on standards established by industry. Taken in the sequence indicated, the courses will help the student develop a portfolio reflecting skills in application of design, photo-drafting, technical illustration and reproduction techniques. The student is encouraged to discuss with the program coordinator a full curriculum to include supportive courses which will fulfill requirements for an Associate of Arts degree.

Suggested Sequence of Classes

First Semester			Cr. Hrs.
EDT	5810	Technical Drafting I	5
EDT	1813	Reprographics I	2
MTH	2942	Industrial Math I	5
COM	6524	Communications I (or Elective)	3
Total Hours			15
Second Semester			
EDT	2811	Technical Drafting II	5
EDT	7812	Pictorial Drafting	2
MTH	2943	Industrial Math II	5
EGR	5269	Industrial Science I	3
			15

Third Semester

EGR	3315	Industrial Science II	3
EGR	4302	Technical Writing	1
EGR	4661	Process & Materials of Mfg.	3
Selected drafting classes			<u>8</u>
			15

Fourth Semester

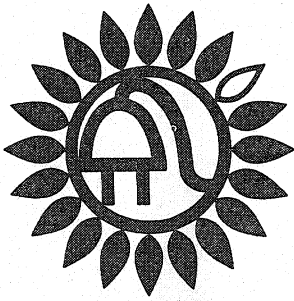
EGR	7118	Bldg. Materials & Const.	3
Electives			4-6
Selected drafting classes			<u>6-8</u>
			15-17

Selected Drafting Classes

EDT	4011	Interpret. Arch. Drawings	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 Drawings	2
EDT	4010	Reprographics II	2
EDT	1916	Structural Drafting	3
EDT	5924	Electrical Drafting	3
EDT	4015	Cartography/Surveying	3

Suggested Electives

EGR	1243	Engineering Graphics I	3
BUS	2253	Economics I	3
CSP	2501	Speech I	3
HPH	2042	Photography I	3
BUS	2259	Personal Finance	3
BUS	2341	Personnel Management	3



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 listed below is designed to provide comprehensive, theoretical and practical information in electronics technology. A full Associate of Arts degree program incorporating selective supportive courses may be planned with the program coordinator.

While the main emphasis of the program is to train for job entry in the electronic 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 switch 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. To earn a B.S. degree in engineering technology.

Suggested Sequence of Courses

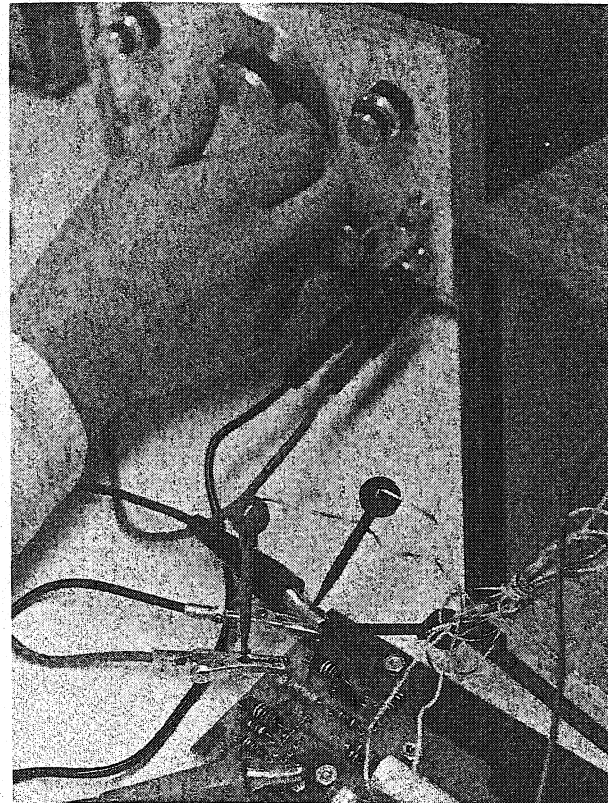
First Semester			Cr. Hrs.
MTH	4354	Technical Mathematics I	
EET	2322	Resistive Circuits	3
EET	5290	Introductory Electronics	3
COM	6524	Communications I	3
Total Hours			14
Second Semester			Cr. Hrs.
MTH	6387	Technical Mathematics II	
EET	5056	Capacitive and Inductive Circuits	3
EET	4289	Resistive Electronics	3
EGR	5269	Industrial Science I	3
			14

Third Semester

EET	7604	Linear Electronics	3
EET	7643	Digital Electronics	3
EGR	7724	Programming for Engineering and Science	4
EGR	3315	Industrial Science II	3
Nontechnical elective			3
			16

Fourth Semester

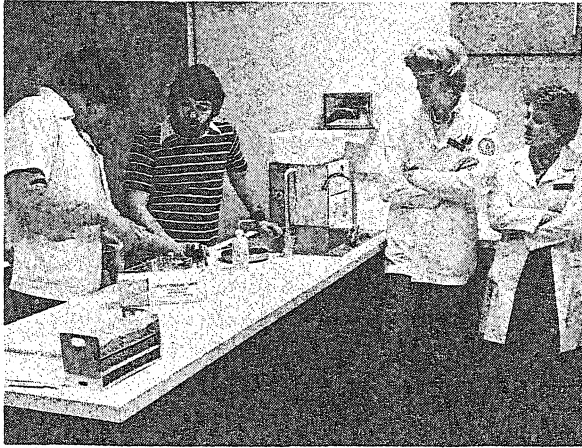
EET	4065	Basic Computer Components	3
EET	7490	Nonlinear Electronics	3
EET	2468	Electronic Communication Systems	3
EET	4503	Microprocessors	3
Nontechnical elective			4
			16



Career Programs



EMERGENCY MEDICAL TECHNICIAN

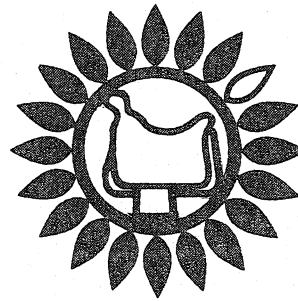


The short-term certificate program requires approximately 120 class hours to complete. Successful completion will meet the educational prerequisite for taking the State Registry Examination for Emergency Medical Technicians. An additional fee for taking the registry examination is required at the time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

Priority will be given to those individuals currently involved in prehospital emergency medical care, i.e., ambulance, fire rescue personnel.

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

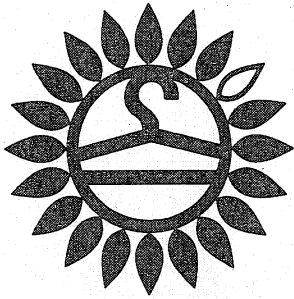


EQUINE STUDIES

This program, the newest of the College's career opportunities, 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 requires a minimum of 60 credit hours of course work with emphasis upon equine health and business management, in addition to extensive training in equitation skills. The 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.

Equine Studies was developed as a career program at JCCC in mid-1978. It is anticipated that in excess of 900 hours of supervised occupational experience in college laboratory settings will be included in the overall program. For more specific course listings and descriptions, consult the appropriate semester's schedule of classes, available from the Admissions Office.



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. Courses in the sequence below may be combined with electives to acquire an Associate of Arts degree. Additional details are available from the program coordinator.

Suggested Sequence of Courses

		Cr. Hrs.
First Semester		
BFM 2017	Fashion Seminar: Human Relations	3
BFM 7013	Fashion Fundamentals I	3
BFM 3046	Fashion in Society	3
BMM 1026	Retailing	3
	Elective	3
	Total Hours	15
Second Semester		
BFM 2204	Fashion Seminar Supervisory Development	3
BFM 1195	Textiles	3
BMM 5026	Salesmanship	3
BFM 4655	Fashion Promotion	3
	Elective	3
		15

Third Semester

BFM 7552	Fashion Seminar: Career Options	3
BFM 1019	Fashion Fundamentals II	3
BUS 7007	Marketing	3
BMM 1303	Retail Adv. & Display	3
	Elective	3
		15

Fourth Semester

BFM 1165	Fashion Seminar: Market Research	3
BFM 3503	Merchandise Evaluation	3
BUS 2004	Introduction to Economic Issues	3
	Elective	3
	Elective	3
		15

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 2929	Interior Design II	3
BUS 2259	Personal Finance	3
BAC 4092	Accounting I	3
HAR 1192	Weaving	3
CSP 2501	Speech	3
BUS 2341	Personnel Management	3
BUS 1121	Business Law I	3
BOP 7135	Business Data Processing	3
COM 6524	Communications I	3



FIRE PROTECTION/PUBLIC SAFETY

The Associate Degree and Certificate Programs are designed to provide advanced professional training for fire fighters, architects, insurance adjustors, 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

		Cr. Hrs.
Prevention		
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	<u>18</u>
	Total Hours	30
Administration		
EFS	1752 Fire Company Organization and Management	3
EFS	4754 Fire Service Communication Systems	3
EFS	5146 Fire Service Records and Reports	3
EFS	6753 Related Codes and Ordinances	3
	Electives	<u>18</u>
	Total Hours	30
Protection		
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	<u>10</u>
	Total Hours	30

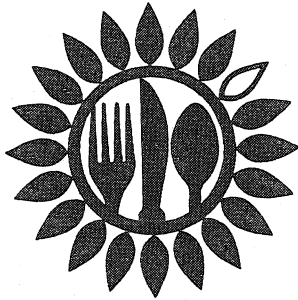
Technical Electives

*		Major Disasters and Civil Disorders	3
EFS	6746	Fire Vehicle Maintenance for Operators and Mechanics	3
*		Investigative Photography	3
*		Readings in Fire and Safety Technology	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

Nontechnical Electives

COM	5035	Fundamentals of Writing	3
CSP	2501	Speech	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 one-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.

Another area within the Hospitality Management Program is the Chef Apprenticeship Program sponsored by the American Culinary Federation in cooperation with the Kansas City Chefs Association.

The Apprenticeship Program is planned in six semiannual stages with flexibility to shorten or lengthen any period according to individual ability. By the end of a 6000-hour on-the-job training program, the student will have completed sixty hours of class work in the Hospitality Management Program leading to an Associate of Arts degree.

Suggested Sequence of Courses

	First Semester	Cr. Hrs.
BHM 6037	Hospitality Management Fundamentals	3
BHM 7028	Basic Food Preparation	3
COM 6524	Communications I	3
BHM 1287	Seminar in Hospitality Management: Purchasing	3
	Elective	3
	Total Hours	15

Second Semester

BHM 3006	Food Management	3
BHM 4489	Supervisory Management	3
BHM 5008	Seminar in Hospitality Management: Accounting	3
BUS 2341	Personnel Management	3
	Elective	3
		15

Summer Session

BHM 2640	Seminar in Hospitality Management: Internship	3
----------	---	---

Third Semester

BHM 4805	Seminar: Menu Planning and Sales Promotion	3
BHM 4203	Hotel-Restaurant Operations	3
BHM 3804	Design Techniques	2
CSP 2501	Speech	3
	Elective	3
		14

Fourth Semester

BHM 7803	Advanced Food Preparation and Meats	4
BHM 5806	Advanced Front Office Management	3
BHM 4807	Seminar: Beverage Control	3
	Elective	3
		13

Suggested Electives

BDP 7135	Business Data Processing	3
CJO 2136	Fundamentals of Advertising	3
HUM 6392	Logic	3
PD 1078	Phys. Fitts. & 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



JOURNALISM

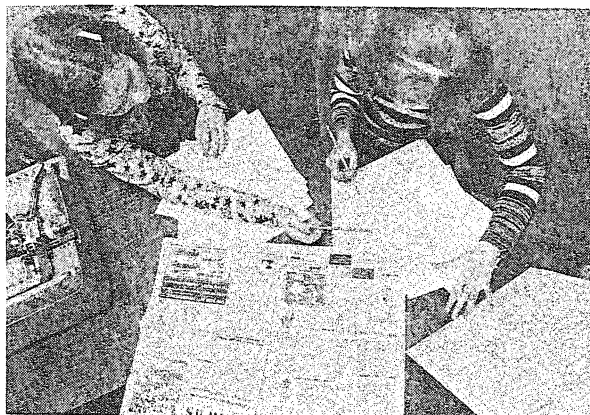
The Journalism Program is a dual-track curriculum which provides skills for immediate placement in local news media or a transfer base upon which to acquire a baccalaureate degree. Building a portfolio of journalistic writing and advertising samples is an objective of the program. Upon successful completion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

Students should arrange their schedules with the aid of the program coordinator to include the following essential courses:

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

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



Second Semester		
CJO 1343	News Gathering and News Writing	3
CJO 7464	Journalism Field Study I	3
CJO 7139	Advertising Copywriting	3
	Electives	<u>6</u>
		15
Third Semester		
CJO 3251	Journalism Field Study II	3
	Electives	<u>12</u>
		15
Fourth Semester		
CJO 5453	Journalism Field Study III	3
	Electives	<u>12</u>
		15



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

	First Semester	Cr. Hrs.
BMM 1060	Seminar: Organization and Operation	3
BAC 2171	Small Business Accounting	3
BMM 5026	Salesmanship or	
BMM 2407	Creative Retail Selling	3
	Electives	6
	Total Hours	15

Second Semester

BMM 2155	Seminar: Sales Promotion/Management	3
BDP 7135	Business Data Processing	3
BMM 1206	Retailing	3
BMM 1303	Retail Advertising and Display	3
	Electives	3
		15

Summer Session

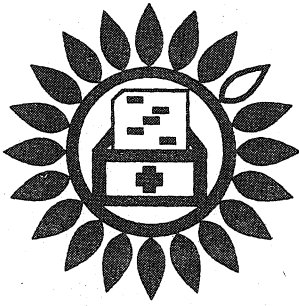
BMM 7076	Internship: Supervisory Management	3
----------	------------------------------------	---

Third Semester

BMM 1283	Seminar: Management Decision-Making	3
BUS 5123	Survey of Economics	3
BUS 1121	Business Law I	3
BUS 7007	Marketing	3
	Electives	3
		15

Fourth Semester

BMM 6072	Seminar: Marketing Research	3
BMM 2370	Sales Management	3
BUS 2341	Personnel Management	3
	Electives	6
		15



MEDICAL RECORDS TECHNOLOGY

The medical records 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. (Applicants must be able to achieve a typing efficiency of at least 40-45 words per minute.) The primary clinical agency for the program is Baptist Memorial Hospital. A number of courses are offered at this site; students must provide for their own transportation. The program provides for concurrent training and education at both the College and the hospital prior to taking the national examination to become accredited record technicians. Additional information is available from the program coordinator.

Suggested Sequence of Courses

		First Semester	Cr. Hrs.
COM	6524	Communications I	3
MTH	2122	Fundamentals of Mathematics (or demonstrated proficiency)	3
NLS	6540	Life Science (or elective)	4
NS	5381	Medical Terminology	2
NMR	1043	Medical Record Science I	4
NLS	1037	Pathophysiology	3
Total Hours			19
		Second Semester	
COM	1467	Communications II	3
BUS	6254	Independent Studies	1-3
NLS	6186	Anatomy & Physiology	5
NMR	6102	Medical Record Science II	3
NMR	4311	Medical Terminology for MRT	2
			14-16
		Summer Session	
NMR	7111	Directed Practice I	3

Third Semester

SS	3404	Sociology	3
CSP	2501	Speech	3
BDP	7135	Business Data Processing	3
NMR	3245	Medical Record Science III	3
NMR	1325	Directed Practice II	4
			16

Fourth Semester

SS	1068	Introduction to Psychology	3
BUS	2341	Personnel Management	3
NMR	4108	Medical Record Science IV	2
NMR	2345	Departmental Seminar	2
NMR	3117	Directed Practice III	5
			15





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 900 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.



Suggested Sequence of Courses

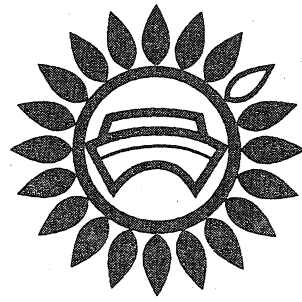
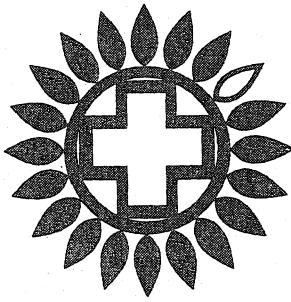
First Semester		Cr. Hrs.
NMH 8881	Mental Health Technology I	4
SS 1068	Introduction to Psychology	3
NMH 2883	Mental Health Technology II	6
Total Hours		13

Second Semester		Cr. Hrs.
NMH 7884	Mental Health Technology III	6
NLS 6187	Human Anatomy and Physiology	5
SS 3546	Child Development	3
		14

Third Semester

NMH 4885	Mental Health Technology IV	7
SS 3428	Social Problems	3
SS 5716	Marriage and the Family	3
		13

The total of the three terms is 480 clock hours of theory and 460 clock hours of 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.



Career Programs

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

		First Semester	Cr. Hrs.
NLS	1128	Anatomy	4
SS	1068	Psychology	3
NRN	8846	Concepts of Health	8
Total Hours			15
Second Semester			
NLS	1144	Physiology	4
SS	3546	Child Development	3
NRN	3131	Adaptation to Change	8
			15
Third Semester			
NRN	2847	Short Term Health Prob.	9
		Social Science elective	3
		Communications	3
			15
Fourth Semester			
NRN	5848	Long Term Health Prob.	9
		Humanities elective	3
		Natural Science elective	5
			17

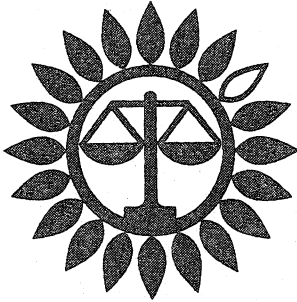
NURSING HOME AIDE

Kansas statute requires that all aids employed in nursing homes in the state complete an approved training program. JCCC's Nursing Home Aid Program covers 90 clock hours over a single, six-week session. Students become acquainted with how to work comfortably and effectively with the elderly, including understanding of the aging process, psychological and social adjustments and the need for providing quality care and expert assistance in a nursing home environment. Classes are conducted on campus with supportive laboratory experiences provided at area nursing homes. Formal certification as a nursing home aide is conferred upon successful completion of the course. Admission to the program is based on either current employment status, or permission of instructor. Course is offered in a successive six week sequence.

Curriculum

NHA	3646	Nursing Home Aide	3
-----	------	-------------------	---





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.

The Paralegal Program offered at JCCC is developed with the assistance of the Advisory Committee whose membership, in accordance with the guidelines of the American Bar Association, is composed of attorneys, paralegals, educators, and the general public.

Suggested Sequence of Courses

		First Semester	Cr. Hrs.
BPL	9739	Intro. to Paralegalism (req.)	3
BPL	7740	Legal Resrch. & Writing (req.)	3
COM	6524	Communications I (req.)	3
		Electives	6
		Total Hours	<u>15</u>

Second Semester

CSP	2501	Speech	3
		Paralegal Specialty Courses	6
		Electives	6
			<u>15</u>

Third Semester

BPL	3912	Law Office (req.)	3
		Paralegal Specialty Courses	6
		Electives	6
			<u>15</u>

Fourth Semester

BPL	4919	Law Office II (req.)	3
		Paralegal Specialty Courses	6
		Electives	6
			<u>15</u>

**Paralegal Specialty Courses
(3 Credits Each)**

BPL	2828	Real Estate Law I
BPL	7826	Wills, Trusts and Probate Administration
BPL	5827	Legal Aspects of Business Organizations I
BPL	7917	Litigation I
(Two of the above four courses must be taken.)		
BPL	1910	Family Law
BPL	5911	Law Office Management
BPL	9918	Commercial Transactions
		* Real Estate Law II
		* Estate Planning
		* Litigation II
		* Legal Aspects of Business Organizations II
		* Torts and Insurance Law
		* Administrative Law
		* Pension and Profit Sharing Plan Administration

*Currently under development.



RECREATIONAL LEADERSHIP

The Recreational Program includes introduction to and study of basic skills, ranging from acquiring knowledge of team sports to learning first aid techniques and developing a wider awareness of arts and crafts. Emphasis is placed on meshing classroom theory with actual recreational opportunities in the community. Projections now indicate the number of qualified personnel employed in parks and recreation by 1980 will reach 2.1 million persons (of whom more than 750,000 will require two or more years of formal higher education). While the role of the recreational leader often demands only minimal concentration on administration and supervisory work, there is a consistent need for diligence in planning, organizing and conducting of a wide range of recreational activities in a number of program areas.

JCCC offers the opportunity to obtain either a certificate in Recreational Leadership after completion of two semesters' work or a degree in Associate Arts upon completing the 60-hour two-year program. More specific information about both the certificate and the degree programs is available from the College Counseling Office or the division director of Physical Development.

Suggested Sequence of Courses for Certificate Program

	First Semester		Cr. Hrs.
PD	4291 Individual Lifetime Sports		2
PRL	5298 Introduction to Recreational Services		3
PD	2711 First Aid		3
PD	7168 Fall Sports Officiating		2
	Total Hours		10
	Second Semester		
PRL	7164 Outdoor Recreation		3
PRI	2459 Social Recreation		2
PRL	1379 Recreation Field Study		3
PD	6061 Spring Sports Officiating		2
			10

It is recommended (but not required) that five additional credit hours of electives be chosen by the student each semester.

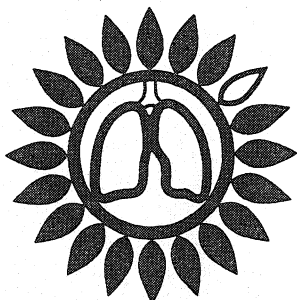
Suggested Sequence of Courses for Degree Program

HAR	1713	Introduction to Art History	3
HAR	6193	Ceramics I	3
HAR	2089	Sculpture I	2
HMU	7669	Introduction to Music	3
HAR	1192	Weaving I	3
BUS	2259	Personal Finance	3
COM	6524	Communications I	3
COM	1467	Communications II	3

Recommended Electives

HUM	6120	Introduction to Humanities	3
CJO	6648	Principles of Journalism	3
NLS	6540	Life Science	4
NLS	6186	Human Anatomy/Physiology	5
CPS	2501	Speech	3
PD	4368	Personal Health and Community Hygiene	3
PD	3469	Dancing (Folk, Square, and Contemporary)	2
PD	3458	Racquetball and Handball I	1
PD	7129	Archery I	1
SS	1068	Introduction to Psychology	3
SS	3404	Sociology	3

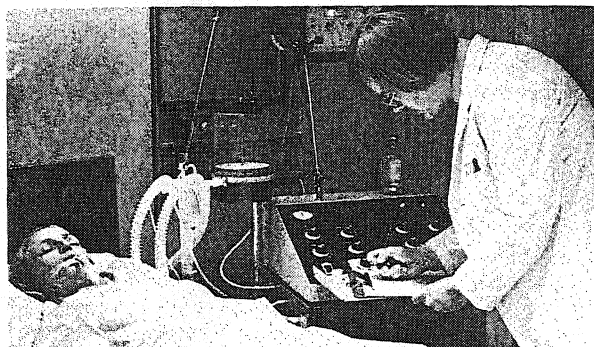




RESPIRATORY THERAPY

The rapid growth of the medical field has created great demands for this allied health profession. Opportunities for employment are available in a clinical environment such as in a hospital, or in a physician's office. Other options include administration and teaching. Those successfully completing the program will be entitled to take the National Registry Examination.

Students accepted in this cooperative program between JCCC and Baptist Memorial Hospital should plan their schedule with a counselor to include the sequence of essential courses listed below.



Sequence of Recommended Courses

Preclinical Year (Courses taken at JCCC)

First Semester			Cr. Hrs.
NPS	1031	Physical Science	
NPS	6634	Chemistry	5
MTH	6079	Algebra	5
NLS	1128	Human Anatomy	4
Total Hours			18
Second Semester			
NLS	1144	Human Physiology	4
NLS	5593	Microbiology	3
COM	6524	Communications I	3
			10

Clinical Year (Courses taken at Baptist Memorial Hospital. Similar coursework available through the University of Kansas Medical Center.)

Summer Session

NRT	5842	Technical Respiratory Therapy	3
NRT	4821	Introduction to Respiratory Therapy Procedures	3
			6

Third Semester

NRT	3843	Topics in Cardiopulmonary Physiology	5
NRT	5319	Clinical Care Techniques I	5
NRT	1841	Respiratory Therapy Medicine I	2
			12

Fourth Semester

NRT	7845	Clinical Care Techniques II	5
NRT	6822	Respiratory Therapy Medicine II	2
NRT	1023	Medical Ethics for Respiratory Therapy	3
NRT	1820	Cardiopulmonary Pharmacology	2
			12

Summer Session

NRT	5275	Department Management	1
NRT	6318	Respiratory Therapy Seminar	2
NRT	7358	Advanced Procedures and Techniques in Respiratory Therapy	2
NRT	1823	Respiratory Therapy Medicine III	1
			6



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. Students completing the two-year program receive the Associate of Arts degree. 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.
First Semester		
BUS	4282 Introduction to Business	3
BSC	1263 Beginning Typing (or business elective)	3
BSC	1519 Shorthand I (or business elective)	3
COM	6524 Communications I	3
*BSC	Secretarial Field Study I	3
Total Hours		15

Second Semester

BAC	4092 Accounting I	3
BAC	2171 Small Business Accounting	(3)
BSC	4590 Shorthand II	3
BSC	2376 Intermediate Typing	3
*BSC	Secretarial Field Study II	3
	Elective	3
		15

Summer Session (Optional)

*BSC	Secretarial Field Study III	3
------	-----------------------------	---

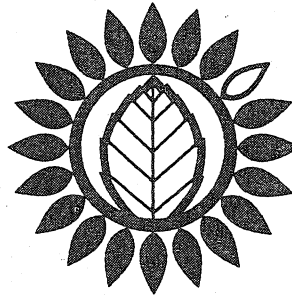
Third Semester

BSC	3630 Dictation and Transcription	3
BSC	1134 Legal Dictation and Transcription	3
BSC	4715 Medical Transcription	3
BSC	7633 Production Typing	3
BSC	1272 Secretarial Procedures I	3
*BSC	Secretarial Field Study IV	3
	Elective	3
		15

Fourth Semester

BUS	2253 Economics I	3
BUS	5123 Survey of Economics	(3)
BSC	2317 Secretarial Procedures II	3
BDP	7135 Business Data Processing	3
*BSC	Secretarial Field Study V	3
	Elective	3
		15

*There are five different secretarial field study courses, offered on a rotation basis. Further information is available from the program coordinator.



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

Courses offered at Maple Woods			
NAT	4894	Intro. to Small Animal Tech.	2
NAT	1895	Sanitation and Animal Care	2
NAT	7896	Clinical Mathematics	1
NAT	6897	Principles of Animal Science I	3
NAT	3899	Principles of Animal Science II	3
NAT	2901	Clinical Pathological Techniques I	4
NAT	1902	Animal Health Internship	6
NAT	5903	Animal Hospital Technology I	3
NAT	4904	Animal Technology Anatomy	5
NAT	3905	Laboratory Animal Tech.	2
NAT	6906	Animal Hospital Tech. II	3
NAT	7907	Clinical Pathological Tech. II	4
NAT	9908	Large Animal Technology	2
NAT	8909	Radiology and Electronic Procedures	2
Total Hours			42

Courses offered at JCCC			
NLS	5641	Biology of Animals	5
COM	6524	Communications I	3
BAC	2171	Small Office Accounting	3
NPS	2244	General Chemistry I	5
NPS	6634	Principles of Chemistry	5
SS		Elective	3
CSP	2501	Speech	3
NLS	5593	Microbiology	3
NLS	6057	Microbiology Lab	2
			27

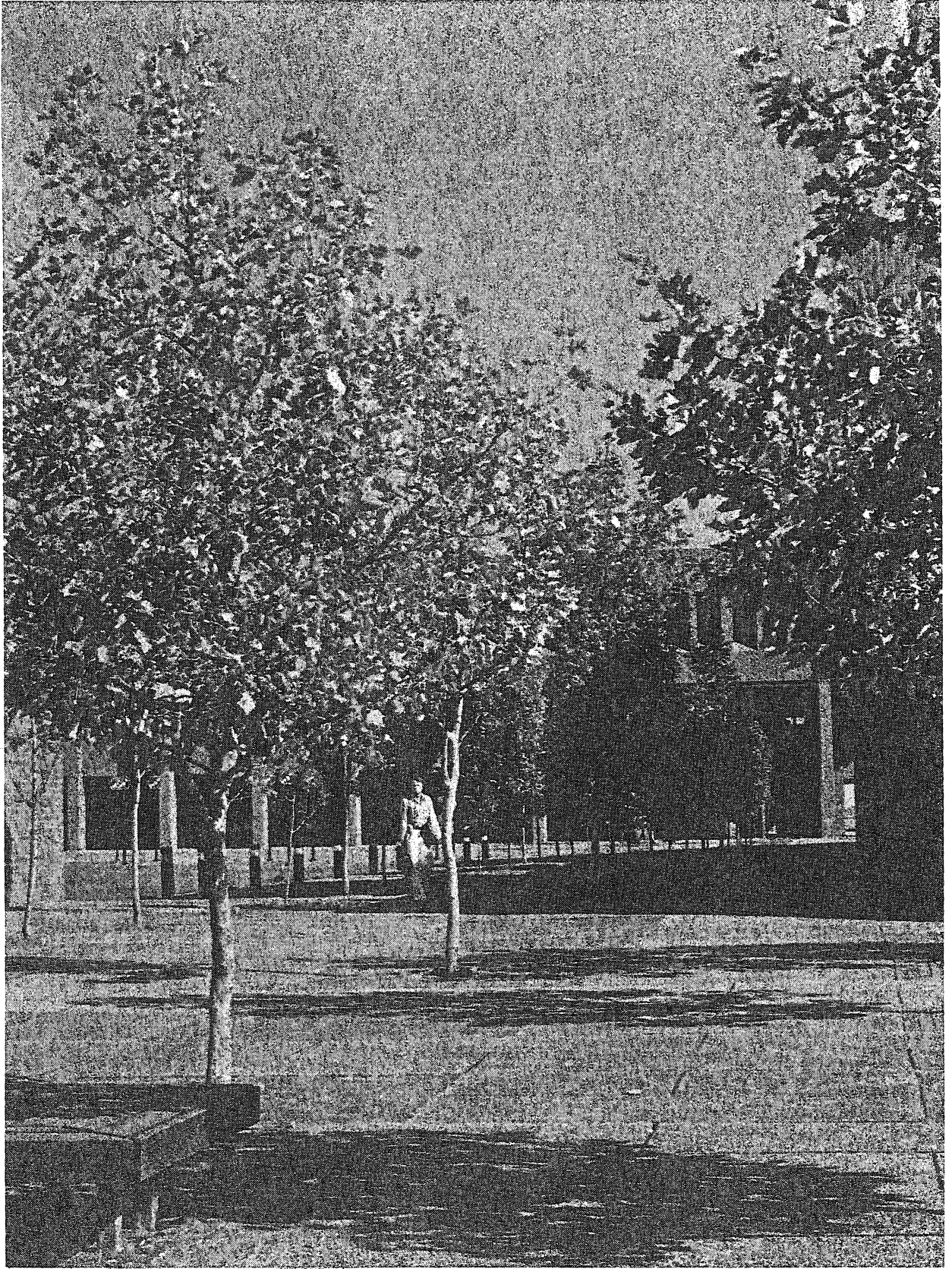
URBAN AGRIBUSINESS

This cooperative program with Longview Community College in Lee's Summit, Mo., allows students in Johnson County to select a career in horticulture. The Urban Agribusiness Program offers a cross-section of instruction in areas such as theory and practice of horticulture, plant biology, communications and accounting. To be admitted to the program, students must be accepted by both JCCC and Longview.

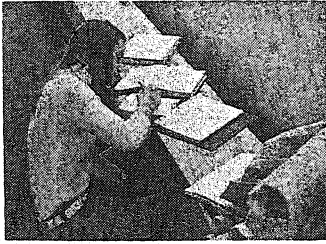
Courses offered at Longview

NUA	8887	Theory and Practice of Horticulture I	
NUA	3889	Theory and Practice of Horticulture II	5
NUA	6888	Introduction to Urban Agriculture	1
NUA	5890	Cooperative Work Experience I	3
NUA	7892	Cooperative Work Experience II	3
NUA	1034	Landscape Horticulture	3
NUA	1035	Grounds Establishment and Maintenance	3
NUA	8937	Special Topics in Horticulture I	1-3
NUA	2938	Special Topics in Horticulture II	1-3
NUA	1030	Special Topics in Horticulture III	1-3
NUA	2891	Plant Materials I	3
NUA	8893	Plant Materials II	3
NUA	9886	Principles of Supervision	3
Total Hours			35-41

Courses offered at JCCC			
NLS	4624	Biology of Plants	5
COM	6524	Communications I	3
BAC	4092	Accounting I	3
BUS	7007	Marketing	3
CSP	2501	Speech	3
BUS	1121	Business Law I	3
			20



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

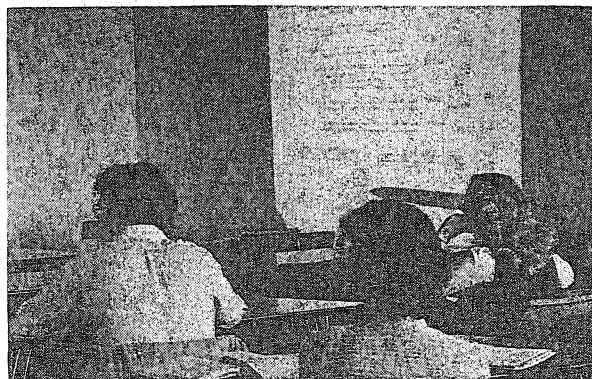
Introduction to various aspects of starting and operating a small business with emphasis on the basic accounting procedures needed to maintain daily records for the small firm. Designed to meet the needs of the individual operating a firm with occasional help of an outside accountant. Does not prepare 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



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. 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 requirement 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 400 clock hours. Class meets five days per week, eight hours a day for ten weeks. 1 - 15 Credits

JUVENILE CODE AND PROCEDURES.....SLE 1160

Prerequisites: SLE 2080 and SLE 7108 —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. 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

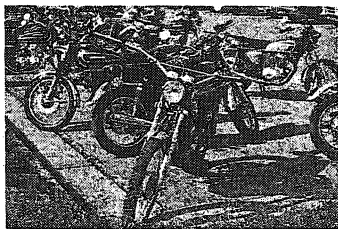
CRIMINAL INVESTIGATION.....SLE 5137

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 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

Prerequisite: By permission —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. 3 Credits

CRIMINOLOGY SLE 1585

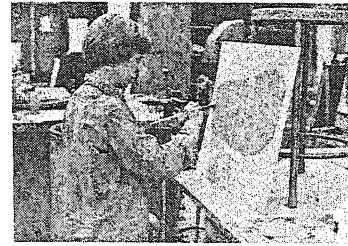
Manifestations of crime and theories of criminal behavior. Process and purpose of treatment, correction, crime prevention and control. Contemporary trends. Class meets three hours per week. 3 Credits

PATROL PROCEDURES SLE 4033

Prerequisites: SLE 1160, SLE 2080, SLE 2461 —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. Class meets three hours per week. 3 Credits



INTRODUCTION TO ART HISTORYHAR 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

ART FUNDAMENTALSHAR 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 METHODSHAR 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-DHAR 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, COLORHAR 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-DHAR 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 IHAR 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

DRAWING IHAR 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 IIHAR 3033

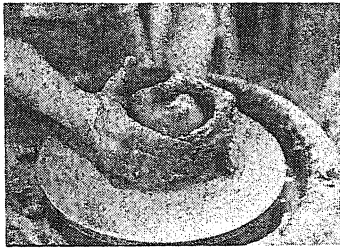
Prerequisite: HAR 7576 —Concentration on figure drawing and freehand drawing with emphasis on the conceptual approach. The student will work from models and other classroom situations. A variety of media will be explored. Class meets six hours per week. 3 Credits

PAINTING IHAR 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 IIHAR 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

SILKSCREENING 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

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 IIHAR 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 I.....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. Supplies average approximately \$35 per student. Class meets six hours per week. 3 Credits

SILVERSMITHING IIHAR 4638

Prerequisites: HAR 1620 —Advanced metalsmithing techniques of casting, constructing and etching, utilizing copper, brass, bronze, silver and other metals. Supplies average approximately \$35 per student. Class meets six hours per week. 3 Credits

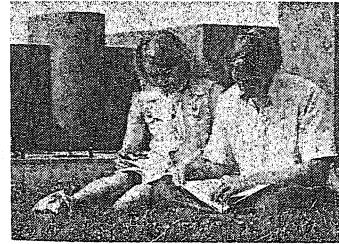


SCULPTURE IHAR 2089

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 IIHAR 3094

Prerequisite: 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

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

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. Spring 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

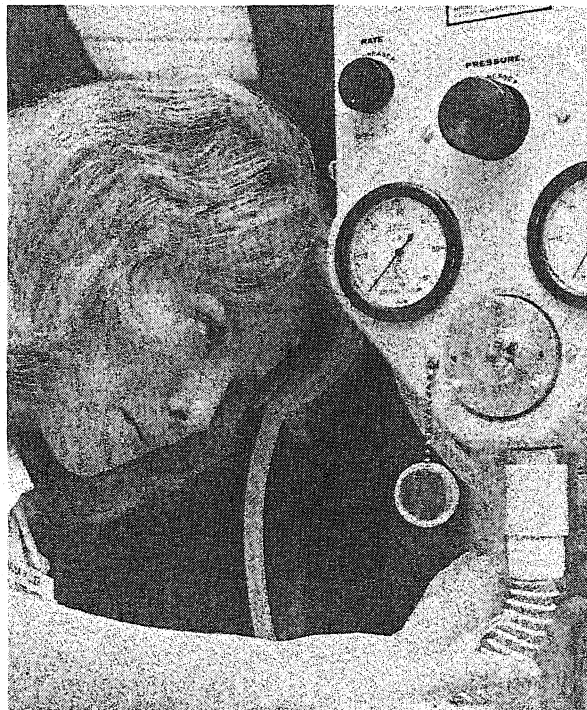
TECHNOLOGY I EMT 6824

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 9825

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





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 FINANCEBUS 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; understanding Social Security survival benefits and disability benefits; consumer protection from a consumer responsibility point of view; and a brief and general background on essential consumer knowledge regarding investments. 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, business 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 IBUS 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 IIBUS 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

MARKETINGBUS 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 MANAGEMENTBUS 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

SAVINGS AND INVESTMENTBUS 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



VISUAL COMMUNICATIONS IHCA 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 IIHCA 9689

Prerequisite: HCA 1689 —A continuation of Visual Communications I focusing on in-depth research relating to the special interests or career objectives of individual students. Requires the application of total design capability to problems of professional scope and complexity. Class meets eight hours per week. 4 Credits

VISUAL TECHNOLOGY IHCA 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 IIHCA 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 PORTFOLIOHCA 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

LETTERINGHCA 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



BASIC PHOTOGRAPHY HPH 2042

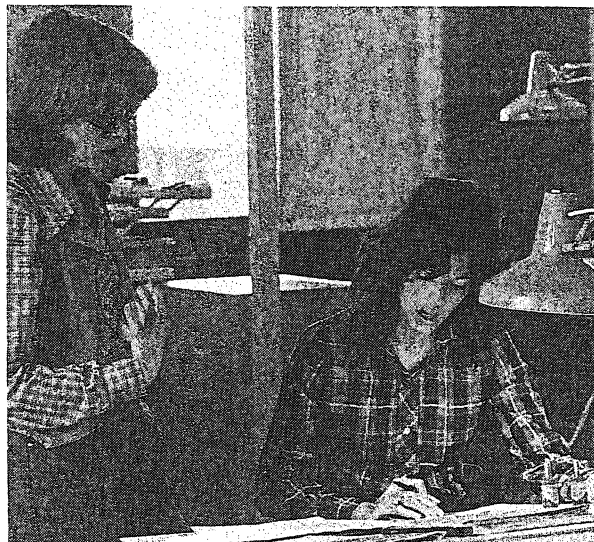
Theory and practice of photography as an essential tool of the visual communicator. Basic knowledge and skill are acquired in the use of photographic equipment and materials. Students must provide their own 35mm camera with adjustable shutter and aperture. Class meets for three hours of lecture and three hours of lab each week. 3 Credits

ADVANCED PHOTOGRAPHIC TECHNIQUES HPH 5726

Prerequisite: HPH 2042 — Continuation of Basic Photography, emphasizing the study of photographic processes and visual concepts. Includes use of the view camera, studio and natural lighting techniques and darkroom techniques. Class meets for three hours of lecture and three hours of lab each week. 3 Credits

LAYOUT HCA 1861

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

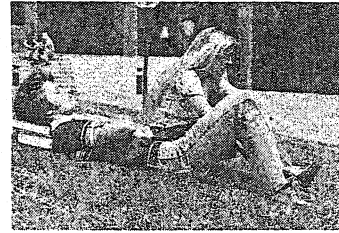


BASIC REPRESENTATION II HCA 5863

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



BASIC ENGLISH FOR HEARING

IMPAIRED PERSONS (HIP) COM 6133

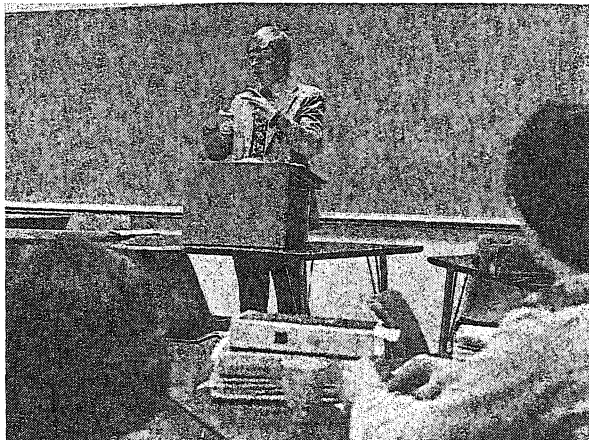
Basic skills in written communications, including sentence structure, the system of language, its characteristics and functions. Emphasis on vocabulary and the effect of words. Class meets five hours per week. 3 Credits

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



ENGLISH AS A SECOND LANGUAGE..... COM 7032

Basic written communications 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

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

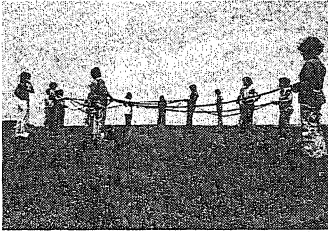
Prerequisite: COM 6524 — Emphasis on written responses to personal experiences, literature and special topics. Assignments include narrative, descriptive, and expository writing and a research project. Class meets three hours per week. 3 Credits

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. The writing of expository and argumentative essays, and study and practice in the selection of subjects, organization, methods and style. 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 nonfiction, depending on the interests of the students. Examination of recommended models. Final projects are selected by students, and the 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



TECHNICAL WRITING COM 4302

Introduction to various types of technical writing, emphasizing the progress report, proposal, physical research report, process analysis, and graphic illustration. Class meets three hours per week for five weeks. 1 Credit.

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

SHORT STORY AND NOVEL COM 4584

Prerequisite: COM 1467 — Introduction to the short story and the novel, emphasizing contemporary and classical fiction; related writing assignments. 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. Class meets three hours per week. 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 to 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 choosing 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



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. Key punch 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

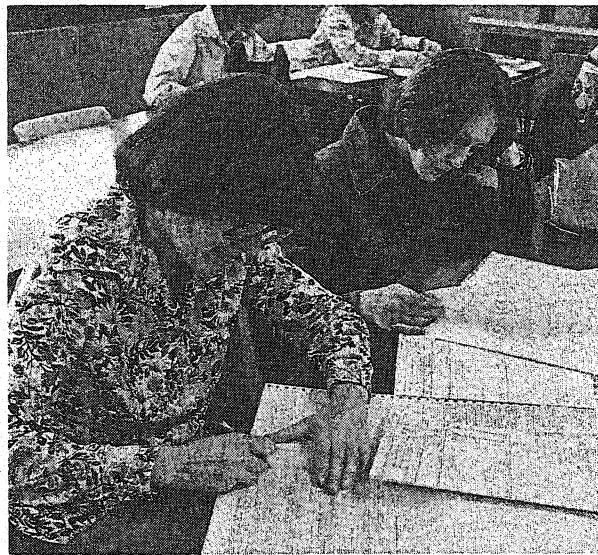


COBOL IBDP 4700

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 IIBDP 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

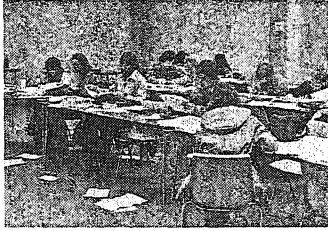


FORTRANBDP 6703

Prerequisite: MTH 6079 or MTH 3427 — 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. Spring 4 Credits

ASSEMBLER LANGUAGE IBDP 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

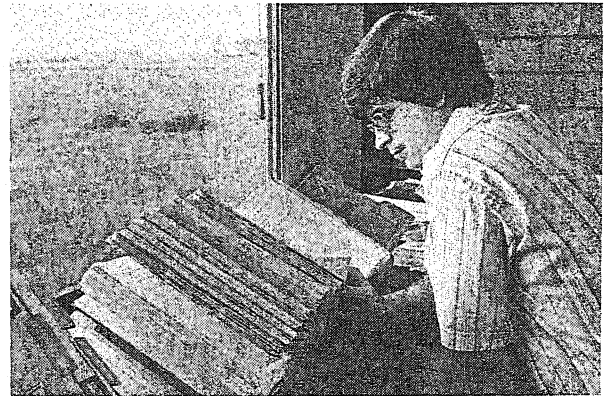
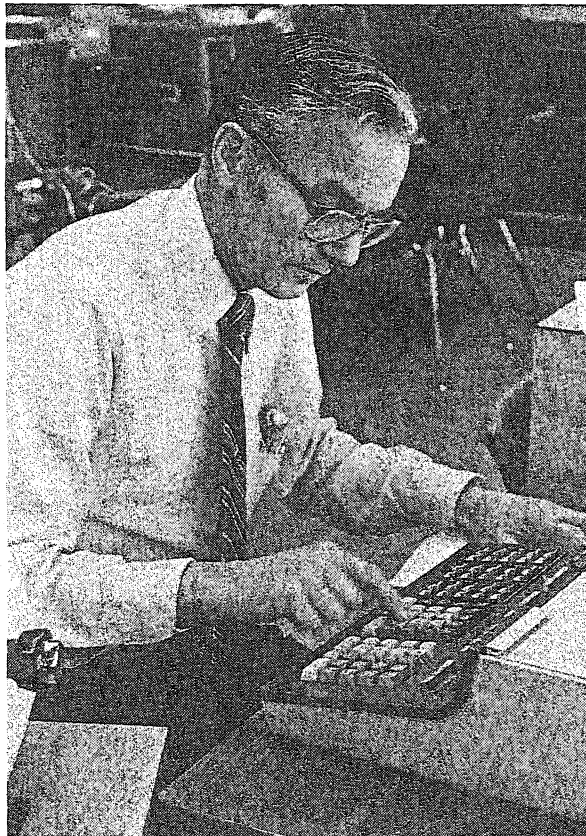


ASSEMBLER LANGUAGE IIBDP 1684

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

PL/1BDP 4701

Prerequisite: BDP 4700 or BDP 6703 — 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 BEGINNINGBDP 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 ADVANCEDBDP 5832

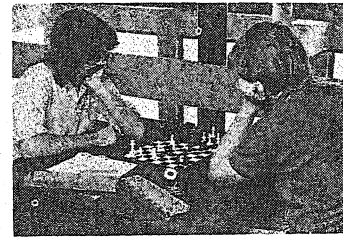
Prerequisite: BDP 7683 —Use of advanced features in the RPG II language. Study of disk file techniques, table and subroutine methodology. Computer used in compiling and executing programs. Class meets three hours per week. Laboratory by arrangement. Fall 4 Credits

TELEPROCESSINGBDP 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

DATA FILE MANAGEMENTBDP 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 by permission —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: ApplicationsBDP 7300

Prerequisite: By permission
Corequisites: BDP 4700, BDP 6703 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

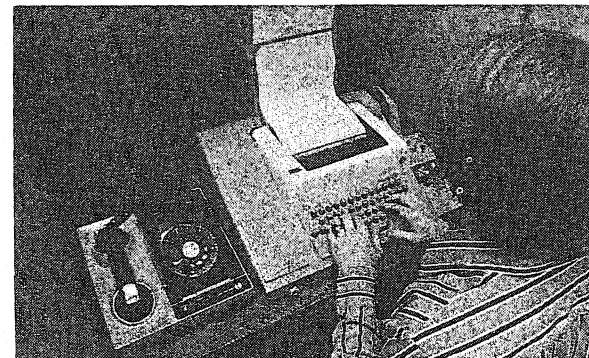


APPLICATION PROGRAMMING: Data Processing Topics.....BDP 6514

Prerequisite: By permission
Corequisites: BDP 4700, BDP 6703 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 1854

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. 2 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 3045

Prerequisites: 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



CLINICAL DENTAL HYGIENE I..... NDH 4103

Prerequisite: Admission to the Dental Hygiene Program —History, development, current status and future implications of dental hygiene profession. Introduction to dental hygiene techniques and instrumentation, patient evaluation, primary preventive treatment, auxiliary procedures and aseptic techniques. Class meets 13 hours per week. Fall 3 Credits

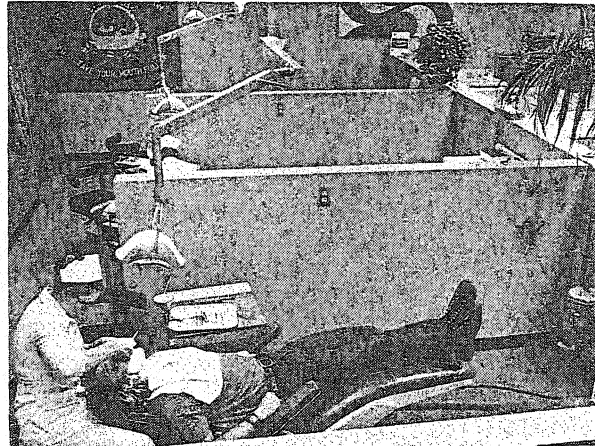
CLINICAL DENTAL HYGIENE II..... NDH 6112

Prerequisite: NDH 4103 —Clinical application of dental hygiene techniques and instrumentation, plaque control programs, diet analysis and counseling. Emergency procedures for medical and dental emergencies which may be encountered in the dental office. Class meets seven hours per week. Spring 3 Credits



CLINICAL DENTAL HYGIENE III..... NDH 7338

Prerequisite: NDH 6112 —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: NDH 7338
Corequisite: NDH 6027 —Continued development of proficiency in clinical techniques including preparation and application of dental hygiene treatment plans and expanded functions. Class meets 13 hours per week. Fall 5 Credits

CLINICAL DENTAL HYGIENE V..... NDH 3101

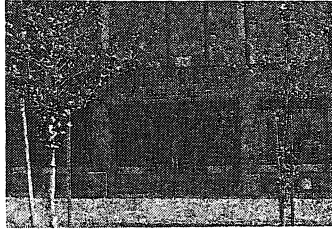
Prerequisite: NDH 5109 —Continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self evaluation. Principles of dental hygiene ethics and jurisprudence, and methods of efficient dental office management. Principles and clinical techniques of local anesthesia. Class meets 15 hours per week. Spring 7 Credits

HEAD AND NECK ANATOMY NDH 2339

Corequisite: NDH 4103 —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

Corequisite: NDH 4103 —Study of tissues of the oral cavity. Class meets four hours per week. Fall 2 Credits



DENTAL MORPHOLOGY AND OCCLUSION..... NDH 1323

Corequisite: NDH 4103 —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

Corequisite: NDH 6112 —Theory of exposing, processing and mounting oral radiographs. Bisecting angle and paralleling techniques. Emphasis on radiation safety for patient and operator. Class meets four hours per week. Spring 2 Credits

PATHOLOGY AND PERIODONTOLOGY I..... NDH 2583

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: NDH 2583 —Description of periodontal treatment and therapy with emphasis on soft tissue curettage. Basic pathological processes and identification of common oral conditions, their etiology and treatment. Class meets three hours per week. Fall 3 Credits

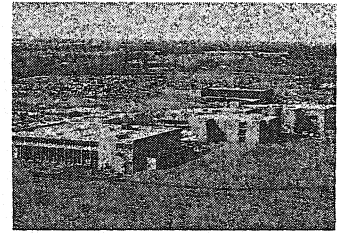
COMMUNITY DENTAL HEALTH..... NDH 4473

Corequisite: NDH 7338 —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. Field experience is included. 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



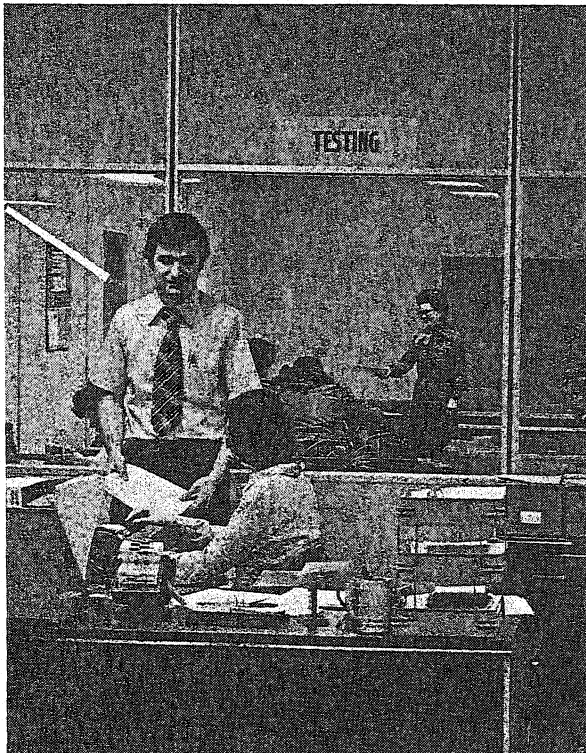


ALGEBRA PREPARATION LC 8837

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 rational 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

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

ORAL COMMUNICATION FOR HANDICAPPED STUDENTS (Lip Reading) LC 3814

Introduction to oral communication through the study of the anatomy and physiology of the hearing and speech mechanism, assessment and treatment in hearing and speech, basic phonetics, speech reading and pronunciation rules leading to a better understanding of the components of the oral communication process and improved skills basic to speech. Class meets three hours per week. 3 Credits

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



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

ADVANCED MANUAL

COMMUNICATIONS LC 6053

Prerequisite: COM 7029 —Advanced study in American sign language and a continuation of COM 7029. Emphasis on body language and expression. Class meets three hours per week. 3 Credits



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

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

ORIENTATION TO COLLEGE LIFE/HIP LC 6721

A course to aid the hearing-impaired person in his/her adjustment to college responsibilities. This course acquaints the student with the College facilities, use of the library, planning and scheduling courses, use of the supportive services and the utilization of personal time. It is a recommended course for all incoming hearing-impaired students.

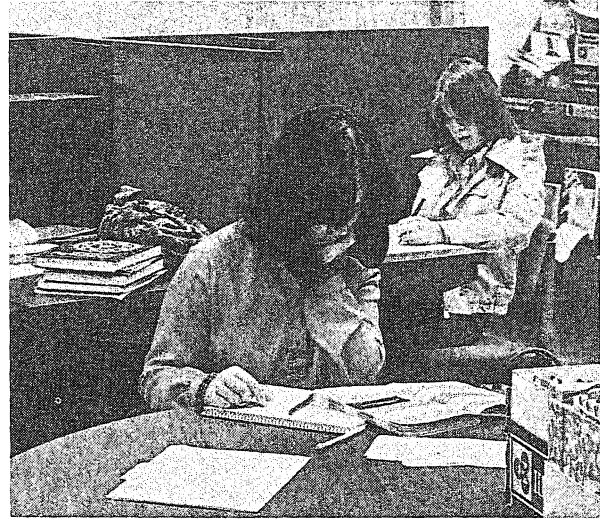
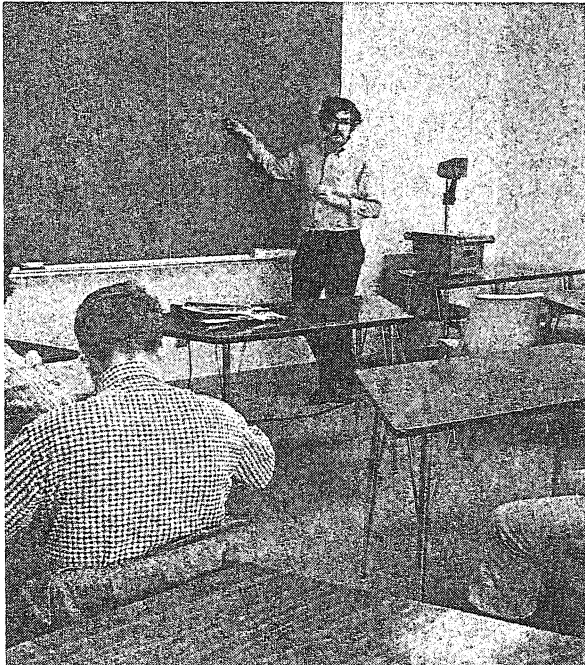


THE DEAF PERSON AND HIS CULTURE..... LC 6817

Study of the subculture of the deaf person and how the deaf person is forced into a subculture as a defense mechanism in our hearing environment. This is a study of the oral deaf, manual deaf and hard of hearing persons and how these disabilities and different modes of communication affect personality and behavior. Class meets three hours per week. 3 Credits

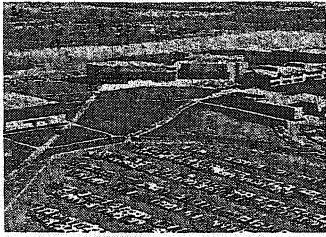
HUMAN POTENTIAL SEMINAR..... LC 2002

A structured, positive group experience designed to increase self-affirmation, self-motivation, self-determination and emphatic 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



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

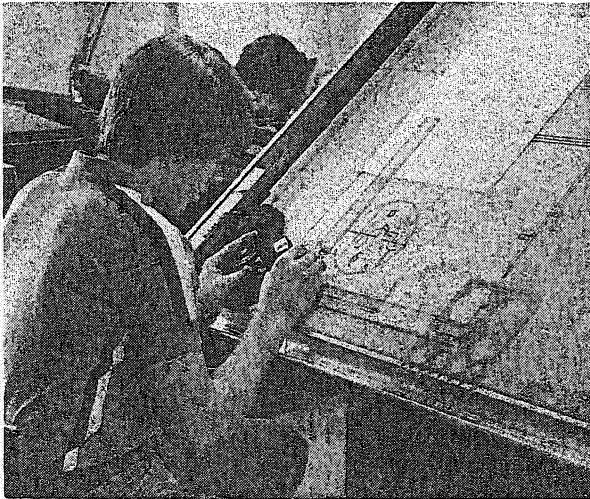


GRAPHIC COMMUNICATIONS..... EDT 7674

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. Three 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. Two hours of class and 10 hours of laboratory per week. Fall 5 Credits

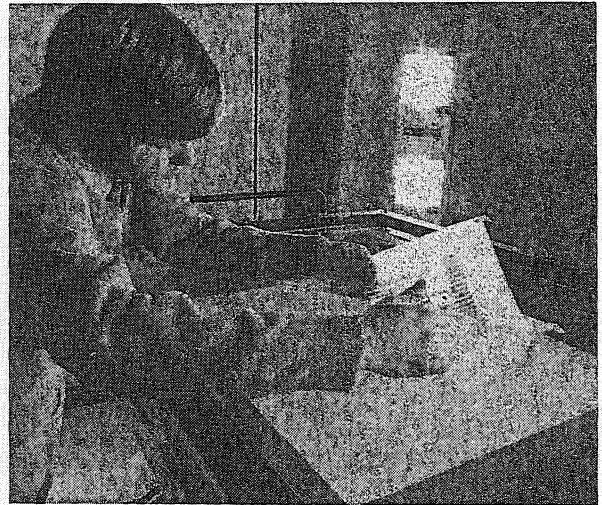


TECHNICAL DRAFTING II EDT 2811

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. Two hours of class and 10 hours of laboratory 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. One hour of class and four hours of laboratory per week. Spring 2 Credits

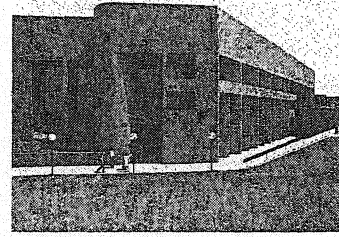


REPROGRAPHICS..... EDT 1813

Prerequisite: EDT 5810 or concurrent enrollment
—Reproduction processes and techniques typically 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. One hour class and four hours laboratory per week. Fall 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 meets six hours per week. Fall 3 Credits

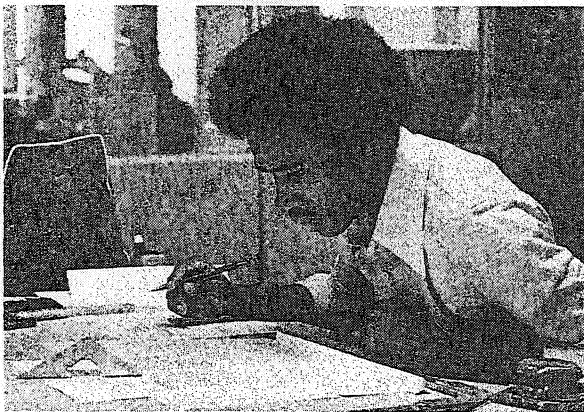


STRUCTURAL DRAFTING.....EDT 1916

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. Concrete, steel and heavy timber. Class meets six hours per week. Spring 3 Credits

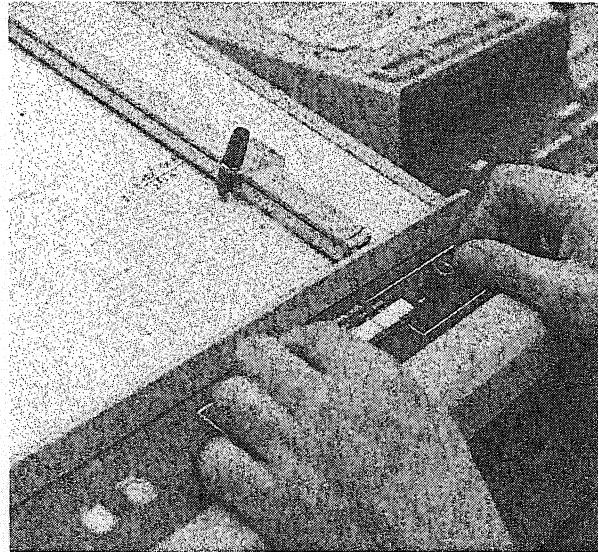
ELECTRICAL DRAFTINGEDT 5924

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



TECHNICAL ILLUSTRATION.....EDT 2297

Application of techniques used by technical illustrators. 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 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



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 CIRCUITSEET 2322

Prerequisites: EET 5290 or concurrent enrollment, and MTH 4354 or concurrent enrollment — 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 CIRCUITSEET 5056

Prerequisites: EET 2322 and MTH 5387 or concurrent enrollment in MTH 5387, 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 ANALYSISEET 1255

Prerequisites: EET 5056 and MTH 5387 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 ELECTRONICSEET 4289

Prerequisites: EET 5290, MTH 4354 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

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. Until in-service needs of area emergency medical service agencies are met, priority will be given to those individuals who are currently employed by said agencies. 5 Credits

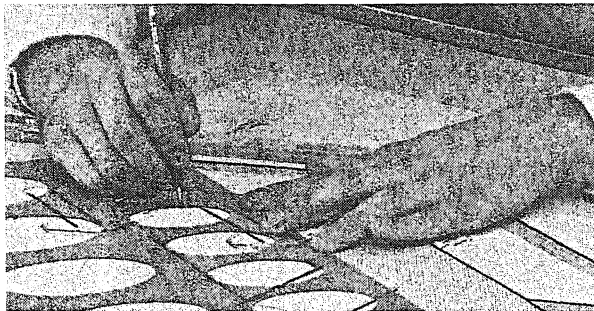


ENGINEERING GRAPHICS I.....EGR 1243

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 IIEGR 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, 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, MTH 2943 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 engineering problems utilizing digital computers. Class meets three hours per week. Laboratory by arrangement. 4 Credits

DYNAMICS.....EGR 5517

Prerequisite: EGR 6082 —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 in building. Emphasis on properties and applications in building construction. Class meets three hours per week. 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.



FUNDAMENTALS I.....BFM 7013

total concept of fashion — what makes it, gets it and sells it. What the fashion industry is from the designer, to the manufacturer, to the distributor. To conclude with the consumer and merchandising trends within the industry. Class meets three hours per week. Fall 3 Credits

FUNDAMENTALS IIBFM 1019

Prerequisite: BFM 7013 or by permission of instructor. Technical aspects of merchandising, personnel management, principles of management, role of the buyer, buying principles and merchandising communications. Class meets three hours per week. Spring 3 Credits

.....BFM 1195

Natural and man-made textile fibers, weaves, finishes and their comparative characteristics. Emphasis on selling techniques, care and use of fabrics. Class meets three hours per week. Spring 3 Credits

OF DRESS.....BFM 2568

Historical evolution of dress in the Western world from ancient Egypt to 1978. The fashion cycle and the elements that affect it: economic, political, social and technological advancements. Class meets three hours per week. Spring 3 Credits

ILLUSTRATION.....BFM 5294

Application of basic sketching techniques to the human figure and clothing designs for the development of newspaper and magazine advertisements. Class meets three hours per week. Spring 3 Credits

ILLUSTRATION II.....BFM 1926

Prerequisite: BFM 5294 or approval of instructor. In depth study of fashion illustration as a marketing selling technique. Strong emphasis on developing an individual style resulting in an artistic portfolio geared to the career objectives of the individual student. Class meets three hours per week. 3 Credits

FASHION PROMOTIONS.....BFM 4655

Composition of articles for fashion modeling and the creation of a well-coordinated, well-managed fashion show to be presented to the public. Course also includes practical exercises in the visual merchandising of fashion items through creating effective interior and window displays using appropriate materials, color, lighting and signs. Class meets three hours per week. Fall 3 Credits

FASHION IN SOCIETYBFM 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 2929

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

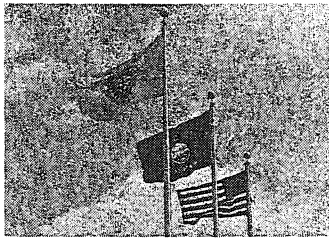
Prerequisite: Admission to the Fashion Merchandising Program — Work experience in an approved training situation under instructional supervision. Emphasis on developing career goals by exploring many career options in fashion. Class meets two hours per week. A minimum of 15 hours on-the-job training 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 SCIENCEEFS 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 PREVENTIONEFS 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 HYDRAULICSEFS 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 COMPANY ORGANIZATION AND MANAGEMENTEFS 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 PROTECTIONEFS 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 IEFS 2742

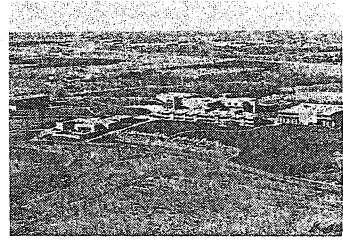
An introduction to basic fire chemistry and physics. Problems of flammability as encountered by fire fighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit. Class meets three hours per week. 3 Credits

FIRE APPARATUS AND EQUIPMENTEFS 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 INVESTIGATIONEFS 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

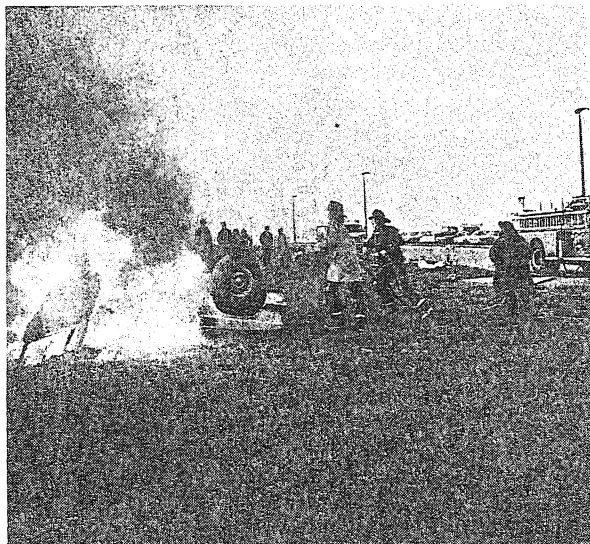
A study of portable fire extinguishing equipment, protection systems for special hazards, sprinkler systems, fire detection and alarm systems. Class meets three hours per week. 3 Credits

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 installation, 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

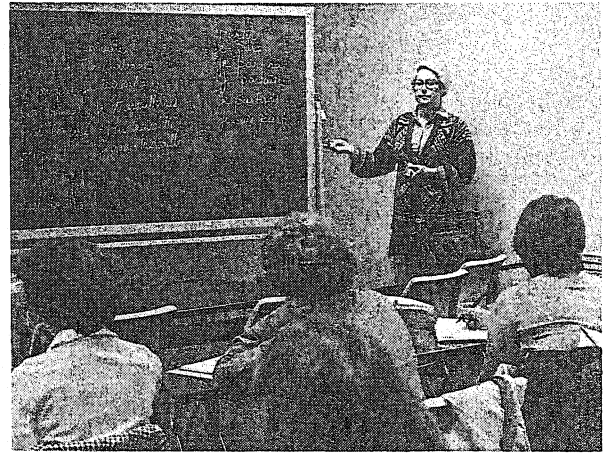
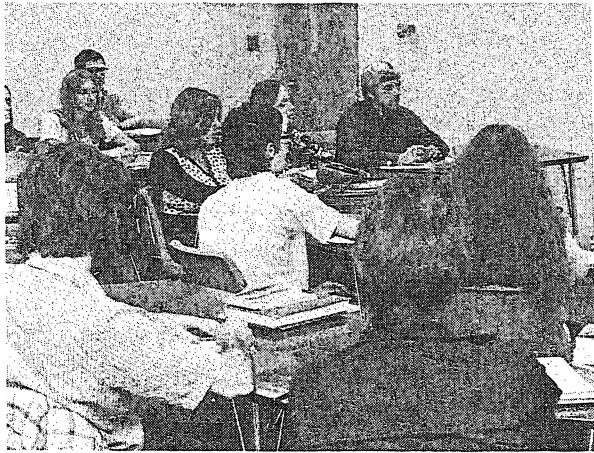
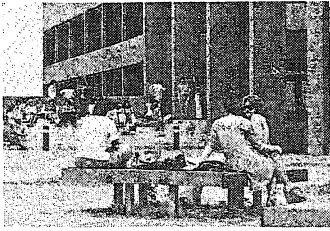
RELATED CODES AND ORDINANCES EFS 6753

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

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. Fall 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. Spring 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. Fall 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. Spring 3 Credits

ELEMENTARY FRENCH I CFL 4570

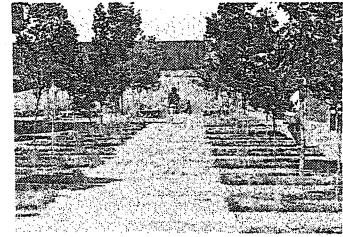
Basic course in the French language includes vocabulary building, grammar study, conversation, and introduction to the French culture and civilization. Emphasis on the spoken language. Class meets five hours per week. Fall 5 Credits

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. Class meets five hours per week. Spring 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. Fall 3 Credits

ADVANCED FRENCH CFL 5574

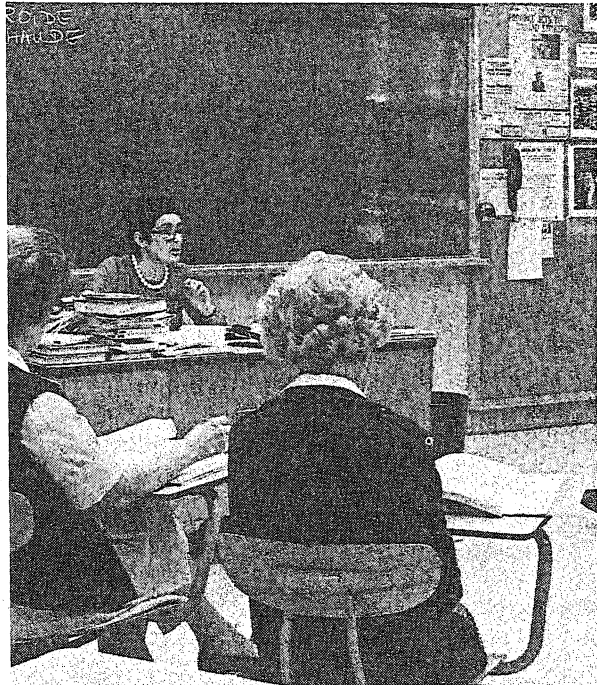
Prerequisite: CFL 1442 or three years of high school French — Continuation of CFL 1442 (Intermediate French). Advanced reading, with study of a contemporary novel and newspaper articles. Complete grammar review. Conversation and composition in French. Class meets three hours per week. Spring 3 Credits

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. Fall 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. Spring 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 3401 or three 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. Fall 3 Credits

ADVANCED GERMAN CFL 5199

Prerequisite: CFL 3401 or three years of high school German — Continuation of CFL 3401 (Intermediate German), emphasizing more advanced reading material. Class meets three hours per week. Spring 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..... COM 7029**

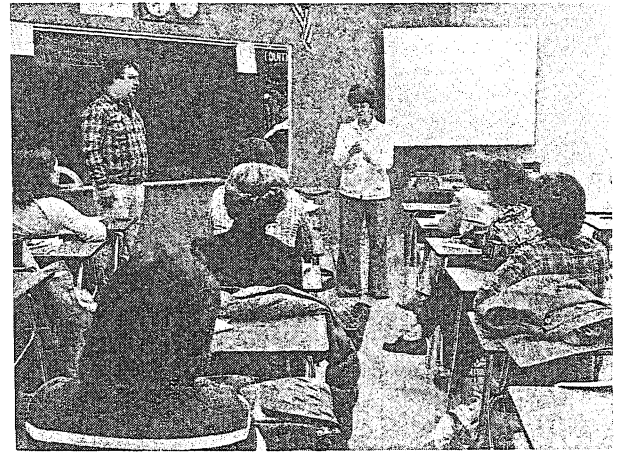
Basic American sign language utilized to communicate with deaf adults. Subject material related to language, psychological and social aspects of the deaf person. Class meets three hours per week. 3 Credits

**LAB FOR BASIC MANUAL
COMMUNICATIONS..... COM 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

**ADVANCED MANUAL
COMMUNICATIONS..... COM 6053**

Prerequisite: COM 7029 — Advanced study in American sign language and a continuation of COM 7029. Emphasis on body language and expression. Class meets three hours per week. 3 Credits



**ORAL COMMUNICATION FOR HANDICAPPED
STUDENTS (LIP READING) LC 3814**

Introduction to oral communication through the study of the anatomy and physiology of the hearing and speech mechanism, assessment and treatment in hearing and speech, basic phonetics, speech reading, and pronunciation rules leading to a better understanding of the components of the oral communication process and improved skills basic to speech. Class meets three hours per week. 3 Credits

ORIENTATION TO COLLEGE LIFE/HIP LC 6721

A course to aid the hearing-impaired person in his/her adjustment to college responsibilities. This course acquaints the student with the College facilities, use of the supportive services and the utilization of personal time. It is a recommended course for all incoming hearing-impaired students.

CULTURE OF THE DEAF PERSON LC 6817

Study of the subculture of the deaf person and how the deaf person is forced into a subculture as a defense mechanism in our hearing environment. This is a study of the oral deaf, manual deaf and hard-of-hearing persons and how these disabilities and different modes of communication affect personality and behavior. Class meets three hours per week. 3 Credits



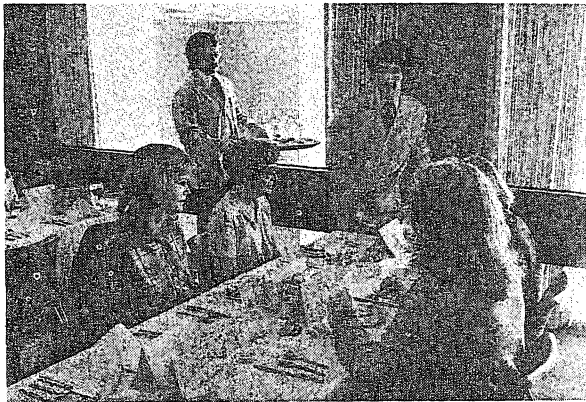
BASIC FOOD PREPARATION.....BHM 7028

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 MANAGEMENTBHM 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 MANAGEMENTBHM 4489

Supervision and motivation of employees in the hospital 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 3 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 specifications will be included. Class meets two hours per week. 2 Credits

ADVANCED FOOD PREPARATION.....BHM 7803

Prerequisites: 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

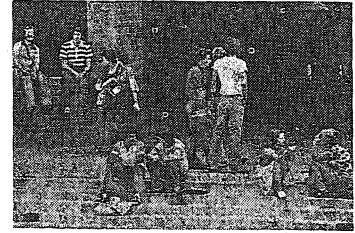


FOOD SPECIALITIES II.....BHM 2165

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 SPECIALITIES 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 SPECIALITIES 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

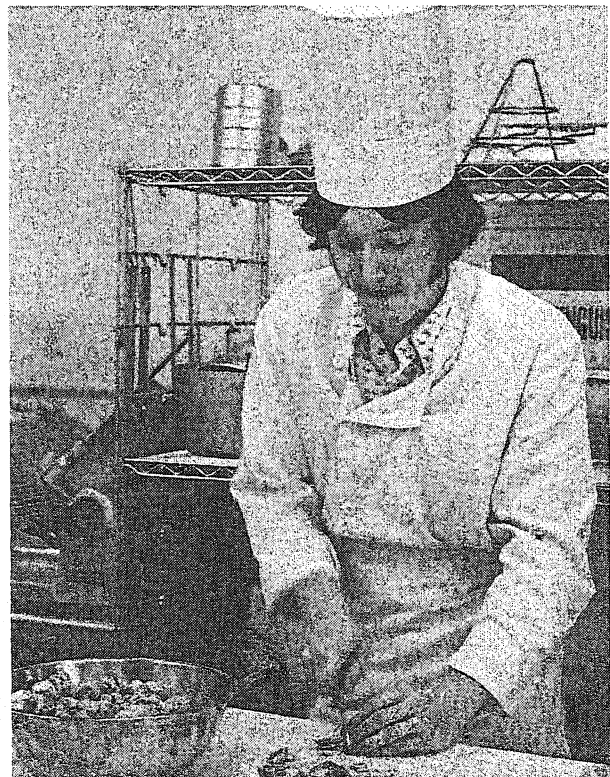
Prerequisite: BHM 5942 — A continuation of Culinary Arts Practicum III. 3 Credits

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





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

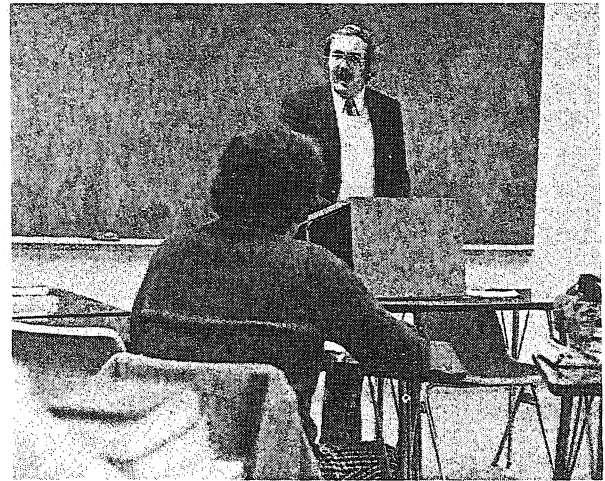
Interdisciplinary study of cultures. The course emphasizes development of the humanities in selected cultures as a background to the arts in contemporary society. Two European cultures and one non-European culture are studied. The concept of culture and the role of the humanities in culture in general 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.

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

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



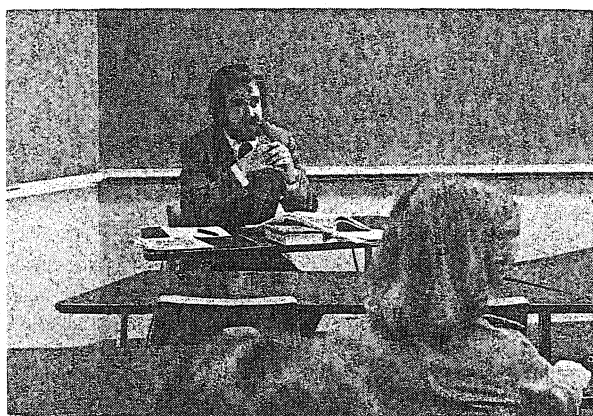
PRINCIPLES OF JOURNALISMCJO 6648

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. Class meets three hours per week. 2 Credits

NEWS GATHERING

AND NEWS WRITINGCJO 1343

Prerequisite: Beginning typing or equivalent or concurrent BSC 1263 —An evaluation of news and how news is gathered, written and published. Practical experience includes the development of interview techniques and in-depth writing. Class meets three hours per week. 3 Credits



FUNDAMENTALS OF ADVERTISINGCJO 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 COPYWRITINGCJO 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 ICJO 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. Class meets for two hours with a minimum of 15 hours of on-the-job training per week by arrangement. 3 Credits



JOURNALISM FIELD STUDY IICJO 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. Class meets for two hours with a minimum of 15 hours of on-the-job training per week by arrangement. 3 Credits

JOURNALISM FIELD STUDY IIICJO 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. Class meets for two hours with a minimum of 15 hours of on-the-job training per week by arrangement. 3 Credits



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

BIOLOGY OF PLANTS..... NLS 4624

Introduction to plant structure and function. Plant division with emphasis on life cycles and evolutionary relationships from the simplest to the most complex of plants. Class meets seven hours per week. 5 Credits

BIOLOGY OF ANIMALS..... NLS 5641

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

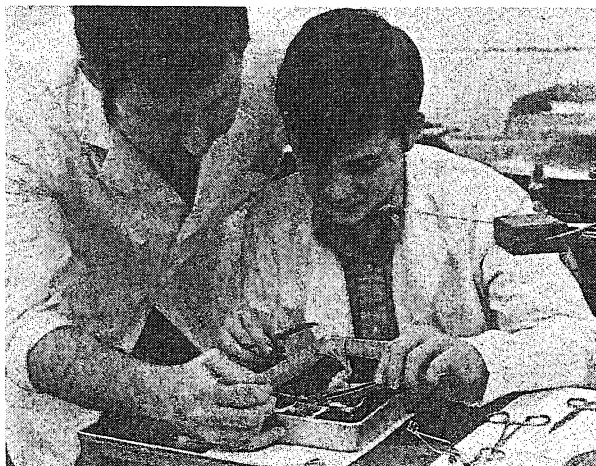
Fundamental principles of heredity and variation. Concepts of Mendelian and non-Mendelian genetics. Plant, animal and human variations are covered. Class meets three hours per week. 3 Credits

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



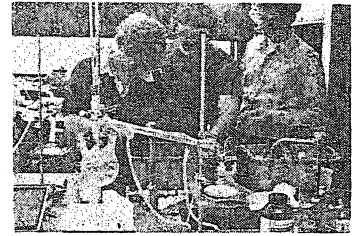
HUMAN ANATOMY/PHYSIOLOGY..... NLS 6186

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

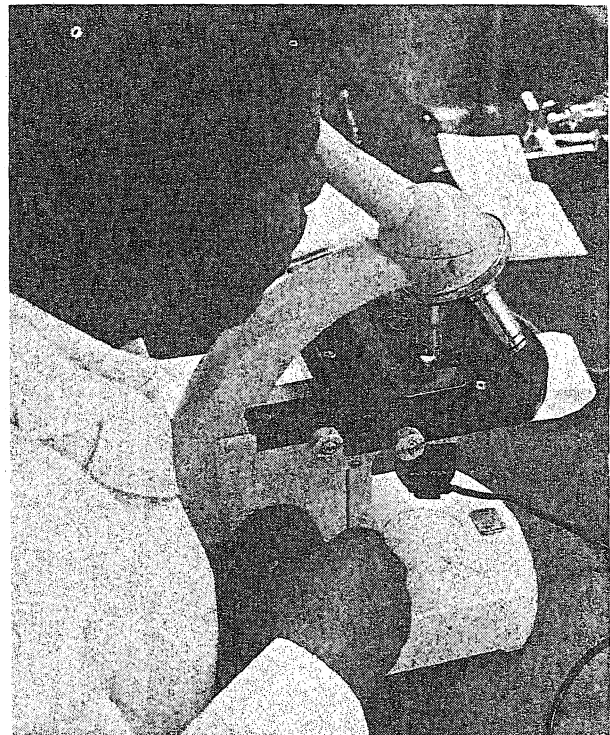
This course will serve as an introduction to the physiology of disease. Various health problems of the body, their causes, symptoms and treatment will be studied. An emphasis is placed on accurate use of terminology and accuracy in spelling in the study of these diseases. Class meets three hours per week. 3 Credits

GENERAL PHARMACOLOGY..... NLS 1264

Prerequisite: NLS 1144 —Identification and classification of therapeutic agents according to mechanisms of action, toxic and untoward 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. 3 Credits



RETAILING 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, copy-writing, 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

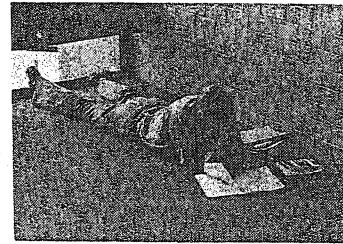
Prerequisite: (One of the following) BMM 2407, BMM 5026 or one year's successful selling experience — Emphasis on problems and solutions in managing the sales force including recruitment and selection of salespeople, training, compensation and motivation. Sales forecasting, sales planning and ethics 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:

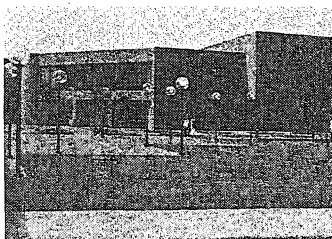
Organization and Operations..... BMM 1060

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 15 hours on-the-job training per week by arrangement. Fall 3 Credits

MARKETING AND MANAGEMENT INTERNSHIP:

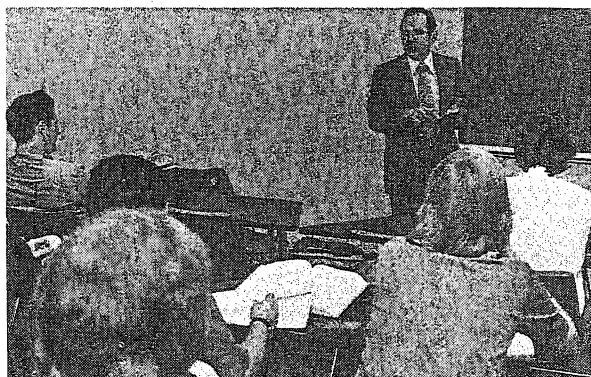
Supervisory Management..... BMM 7076

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 30 hours on-the-job training by arrangement. Summer 3 Credits



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



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

FINITE MATHEMATICS MTH 2642

Prerequisite: MTH 7246 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

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. Electronic 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 integration to find areas. Electronic technology applications. Class meets five hours per week. 5 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

ALGEBRA MTH 6079

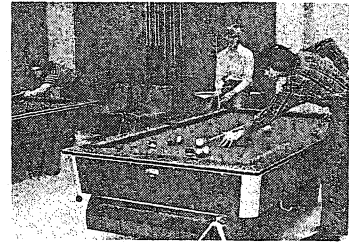
Prerequisite: MTH 7246 or one and one-half years of high school algebra or equivalent — A college algebra course with extensive review of the fundamental algebraic operations followed by a study of the following topics: polynomial, rational, exponential and logarithmic functions; systems of equations; matrices and determinants; sequences and series; and the binomial theorem. Class meets five hours per week. 5 Credits

ALGEBRA—TRIGONOMETRY MTH 7091

Prerequisite: MTH 6079 or two years of high school algebra or equivalent — An intensive study of both college algebra and trigonometry for well-prepared students. Will cover the topics included in both MTH 3427 and MTH 2594. Class meets five hours per week. 5 Credits

COLLEGE ALGEBRA MTH 3427

Prerequisite: MTH 6079 or two years of high school algebra or equivalent — 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 three hours per week. 3 Credits



TRIGONOMETRY..... MTH 2594

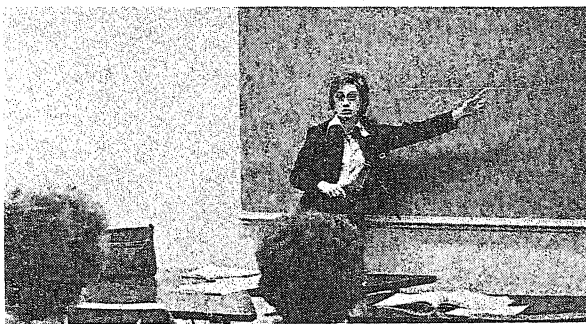
Prerequisite: MTH 6079 or equivalent. Not recommended for the student with high school credit in trigonometry — Trigonometric functions, identities, graphs, equations, inverse trigonometric functions, polar coordinates, complex numbers and applications. Class meets three hours per week. 3 Credits

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 linear algebra. Class meets five hours per week. 5 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

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 transformation and applications. Class meets three hours per week. Spring 3 Credits

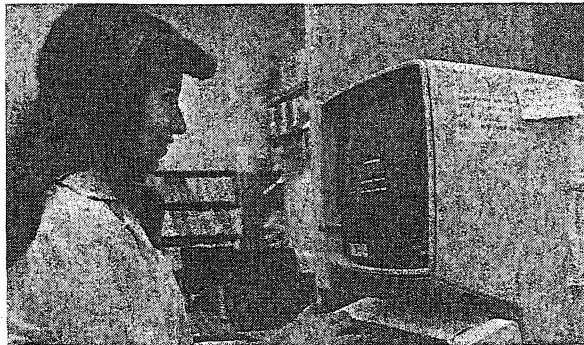
STATISTICS..... MTH 2084

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

Medical Records Technology



MEDICAL RECORD SCIENCE I.....NMR 1043

Prerequisite: Admission to the Medical Records Technology Program—Orientation to hospitals and medical record departments with attention to history, hospital organization and functions of medical and paramedical personnel. Content, use and preservation of medical records, numbering and filing systems. Class meets five hours per week. 4 Credits

MEDICAL RECORD SCIENCE IINMR 6102

Prerequisite: NMR 1043 —Requirements for completeness of medical records. Abstracting and analysis of data from medical records. Medical and vital statistics. Medical/Legal aspects of medical records and of working in the medical records department, medical correspondence and courtroom procedures. Class meets four hours per week. 3 Credits

MEDICAL RECORD SCIENCE IIINMR 3245

Prerequisites: NMR 6102, NMR 4311 —Nomenclature and classification systems of diseases and operations. Kinds, maintenance and uses of indexes including computer application. Class meets four hours per week. 3 Credits

MEDICAL RECORD SCIENCE IVNMR 4108

Prerequisite: NMR 3245 —Medical records in skilled nursing facilities and health facilities other than hospitals. Medicare and licensing regulations and accrediting agencies. Medical staff organization. Medical care evaluation. Class meets two hours per week. 2 Credits

DIRECTED PRACTICE INMR 7111

Prerequisite: NMR 6102 —Admission and discharge analysis procedures and compilation of statistical reports in the medical record department of Baptist Memorial Hospital. Hours by arrangement: eight hours per day for three weeks during the summer. 3 Credits

DIRECTED PRACTICE IINMR 1325

Prerequisite: NMR 7111 — A variety of medical record procedures applied to classroom-acquired knowledge. Directed practice at Baptist Memorial Hospital and two affiliate hospitals in the area and at least one other type of health facility. Hours by arrangement. 4 Credits

DIRECTED PRACTICE IIINMR 3117

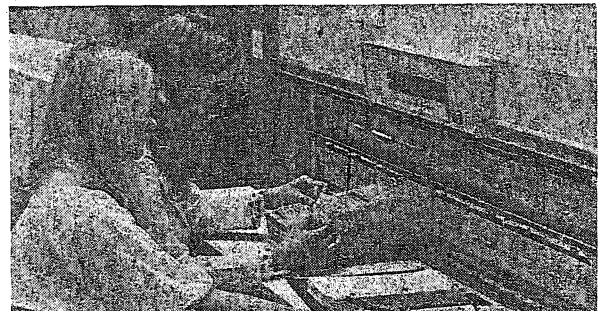
Prerequisite: NMR 1325 —Continuation of supervised practice of all procedures, primarily at Baptist Memorial Hospital. Hours by arrangement. 5 Credits

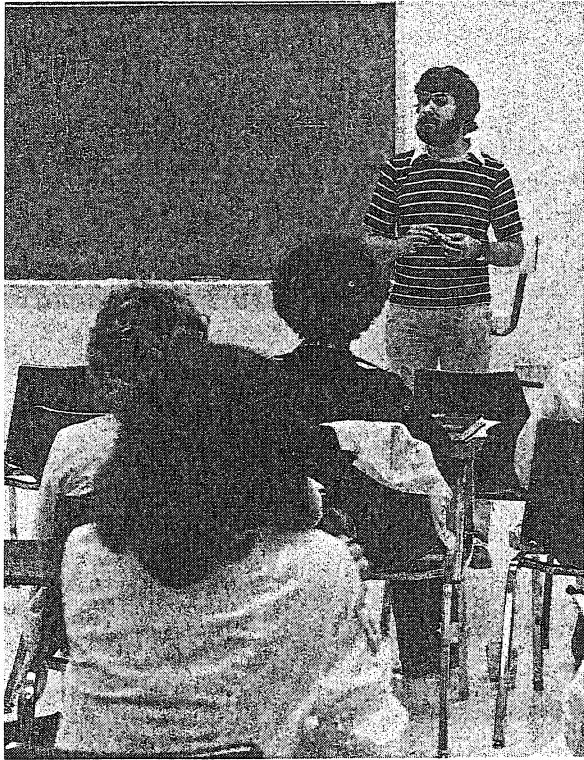
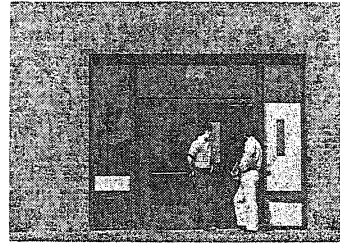
DEPARTMENTAL SEMINARNMR 2345

Management: controls, systems, and supervision. Individual and group participation in special projects related to medical record procedures, current problems, and studies. Class meets two hours per week. 2 Credits

MEDICAL TERMINOLOGY FOR MRTNMR 4311

Prerequisites: NS 6476, 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 two hours per week. 2 Credits





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, musculo skeletal, genitourinary and nervous systems. Class meets by arrangement. 2 Credits

MEDICAL TERMINOLOGY IINS 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 IIINS 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



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 cardio-pulmonary 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 3889

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



**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

**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 submediate 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. Emphasis on vocal training. 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

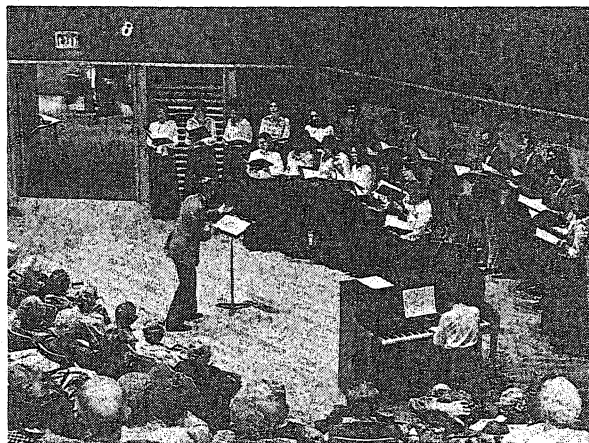
Prerequisite: HMU 4249 —Continuation of Chorus III. Class meets three hours per week. 1 Credit

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

JCCC 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. 1-2 Credits

JCCC 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. 1-2 Credits

JCCC JAZZ LAB 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. 1-2 Credits

JCCC 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. 1-2 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 Orchestra. 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

Prerequisites: 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

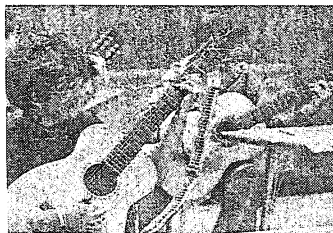
Prerequisites: HMU 4166 or by permission
 —Continued study and performance of standard literature for ensembles: brass, woodwind and percussion. Class meets two hours per week. 1 Credit

CHAMBER ENSEMBLE IV HMU 6213

Prerequisites: 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
Prerequisite: HMU 1793
 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

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 VOICE 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

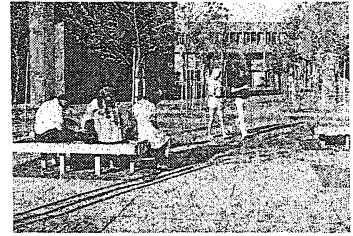
APPLIED PERCUSSION I (PRIVATE) HMU 1799
 Private instruction on percussion instrument of student's choice. Lesson time by arrangement, one-half hour per week. 1 Credit (Music majors)

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 Home Aide



NURSING CARE OF THE INDIVIDUAL:

Short-Term Health ProblemsNRN 2847

Prerequisites: NRN 3131 and SS 3546 — Care of individuals during acute short-term illness. Pathophysiology and the application of basic scientific principles in the problem-solving process. Special emphasis on assessment of needs, preparation of care plans and evaluation of the effectiveness of the care given. 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 — Study of illness with emphasis on adjustment of the individual to long-term care and rehabilitation. Utilization of nursing process, patient care plans. The role of the AA graduate seeking employment in the community. Five hours of class and 12 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 communication skills. Four hours of class and 12 hours of laboratory per week. Fall 8 Credits

NURSING CARE OF THE INDIVIDUAL:

Adaptation To ChangeNRN 3131

Prerequisite: NRN 8846
Corequisite: NLS 1144 — Maintenance and promotion of health with special emphasis on family, community and society. Concept of stress resulting from change in health status or lifestyle. four hours of class and 12 hours of clinical laboratory per week. Spring 8 Credits



NURSING HOME AIDE NHA 3646

Prerequisite: Permission of the division director — A course designed to provide the student with the basic skills, human understanding and attitudes to upgrade the services rendered for residents of adult care facilities in Kansas. Successful completion of the course leads to certification as a geriatric aide. This is a 90 clock hour course offered in six-week sessions. Each session begins at various times during the year. 3 Credits





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 ASPECTS OF

BUSINESS ORGANIZATIONS.....BPL 5827

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

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

REAL ESTATE LAW.....BPL 2828

Prerequisite: BPL 9739, 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

WILLS, TRUSTS, AND

PROBATE ADMINISTRATIONBPL 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



FAMILY LAWBPL 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 MANAGEMENTBPL 5911

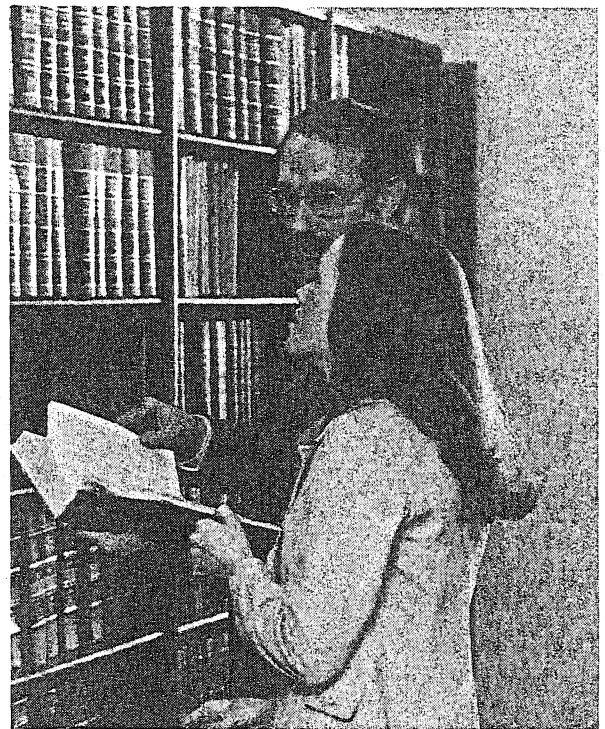
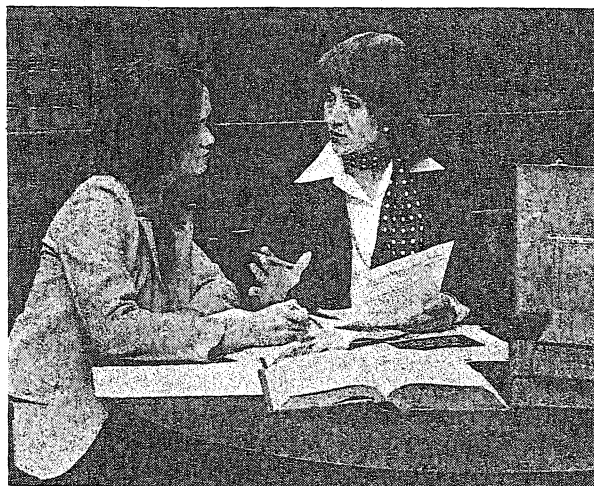
Prerequisite: BPL 9739 or consent of coordinator of the Paralegal Program — Study of the internal functions of the law office or legal department, including personnel matters, office systems such as docketing and time controls, law library maintenance, filing systems, financial and accounting management and office equipment. 3 Credits

LITIGATION.....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

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

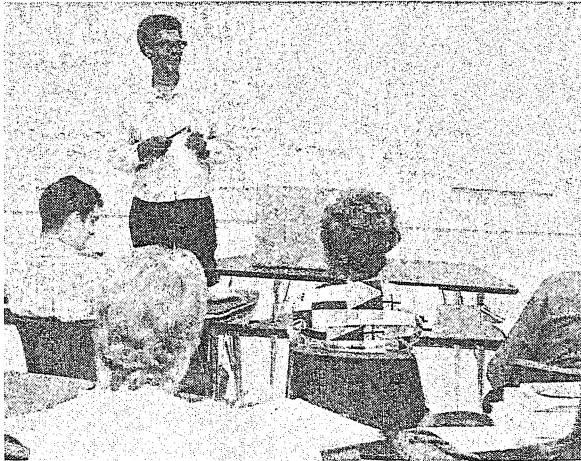
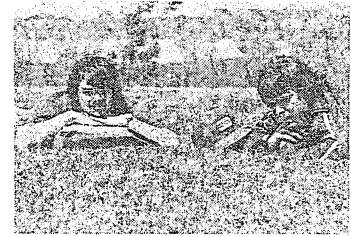


LAW OFFICE SEMINAR I.....BPL 3912

Prerequisites: BPL 9739 and at least six 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

LAW OFFICE SEMINAR II.....BPL 4919

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



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

INDIVIDUAL LIFETIME SPORTS PD 4291
Group instruction and practical experience in archery, badminton and tennis. Emphasis on planning and organization of these lifetime sports in a recreation setting. Class meets three hours per week. 2 Credits

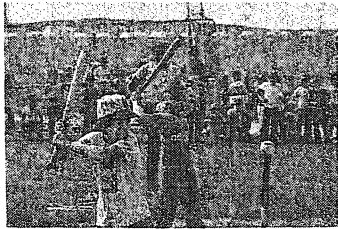
PERSONAL HEALTH AND COMMUNITY HYGIENEPD 4368
Problems of maintaining good health. Topics include exercise, personal appearance, narcotics, tobacco, alcohol, recreation, sleep and minor health disturbances. Also involves social, emotional, economic, and physical aspects and community life. Class meets 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

ADVANCED FIRST AIDPD 3928
American Red Cross Certification available in advanced first aid and emergency care. Designed for persons who are responsible for giving emergency care to the sick and injured. Red Cross Certification also available in cardiopulmonary resuscitation. Class meets three hours per week. Additional time to be scheduled for rescue and extrication work. 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 INJURYPD 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 course the student will receive Cramer Certification as a student trainer. Class meets three hours per week. 3 Credits

FUNDAMENTALS OF ATHLETICSPD 4146

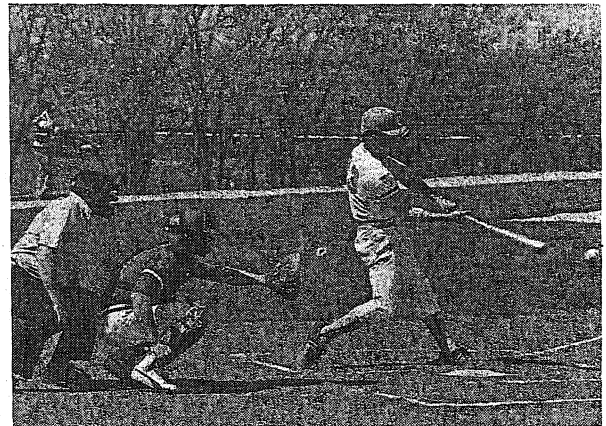
Theory of coaching and a study of coaching methods. Emphasis on sports currently in season and popular within local high school and college athletic programs. Class meets three hours per week. 2 Credits

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
INTERMEDIATEPD 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 — BEGINNINGPD 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
INTERMEDIATEPD 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 I.....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

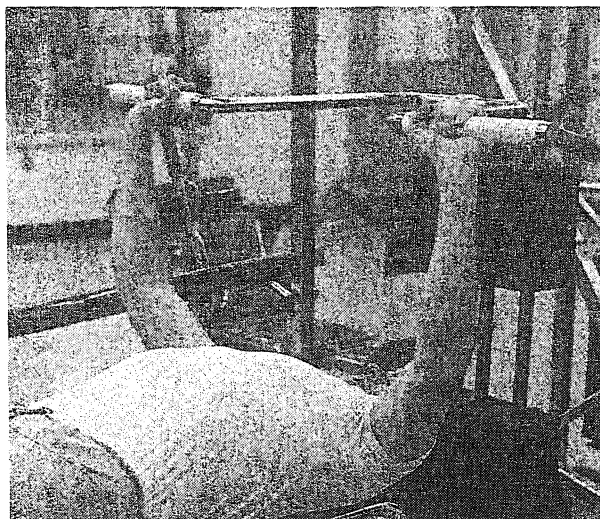
RUNNING AWARENESS AND EXERCISEPD 1829

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 — BEGINNINGPD 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 DANCEPD 1058

A planned, progressive fitness program designed to improve muscle tone, body contour and increase cardiovascular endurance through the utilization of dance and exercise. The student will perform basic movements in dance and exercise and choreograph routines to music. 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 the 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

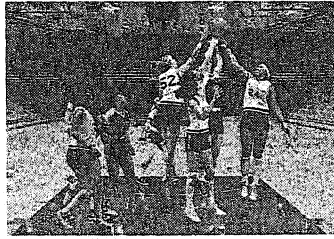
RACQUETBALL — BEGINNINGPD 1010

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

Physical Development



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

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 beginners' 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

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

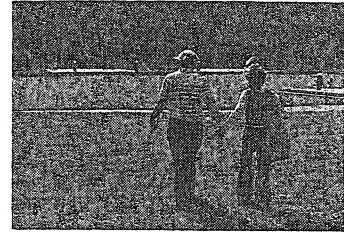
GYMNASTICS.....PD 4536
 Individualized instruction in tumbling, side horse, even and uneven parallel bars, balance beam and trampoline. For the inexperienced or less experienced student. Class meets two hours per week. 1 Credit

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 fundamental skills of tennis and introduce the student to various patterns of play. Class meets two hours per week. 1 Credit



TENNIS STRATEGYPD 3830

Emphasis on more intricate body rhythm and the variance in stroking requirements from the stationary to high-speed lateral and forward movements. 1 Credit

TENNIS RHYTHM AND CONDITIONINGPD 1831

Demonstration and practice of movements used in tennis. Students seek to develop the rhythm of tennis movements through a program of conditioning and exercise. 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



SWIMMING/LIFE SAVING.....PD 3446

Advanced work in all swimming strokes. Prepares student for American National Red Cross Senior Life Saving Certification. Class meets two hours per week. 1 Credit

SWIMMING/WATER SAFETYPD 4417

Prerequisite: American Red Cross Senior Life Saving Certification — Advanced work in all swimming strokes. Review of Senior Life Saving. Prepares student for certification as a Red Cross Water Safety Instructor. Class meets two hours per week. 1 Credit

SYNCHRONIZED SWIMMINGPD 5548

Beginning and advanced water ballet and gymnastics. Water show performance and/or competition. Class meets two hours per week. 1 Credit



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

OBSERVING TECHNIQUES

IN ASTRONOMY.....NPS 4685

Prerequisite: NPS 6070 — Use of star catalogues, star maps and astrophotography equipment to locate celestial objects with the telescope and to record data from these observations for possible use in scientific publications. Observing periods will be scheduled at night. Student must have flexible enough schedule to observe several nights each week (depending on the weather). 2 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 interrelations 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. 5 Credits

CHEMINDUSTRY CHEMICALS AND

CHEMISTRY.....NPS 1734

Prerequisite: NPS 2244 or NPS 6634 or equivalent — Practical approach to chemistry in everyday world as seen by studying the best selling chemicals, four industries which affect most lives and interviewing key personnel in the chemical field. Wide use is made of experts via video tape and film.

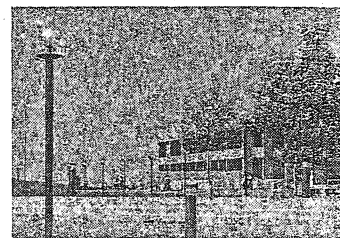
GENERAL CHEMISTRY I.....NPS 2244

Prerequisite: MTH 6079 or concurrent enrollment — Basic introduction to inorganic chemistry with emphasis upon atomic structure, the periodic table, bonding, solutions, gas laws and stoichiometric calculations. Laboratory consists of supportive experiments. Class meets seven hours per week. 5 Credits



GENERAL CHEMISTRY II.....NPS 3278

Prerequisite: NPS 2244 — Oxidation-reduction systems, chemical thermodynamics and kinetics, with particular emphasis upon solution equilibria. Brief coverage of nuclear and organic chemistry. Laboratory consists of supportive experiments and an introduction to qualitative analysis. Class meets seven hours per week. 5 Credits



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

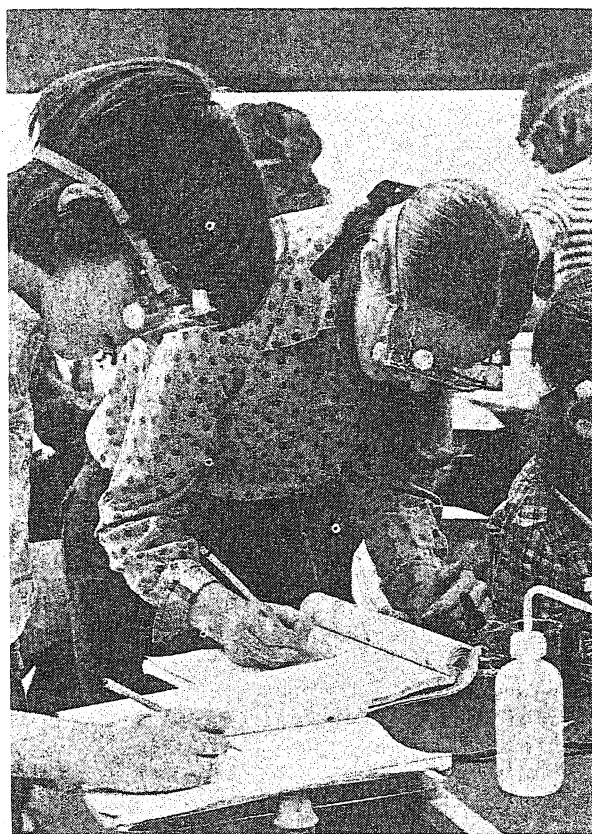
Prerequisite: NPS 3308 —Continuation of General Physics I. Subjects include wave motion and light relativity, quantum physics and fundamental particles of nature. Class meets six hours per week. Spring 4 Credits

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

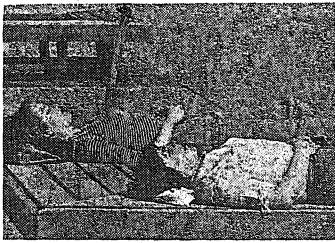
Prerequisite: NPS 5212 —Continuation of Engineering Physics I (NPS 5212), with emphasis on electricity and magnetism, light and topics in modern physics. Class meets seven hours per week. Spring 5 Credits



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



**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, 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 given 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



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 2 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 meets 26 hours per week. Fall 5 Credits

CLINICAL CARE TECHNIQUES II NRT 2260

Practical experience in clinical speciality 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 antiinfective drugs. Class meets two hours per week. Spring 2 Credits

TECHNICAL RESPIRATORY THERAPY NRT 6273

Prerequisite: Acceptance into the Baptist Memorial Hospitality 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 AND 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 3844

Normal functioning of the cardiac and pulmonary systems, includes 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



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/lab meets five hours 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. Instruction on transcription equipment. Periodic production and performance tests. Individualized instruction and scheduled use of secretarial laboratory. Class/lab meets five hours per week. 3 Credits

PRODUCTION TYPING BSC 7633

Prerequisite: BSC 2376 or by permission —Development of high degree of proficiency in production typing. Includes instruction on automatic typewriters. Individualized instruction and scheduled use of secretarial laboratory. Class/lab meets five hours per week. 3 Credits

SHORTHAND I BSC 1519

Prerequisite: BSC 1263 or by permission —Beginning course designed to give the student a thorough knowledge of Gregg shorthand theory and the ability to write simple unpreviewed material in Gregg 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 five 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/lab meets five hours per week. 3 Credits

DICTATION AND TRANSCRIPTION 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. Course includes scheduled use of secretarial laboratory. Class/lab meets five 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 scheduled use of secretarial laboratory periodic exams and transcription tests. Class/lab meets five hours per week. 3 Credits

LEGAL DICTATION AND TRANSCRIPTION BSC 1334

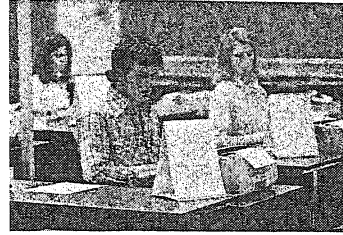
Prerequisites: BSC 3630 and BSC 7633 —Legal terminology and forms including dictation practice at speeds up to 140 words a minute. Shortcut outlines, spelling, meaning and accurate transcription of legal terms stressed. Some legal projects on the automatic typewriter. Course includes scheduled use of secretarial laboratory. Class meets three 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

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 work 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

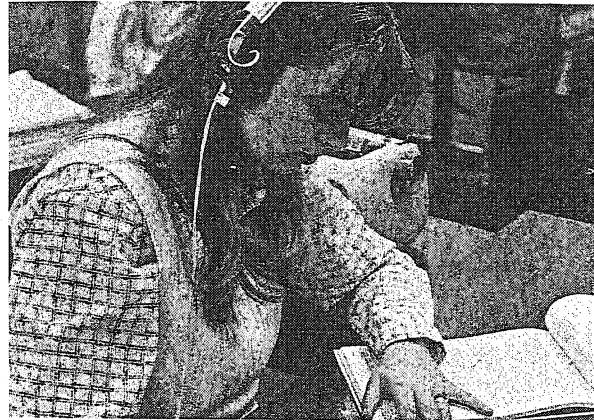


SECRETARIAL FIELD STUDY I BSC 4492

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

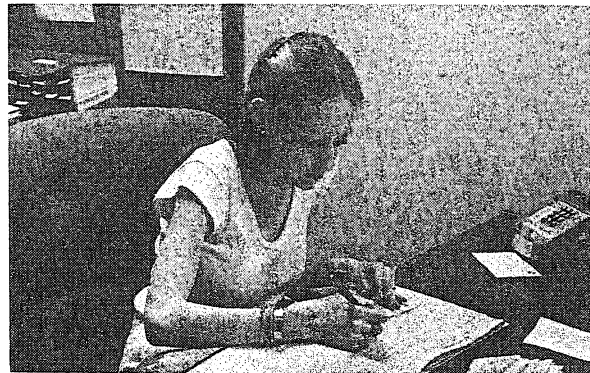
Supervised work experience in an approved office situation. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

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





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 6897

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

CLINICAL PATHOLOGICAL TECHNIQUES I NAT 2901

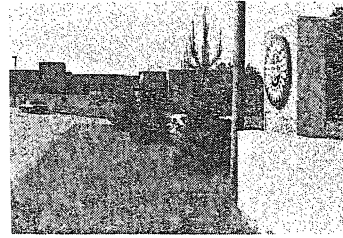
Hematology and procedures involved with performing blood analysis. Class meets seven hours per week. 4 Credits

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



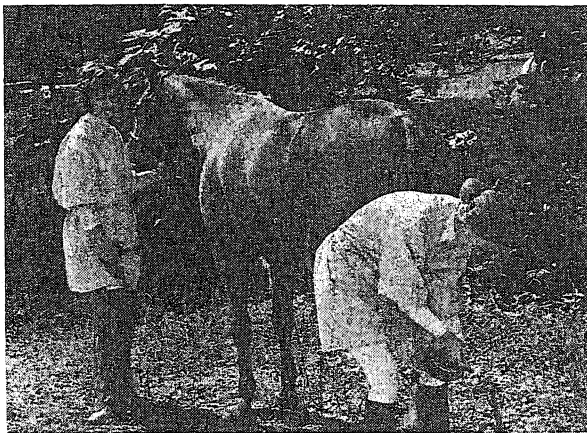
CLINICAL PATHOLOGICAL

TECHNIQUES II NAT 7908

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



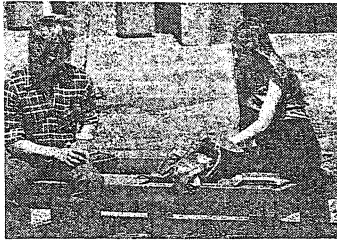
RADIOLOGY AND

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. 6 Credits



INTRODUCTION TO PSYCHOLOGYSS 1068

Introduces the basic concepts and methods of general psychology. Application of psychological principles to the understanding of behavior is stressed. Class meets three hours per week. 3 Credits

CHILD DEVELOPMENTSS 3546

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 PSYCHOLOGYSS 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. Spring 3 Credits

SOCIAL PSYCHOLOGYSS 1857

An introduction to the psychology of social behavior. Systematic consideration of such concepts as social influence, conformity and deviation, social attitudes and prejudice, socialization and personality, communication and propaganda, morale and leadership. 3 Credits

PERSONALITY AND ADJUSTMENTSS 4639

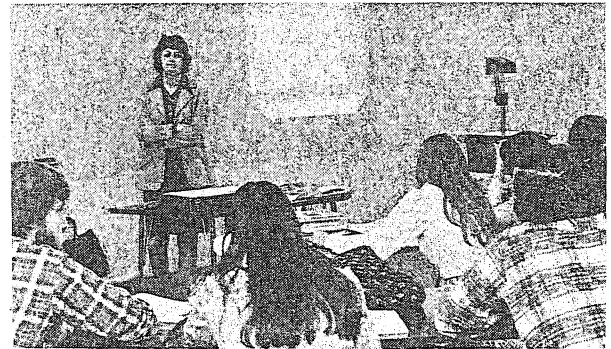
Prerequisite: SS 1068 — A study of three theoretical systems in psychology — the Freudian, behavioral and humanistic — and the application of the systems to everyday adjustment problems. Class meets three hours per week. 3 Credits

GROUP PROCESSESSS 2725

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 counterproductive communication in verbal and nonverbal form. 3 Credits

SOCIOLOGYSS 3404

An overview of social life in America 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

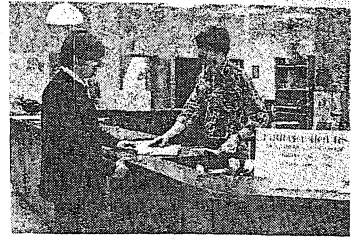


SOCIAL PROBLEMSSS 3428

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 FAMILYSS 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 ANTHROPOLOGYSS 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 ANTHROPOLOGYSS 1029

Study of the basic concepts, methods and research areas of cultural anthropology. Societies around the world and their institutions and social groups will be examined. Application to cross-cultural topics of general and career interest. 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 1877SS 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

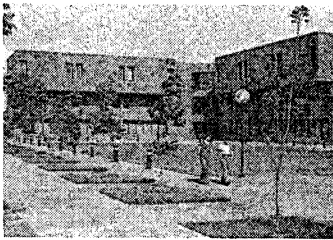
A survey course in American history that investigates American society from the Reconstruction period to the present, including such topics as industrialization, immigration, reform movements and the two World Wars. Emphasis on analysis and discussion of the different interpretations of issues in American history. Class meets three hours per week. 3 Credits

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

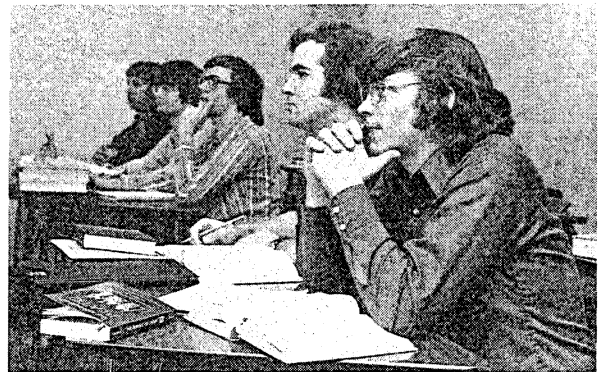
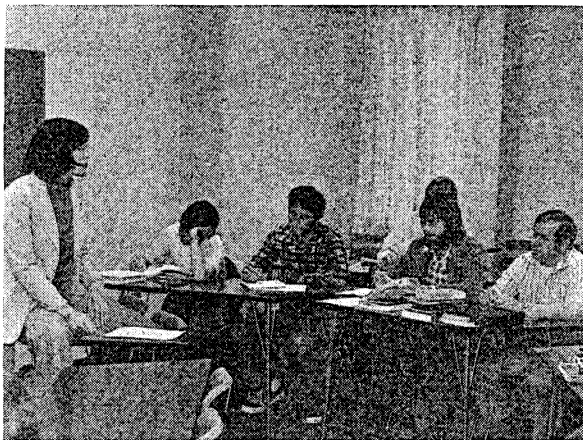
STATE AND LOCAL GOVERNMENTSS 2678

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 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 three hours per week. Fall 3 Credits



EUROPEAN HISTORY - 1750 SS 9922

A survey of the major political, economic and social events in Europe from the French Revolution, including such topics as industrialization, urbanization, political revolutions, and the two world wars. The course emphasizes how the structure of class, the conduct of war and the nature of politics have changed during the past 200 years. Class meets three hours per week. 3 Credits

INTRODUCTION TO COMPARATIVE GOVERNMENT SS 5852

Prerequisite: SS 1456 or SS 3138 — An introduction to the comparative study of government. Ideology, socioeconomic characteristics, patterns of government organization and administration, party structure and electoral mechanisms will be examined in competitive and noncompetitive political systems, industrially developed and industrializing nations and Western and non-Western nations. Spring 3 Credits

MAJOR AMERICAN INSTITUTIONS SS 7819

This course offers an in-depth view into religion, the corporation, education, medicine, and the military in modern America. Emphasis will be placed upon changing structures in bureaucracies, conflict within and among the institutions, and the interaction between larger institutions and society. 3 Credits

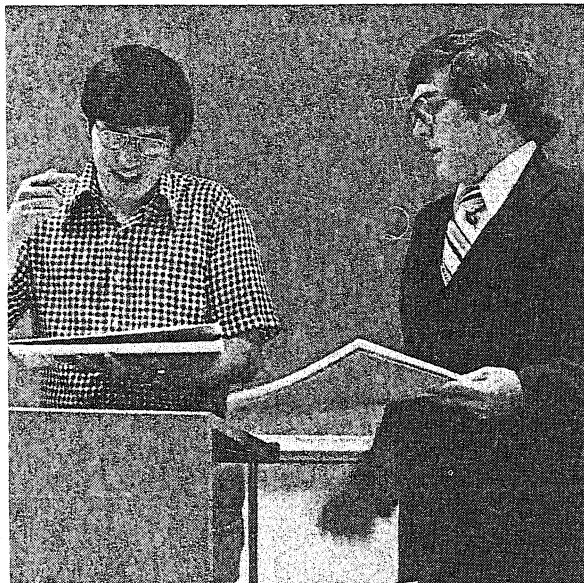


SPEECH CSP 2501

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



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





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. Fall 3 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. On an optional basis, students may give public performances or compete in tournaments. 3 Credits

STAGECRAFT I CDR 6215

This course, along with its sequel, Stagecraft II, will acquaint the student with all 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. Fall 3 Credits



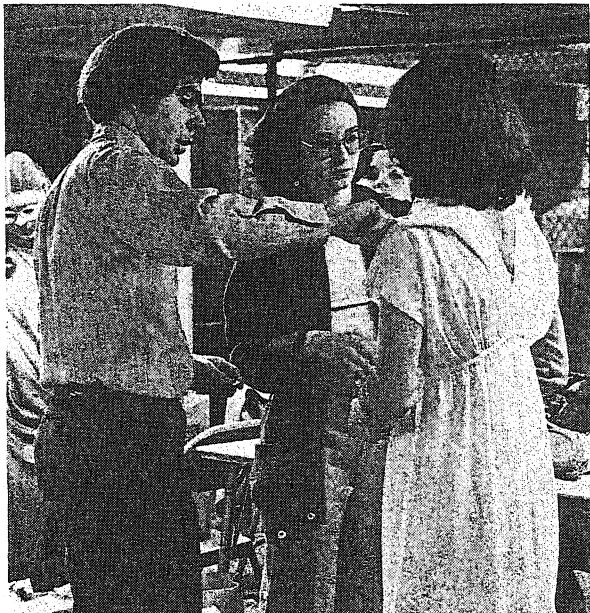


STAGECRAFT II CDR 6241

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. Spring 3 Credits

IMPROVISATION IN CHILDREN'S THEATER CDR 2692

For students with prior experience in performing for children; allowing students with background to become involved 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



INTRODUCTION TO THEATER CDR 1809

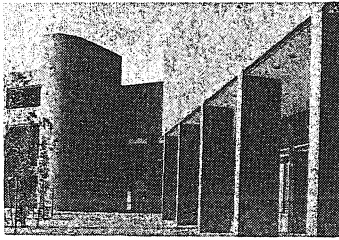
An exposure to the theatrical experience for insight and appreciation. Great plays will be read, television, film and live theater presentations will be viewed in performance. Class discussions of theater practices, dramatic structure and history of the theater will aim toward understanding and enjoyment of the art. Class meets three hours per week. 3 Credits



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





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. 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. 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

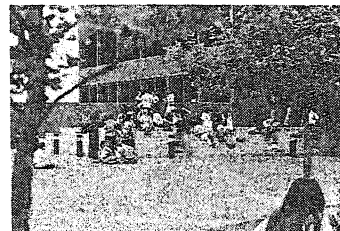
AND MAINTENANCE..... NUA 4007

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 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 1-3 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. 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. 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

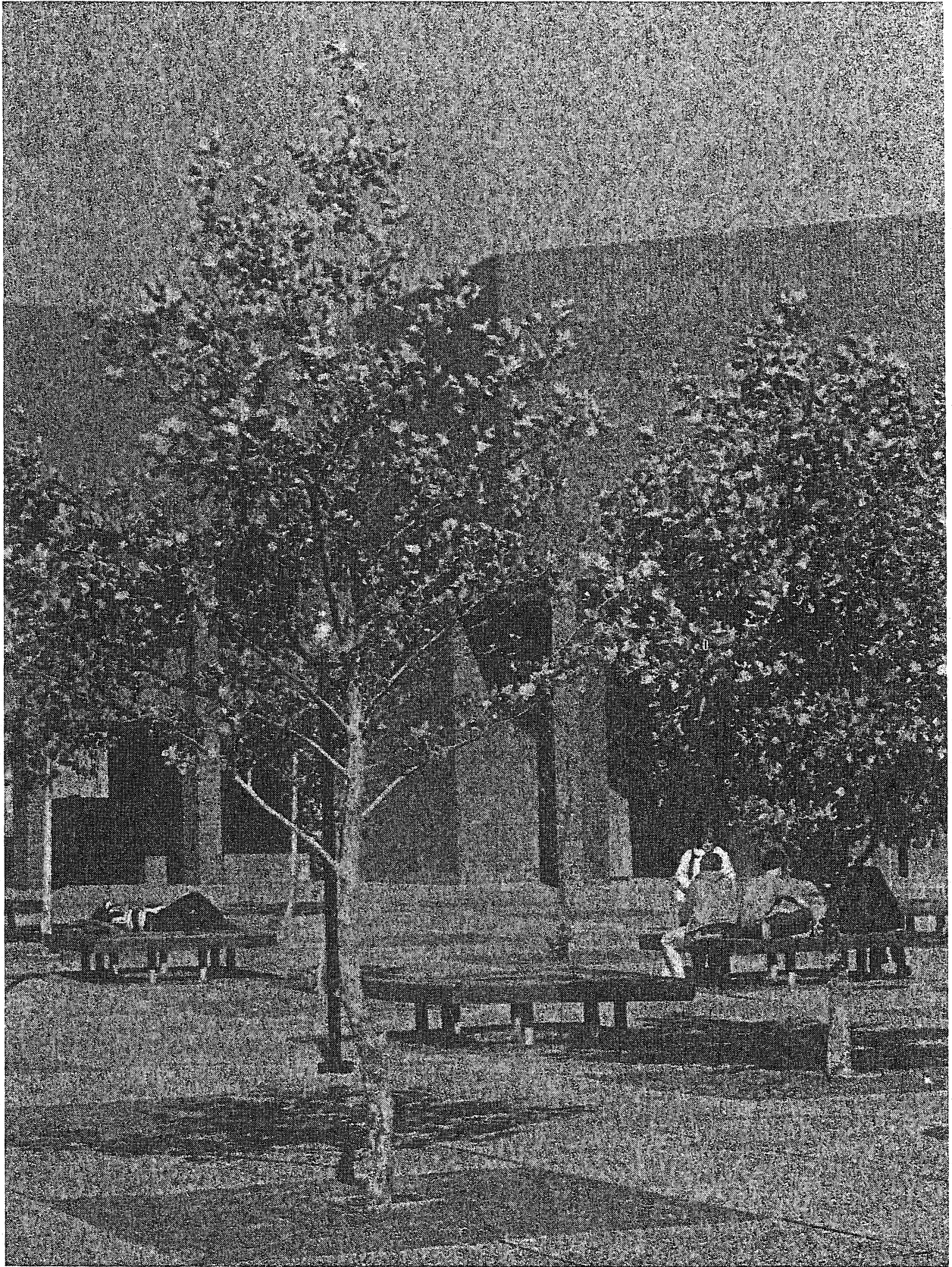


PLANT MATERIALS II NUA 8893

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



Board of Trustees and Staff

Board of Trustees



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.



JOHN F. (JACK) CRAMER

Chairman of the Board of Directors of Cramer Products of Gardner, Mr. Cramer has lived most of his life in Johnson County. He is an alumnus of Kansas State University and an honorary member of the National Athletic Trainers Association. He has served on the County Extension Board and is a resident of Shawnee. He has served on the JCCC Board of Trustees for three years. Mr. Cramer served clerk for the Trustees through the period 1977-78.



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.



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, to serve the unexpired term of Allen R. Jones, who accepted a business position earlier in the year in Fort Scott.



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.

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

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.S., 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

BARNETT, Thomas M.

Director, Natural and 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

BEHBEHANI, Zohreh S.

Instructor, Business Law
LL.B., University of Tehran
LL.M., University of Missouri—Kansas City

BERNAY, Susan

Coordinator, Nursing Home Aid 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

BUESCHER, Kay

Instructor, Nursing
B.S.N., University of Kansas

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

BUTTS, Marsha

Purchasing Agent

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

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

B.A., Colorado State College

M.A., Colorado State College

COFFMAN, Bob L.

Director, Media Production

B.A., Bethany College

COLE, Linda

Community Education Specialist

B.A., University of Missouri—Columbia

M.Ed., University of Missouri—Columbia

COLE, Norma L.

Instructor, Nursing

B.A., University of Missouri—Kansas City

M.A., University of Missouri—Kansas City

COULTER, Daniel

Television Producer/Director

B.A., University of Missouri—Columbia

CRAWFORD, Samuel J.

Instructor, Physical Science

B.S., Emporia State University

M.S., Emporia State University

CRITCHFIELD, Andrea

Counselor

B.S., University of Wisconsin

M.S., Kansas State University

CUNNINGHAM, Alan

Instructor, Humanities

B.A., Chico State College

M.S.Ed., University of Kansas

CUNNINGHAM, Melvin C.

Director, Library Services

B.S., University of Nebraska at Omaha

M.L., Emporia State University

D

DALSING, Max V.

Instructor, Life Sciences

B.S., Emporia State University

M.S., Emporia State University

DAYTON, Linda L.

Dean of Student Services

B.S., Emporia State University

M.S., Emporia State University

DEMERITT, Robert

Director, Continuing Education

B.A., University of Michigan

M.A., University of Kansas

DEVANE, Larry

Director, Student Development & Special Services

B.S., Emporia State University

M.S., Emporia State University

Ph.D., Kansas State University

DEVAULT, Charles

Coordinator, Television

B.A., Ohio University

M.A., Kent State University

DIETRICH, Irma

Librarian

B.Mus., Bethany College

M.A., University of Denver

E

EATON, Judith

Academic Vice President

B.A., University of Michigan

M.A., University of Michigan

Ph.D., Wayne State University

EFFINGHAM, Marie

Instructor, Nursing

B.S., University of Chicago

M.A., University of Missouri—Kansas City

EVANS, David J.

Instructor, Business

B.S.C., University of Iowa

M.Ed., University of Nebraska

EVANS, James D.

Instructor, Business

B.S., Kansas State University

M.S., Emporia State University

EVANS, Keith

Vice President for Operations
 B.S., Pennsylvania State University
 M.S., Pennsylvania State University
 Ph.D., University of Michigan

EVESLAGE, Roberta

Instructor, Social Sciences
 B.F.A., Texas Christian University
 M.A., University of Kansas
 Ph.D., University of Kansas

F**FESMIRE, Martin**

Supervisor, Campus Services

FINCH, Harold L.

Instructor, Engineering
 B.S., University of Kansas
 M.S., Ohio State University
 Ed.D., University of Kansas

FONG, Li Ren

Instructor, Mathematics
 B.A., National Cheng Chi University
 M.S., Fort Hays State University

FRANKLIN, Edward L.

Director, Gallaudet Regional Extension Center
 B.A., University of Arkansas
 M.S., University of Arkansas

FREEMAN, Virginia

Community Services Specialist
 B.A., University of Kansas
 M.S./S.W., University of Missouri—Columbia

G**GABERT, Glen**

Assistant to the President
 B.A., Illinois Benedictine College
 M.A., University of Notre Dame
 Ph.D., Loyola University of Chicago

GILBERT, Oliver T.

Instructor, Mathematics
 B.S., University of Kansas
 M.S.Ed., University of Utah

GILFORD, Charles B.

Instructor, Communications
 B.S., Rockhurst College
 M.A., Catholic University
 Ph.D., University of Denver

GILL, Barbara

Instructor/Coach
 B.S., Baylor University
 M.S., Baylor University

GRATTON, Kevin

Instructor, Chemistry
 A.B., Rockhurst College
 Ph.D., University of Kansas

GREGORY, Orville

Director of Physical Development
 B.S., Northeast Missouri State College
 M.A., University of Missouri—Columbia

H**HALL, John S.**

Director of Security

HAMANN, Arthur A.

Instructor, Social Sciences
 B.A., Cornell College
 S.T.B., Boston University School of Theology
 M.A., Boston University
 Ph.D., University of Missouri—Kansas City

HAMMACK, Roy

Instructor, Physical Sciences
 B.S., Pittsburg State University
 M.S., Pittsburg State University
 Ed.S., Pittsburg State University

HARP, Harold

Instructor, Communications
 B.S., Central Missouri State
 M.A., Central Missouri State

HARTMAN, Barbara

Counselor
 B.S., Missouri State College
 M.A., University of Northern Colorado

HAUN, Gene

Construction Manager
 B.S., Emporia State University

HENNINGTON, Jack L.

Instructor, Mathematics
 B.S., Emporia State University
 M.S., University of Kansas

HENTZEN, Joseph M.

Manager, Bookstore

HICKS, Ronald D.

Instructor, Art
 B.S., Pittsburg State University
 M.S., Pittsburg State University

HILL, David E.

Coordinator, Drafting
 B.S., Emporia State University
 M.S., Emporia State University

HOWARD, JEAN M.

Instructor, Art
 B.F.A., University of Kansas
 M.F.A., University of Kansas

~~HOWELL, Larry~~
Coordinator of Publications
 B.A., Marquette University

HUNTER, Robert
Instructor, Business
 B.S., University of Tulsa
 M.B.A., University of Tulsa

I

IMBEAU, Harvey B.
Instructor, Humanities
 B.M.E., Oklahoma State University
 M.M.E., North Texas State University

IZARD, Mary Beth
Instructor, Secretarial/Business
 B.S., Indiana State University
 M.A., University of Missouri—Kansas City

J

JACK, H. Eugene
Instructor, Physical Sciences
 B.S., Pittsburg State University
 M.S., Pittsburg State University

JACKSON, James W.
Instructor, Humanities
 B.A., Arkansas Polytechnic College
 M.Ed., University of Arkansas
 Ed.D., University of Kansas

JACKSON, Marilyn A.
Instructor, Social Sciences
 A.B., Indiana University
 M.A., Indiana University
 M.S., Indiana University

JAMESON, Beverly
Instructor, Data Processing
 B.S., University of Kansas

K

KADEL, Carolyn
Instructor, Social Science
 A.B., Elmira College
 M.A.T., Brown University

KALMAN, Nancy A.
Instructor, Life Sciences
 B.A., University of Iowa
 M.S., University of Iowa
 Ph.D., University of Kansas

KARL, Norman H.
Coordinator, Marketing & Management
 B.A., Wartburg College
 M.A., University of Northern Colorado

KARNAZE, William C., Jr.
Instructor, Physical Sciences
 B.A., University of Kansas
 M.A., University of Kansas

KASHKA, Maisie
Instructor, Nursing
 B.S.N., University of Kansas Medical Center
 M.N., University of Kansas Medical Center

KIM, Kyong-Mal
Instructor, Business
 B.S., Nihon University
 M.A., California State University

KINDERMANN, Maurice E.
Instructor, Physical Sciences
 B.A., University of Missouri—Kansas City
 M.A., University of Missouri—Kansas City

KIRCHNER, Landon
Director, Humanities & Social Sciences
 A.S., Flint Junior College
 B.A., University of Michigan
 M.A., University of Michigan

KLARNER, Walter E., Jr.
Instructor, Communications
 B.A., College of Emporia
 M.S., Emporia State University

KRAUSE, Nancy L.
Instructional Specialist
 M.A., University of Missouri—Kansas City
 B.S., Central Missouri State

KREBS, Frederick A.
Instructor, Social Sciences
 B.A., University of Kansas
 M.A., University of Missouri—Kansas City

KREBS, Virginia W.
Director, Community Services
 B.S., University of Denver

KREHBIEL, Lyle
Instructor, Mathematics & Electronics
 B.S., Kansas State University
 M.S., University of Missouri—Columbia
 M.A., University of Missouri—Columbia

KUEHN, William E.
Custodial Supervisor
 B.S., Concordia Teachers College

KUROGI, Dennis
Coordinator, Emergency Medical Technology

L

LAWYER, Darwin
Counselor
 A.A., Estherville Junior College
 B.A., Northwest Missouri State
 M.Ed., University of Missouri—Columbia

LINDSAY, Susan L.

Instructor, Communications
B.A., Belmont College
M.A., Stanford University

LINDSEY, Carl E.

Director, Engineering & Technology
B.S.M.E., University of Kansas
M.S.M.A.E., University of Missouri—Columbia

LONBORG, W. Dane

Dean of Instruction
B.S., University of Kansas
M.A., University of Northern Colorado

LOSSING, Jim

Instructor, Data Processing
B.A., Western New Mexico University
M.A., University of Arizona
M.S. University of Arizona

LOZANO, William A.

Instructor, Humanities
B.A., Wayne State University
M.A., Wayne State University
Ph.D., Michigan State University

M

MacDOWELL, Arden

Instructor, Hearing Impaired
B.S., Gallaudet College
M.S., Western Maryland State

MACKEY, Wayne

Instructor, Mathematics
B.A., University of Arkansas
M.S., University of Arkansas

MANION, Dean L.

Programmer
A.A., Penn Valley Community College

MATHENA, Julee W.

Instructor, Nursing
B.S., University of Missouri—Columbia

MATTHEWS, Darrell E.

Coordinator, Hearing Impaired
B.S., Concordia Teachers College
M.Ed., University of Tennessee

MAYNARD, R.T.

Instructor/Coach
B.A., Southwestern College
M.S., Oklahoma State University

McCARTHY, Ed

Director, Auxiliary Services

McCRILLIS, Joan

Instructor, Fashion Merchandising
B.A., Kansas State University
M.S., Kansas State University

McMORRIS, Sylvia

Instructor, Nursing
B.S.N., University of Kansas
M.S., Emporia State University

METTENBURG, Alfred J.

Instructor, Law Enforcement
B.S., University of Missouri—Columbia

MILLS, Larry

Instructional Specialist
B.S., Central Missouri State University

MOORE, Dorothy Jane

Instructor, Physical Development
B.S., Oklahoma State University
M.S., Oklahoma State University

MORRISON, Carol

Instructor, Nursing
B.S., Kansas State University

MOSER, Glen

Instructor/Coach
B.S., Bowling Green State University
M.S., Bowling Green State University

N

NERNEY, Patricia K.

Instructor, Communications
B.A., Benedictine College
M.A., University of Missouri—Kansas City

NETTLESHIP, Lois

Instructor, Humanities
B.A., Sarah Lawrence College
M.A., Columbia University
Ph.D., University of Sussex

NICHOLS, Penny

Counselor
B.A., Indiana State University
M.A., West Virginia University

O

OETTING, Ronald H.

Instructor, Mathematics
B.S., Central Missouri State University
M.A., Louisiana State University

P

PANETHIERE, Vicki

Personnel Assistant
A.A., Stephens College
B.A., University of Missouri—Columbia

PENER, Michael
Coordinator, Paralegal Program
 B.A., University of Missouri—Columbia
 J.D., University of Missouri—Kansas City
 L.L.M., University of Missouri—Kansas City

PARKHURST, Harry
Counselor
 B.S., Southwest Missouri State
 M.Ed., University of Missouri—Columbia

PENNELL, Recie
Instructor, Dental Hygiene
 B.S., University of Missouri—Kansas City

PENNISTON, Lloyd
Television Engineer

PISCIOTTA, Jack
Audio-Visual Specialist

PROFFER, Doug
Instructor, Mathematics
 B.S., West Texas State University
 M.S., West Texas State University

Q

QUANTY, Michael
Research Evaluation Specialist
 B.A., University of Missouri—Columbia
 M.A., University of Missouri—Columbia

R

RAMSEY, Robert W.
Instructor, Mathematics
 B.S., University of Missouri—Columbia
 M.A., Central Missouri State University

RANDOLPH, Richard J.
Instructor, Business
 B.S., University of Kansas
 M.A., George Washington University

RECHTFERTIG, Lawrence
Instructor, Business
 B.A., University of North Iowa
 M.Ed., Colorado State University

RECORDS, Joanne
Program Specialist
 B.S., University of Kansas
 M.S., Indiana State University

REUBER, Harold
Counselor
 B.A., Drury College
 M.A., University of Missouri—Kansas City

REYNOLDS, Elizabeth
Instructor, Dental Hygiene
 B.S., Indiana University of Pennsylvania
 M.S., University of Missouri—Kansas City

ROENSHIELD, Liliane N.
Instructor, Foreign Language
 License, "La Sorbonne," Paris, France
 M.A., University of Paris

ROTTINGHAUS, Joann
Programmer
 B.A., Benedictine College

RUSSELL, John W.
Librarian
 B.A., Trenton State College
 M.S., Syracuse University

RYAN, Rebecca
Instructor, Social Sciences
 B.A., University of New York
 M.A., University of Iowa

S

SCHAPIRO, Dennis
Coordinator, General Studies
 B.A., University of Minnesota
 M.S., University of Wisconsin

SCHELOSKI, Peggy Y.
Instructor, Secretarial Careers
 B.S., Pittsburg State University

SCHMIDT, Arthur
Assistant to the Academic Vice President
 B.S., Southern Oregon College
 M.B.S., University of Colorado

SCHRICK, Sharon
Coordinator, Fashion Merchandising
 B.S., Benedictine College
 M.S., Emporia State University

SCOTT, Betty
Coordinator of Secretarial Careers
 B.S., Central State University
 M.S., Central State University

SEYLER, Cynthia
Project Coordinator
 B.A., Dana College

SHANKEL, Carolyn M.
Instructor, Business
 B.S., Pittsburg State University
 M.S., Pittsburg State University

SHORT, Trudy
Coordinator, Dental Hygiene
 B.S., University of Nebraska
 M.S., Northern Illinois University

SKUBAL, John A., Jr.

Director, Facilities
B.S., Emporia State University

SMALLWOOD, Charles C.

Coordinator, Equine Studies
B.S., West Texas State University

SMITH, James E.

Instructor, Instrumental Music
B.M.E., Pittsburg State University
M.S., Pittsburg State University

SMITH, Jean B

Instructor, Secretarial Science
A.A., Hutchinson Community Junior College
B.S., Emporia State University

SNEAD, Carl

Television Producer/Director
B.S., University of Kansas

STEEN, Douglas Wayne

Coordinator, Counseling
B.S., University of Kansas
M.S., University of Kansas

STINE, Richard

Instructor, Debate/Speech
B.S., Emporia State University
M.S., Emporia State University

STITES, Glenna L.

Coordinator, Career Planning & Placement
B.S., Columbia University
M.A., University of Missouri—Kansas City

SUSTRICK, Carol M.

Instructor/Coordinator
Medical Records Technology
B.A., College of St. Scholastica

SUTTON, Hugh C.

Instructor, Mathematics
B.S., Texas A&M University
M.S., Louisiana Polytechnic Institute

SWANDER, Lynda

Instructor, Life Science
B.S., Wittenberg University
M.A.Ed., Western Michigan University

T**TATHAM, Elaine**

Director of Institutional Research
B.A., Carleton College
M.A., University of Kansas
Ed.D., University of Kansas

TAYLOR, Mary Lou

Coordinator, Nursing Program
B.S., Drury College
M.A., University of Missouri—Kansas City

TEBBE, Paul L.

Instructor, Physical Sciences
A.B., Spring Hill College
M.A., Georgetown University

TEEL, Marion E.

Instructor, Life Sciences
A.B., Nebraska State College
M.S., Emporia State University

TRAVER, Roger

Instructor, Economics
B.A., Illinois Wesleyan University
B.B.A., Washington University

V**VERSTRAETE, Cheryl**

Instructor, Nursing
B.S.N., University of Kansas

VIAL, Mary Jo

Instructor, Life Sciences
B.S., University of Oregon
M.Ed., University of Oregon
M.S., University of New Mexico

VINCENT, Jerry

Coordinator, Hospitality Management
B.S., Oklahoma State University

VOMHOF, James P.

Director, Business & Economics
B.S., University of Minnesota
M.A., University of Minnesota

W**WADSWORTH, Dorothy**

Coordinator, Commercial Art
B.F.A., Wichita State University
B.A.E., University of Kansas
M.F.A., Wichita State University

WALLACE, Sharyl L.

Administrative Assistant to the President
B.A., University of Missouri—Kansas City

WALSH, Mary Lou

Instructor, Dental Hygiene
A.A.S., Graham Junior College
A.A.S., Forest Park Community College
B.S., University of Missouri—Kansas City

WASSON, Gayle David

Instructor, Marketing & Management
M.S., Central Missouri State University
B.S., Central Missouri State University

WEBER, Irene

Interpreter Specialist

WEGMAN, Philip J.

Coordinator, Assessment
B.A., Benedictine College
M.S., Kansas State University
Ed.S., University of Missouri—Kansas City

WEST, Sally B.

Instructor, Dental Hygiene
B.S., Armstrong State
M.S., Columbia University

WILHELM, Don C.

Instructor/Coach
B.S., Emporia State University
M.S., Emporia State University

WILKINSON, Judith

Instructor, Nursing
A.A., Johnson County Community College
B.S.N., Graceland College

WILLIAMS, Edwin

Data Specialist
B.S., University of Santa Clara
M.S., University of Southern California

WILLIAMS, James

Director, Communications & Arts
B.S., Emporia State University
M.A., University of Missouri—Kansas City

WILLIS, Margaret

Instructor, Nursing
B.S.N., University of Virginia
M.A., University of Missouri—Kansas City

WILSON, Nan

Instructor, General Business
B.A., Wellesley College
M.A., University of Kansas

WRIGHT, Bill G.

Coordinator, Journalism
B.A., Baker University

WUTHNOW, Diane

Instructor, Dental Hygiene
B.S., University of Missouri—Kansas City
M.S., University of Missouri—Kansas City

X

XIDIS, Kathleen

Instructor, Social Science
B.A., St. Mary's College
M.A., Indiana University
Ph.D., Indiana University

XIDIS, Robert D.

Instructor, Communications
B.A., University of Kansas
M.S., Indiana University
Ph.D., University of Kansas

Y

YEARGAIN, Scott

Instructor, Humanities
B.A., University of Missouri—Columbia
M.A., University of Missouri—Columbia
Ph.D., University of Missouri—Columbia

YOUNG, Gay Ann

Coordinator, Law Enforcement
B.A., Central Missouri State University

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.

Index

Academic Calendar	8	Handicapped Students	20
Admissions	11	High School Students	12
Advanced Standing Credit	14	Honors	33
Athletics	21	Intercollegiate Athletics	21
Board of Trustees	144	Introduction to JCCC	7
Campus Map	9	KCRCHE (Kansas City Council for Higher Education	17
Career Planning and Placement Center	20	Library	22
Career Programs	37	Parking	23
Code of Conduct	24	Refunds	13
Community Education	27	Registration	12
Counseling	20	Staff of the College	145
Course Descriptions	63	Student Services	19
Degree Programs	36	Transfer Programs	36
Financial Aid	16	Tuition and Fees	13
Foreign Students	12	Veterans	13
Grading System	32		
Grievance Procedure	24		



To Will

JOHNSON COUNTY COMMUNITY COLLEGE

MEMORANDUM

DATE: December 19, 1977
TO: Dr. Judith Eaton, Dane Lonborg, Linda Dayton
FROM: Orville Gregory *OG*
SUBJECT: Physical Development Mini Courses

I would like approval on the following recommendation:

No student be allowed to enroll in a Physical Development mini course after the class has been in session for ~~two~~ ^{four} weeks. For the past several years we have allowed students to enroll any time during the eight week mini courses. Those enrolling late would ask for a contract Incomplete grade.

We have had veterans who have done this for various reasons. We have had Federal Financial Aid students do this for various reasons. We have had students who needed one hour for graduation requirements, etc. We have had athletes enroll late during the last mini session of each semester.

Even though this is a legal way for athletes to be eligible the preceding semester, I personally do not think we should continue to allow them to use this method.

OG:mh

cc: Will Chatham
Phys.Dev. Coaching Staff

Dane & I've agreed to this —

We will abide by this for Spring '78



JOHNSON COUNTY COMMUNITY COLLEGE

MEMORANDUM

DATE: June 27, 1978
TO: Admissions Staff
FROM: Will *Will*
SUBJECT: Procedure for Residency Changes

Effective immediately we will use the following procedure to process residency changes on the CRT automatically:

- a. When an application is received on a new resident to the state of Kansas that has not yet met the required six month residency requirement, they should be coded 'N'.
- b. It should immediately be determined when the 'N' code will switch over to 'R', 'C' or 'W', and the date should be written on the top of the application.
- c. A photo copy should be made of the application and the copy should be filed in the RESIDENCY CHANGE accordion file that will be kept with Pam.
- d. The RESIDENCY CHANGE file will be kept in 12-month divisions. The photo copy of the application should be filed in the proper month when the residency code should be changed.
 - ie: If a student moves here from New Jersey on January 1, 1978 and immediately applies for admission for the Spring '78 semester, he or she will be an 'N' for the first semester. A photo copy of the application will be filed in the July file seperation in the RESIDENCY CHANGE file, as the student will automatically become a resident on July 1, 1978.
- e. It will be Pam's responsibility to check the RESIDENCY CHANGE file each month and make the appropriate residency code change for the students.

- f. Any other unusual changes such as a change from 'C' to 'W' that you come across should be given to Pam for proper filing. You should indicate what month the change is to occur.

The above procedures are designed to make it our responsibility for residency changes, not the student. It is hoped that the procedures will help us continue to upgrade the State Finance Report.



JOHNSON COUNTY COMMUNITY COLLEGE

MEMORANDUM

DATE: August 9, 1978
TO: JCCC Campus information sources
FROM: Denny Schapiro
SUBJECT: General Studies

We in General Studies would appreciate your assistance in avoiding possible confusion in the coming weeks.

First of all, we would like you to be aware that the College Learning Center no longer exists. It has been replaced by The General Studies Lab, which will continue the CLC's work and add a number of new services over the next year.

In answering questions or referring individuals, please use the new name. The General Studies Lab is located in GEB 140.

Many persons on campus are not aware of the individualized courses available through the General Studies Lab. They are:

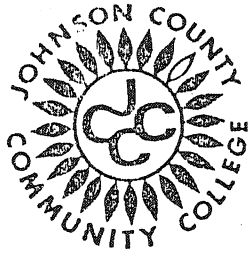
Reading Rate	Chemistry Preparation
Reading Comprehension	English Grammar
Spelling Improvement	Study Skills
Vocabulary Development	Basic Mathematics
English as a Foreign Language	Individualized Study
GED Test Preparation	

A Tutor Exchange also operates out of the General Studies Lab. It is designed to bring together people who want to tutor and those seeking assistance in course work. Fees are negotiated between the parties involved.

Some facts on the General Studies Lab:

- Students may enroll in the GSL for 1, 2 or 3 credits per semester.
- Community Education students may register under XLS 7105 01. The cost is \$14.50.
- Registered JCCC students may register for credit, or use the GSL on a no-fee/no-credit basis.
- All instruction in the GSL is individualized. Some courses listed above are or will be available on a class basis. Inquiries can be made to me (318) or the GSL (320).
- The GSL will be open during the academic year during these hours:
Monday-Thursday 8 a.m. until 8:30 p.m.
Friday & Saturday 8 a.m. until noon

Questions? Contact me (318) or the General Studies Lab (320).



JOHNSON COUNTY COMMUNITY COLLEGE

MEMORANDUM

DATE: August 28, 1978
TO: Dr. John E. Cleek
FROM: Orville Gregory
SUBJECT: Memo Dated 8/24/78

As the Athletic Director of Johnson County Community College, I would vote no on all three questions. I base my decision realizing our college would benefit from this new rule, since we have so many part-time students. (Anyone enrolling for 9 or less hours)

I personally think some one is stating the philosophy of the part-time participants and the memo is wrong in not giving the philosophy of our present eligibility rules. Some presidents not seeking other staff comments could very easily be influenced.

Three reasons I would vote no:

1. We want to think intercollegiate athletics encourages our students to graduate with a degree in two years, not just to participate two seasons in sports.
2. I feel the part-time intramurals students are provided competition by having a well rounded intramural and extra-mural program.
3. Part two, item three, of the memo sent to me reads as follows:

If in any term, students enroll full-time they forfeit the privileges under this provision of the eligibility rules.

This in my opinion encourages students to say participating in athletics is more important than dedicating themselves to seek a degree in two years. I have known several athletes whose high school academic record would of justified them to go this route if this rule had been in effect. Since it wasn't, they went ahead and graduated with their regular class mates.

I could give several other reasons I would not favor the adoption. For example: All high school athletes at least in Kansas and Missouri must be a full time student passing a majority of their classes each week, quareter, or semester. The N.C.A.A. and N.A.I.A. colleges have more strict educational eligibility rules than our present rules. Also, as an athletic director I hope the philosophy of our modern junior community colleges continues to endorse a degree in two years, and not take a 15-20 year step backwards.

MEDICAL LABORATORY TECHNICIAN

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 apply for certification through the Registry Examination as an MLT (ASCP). You must be accepted into the program at Penn Valley prior to enrolling at JCCC and should plan your program with a counselor to include the following essential courses to be taken concurrently at both institutions.

NOTE: All courses with NLT prefix are taught at Penn Valley Community College.

FALL SEMESTER

Human Anatomy and Physiology	NLS 6186
Principles of Chemistry	NPS 6634
Communications I	COM 6540
Intro to the Clinical Lab	NLT 9760

FALL SEMESTER

Clinical Chemistry	NLT 9764
Hematology	NLT 9765
Clinical Practicum II	NLT 9769

SPRING SEMESTER

Microbiology	NLS 5593
Microbiology Lab	NLS 6057
Principles of Organic Chemistry	NPS 2650
Algebra	MTH 6079
Fundamental Tech. and Proced.	NLT 9761

SPRING SEMESTER

Departmental Seminar	NLT 9767
Applied Immunology	NLT 9768
Clinical Practicum III	NLT 9769
Speech	CSP 2501

SUMMER SEMESTER

Diagnostic Microbiology	NLT 9762
Clinical Practicum I	NLT 9763

To be admitted to the Medical Laboratory Technician Program the student must:

1. Be admitted to both Johnson County Community College and Penn Community College.
2. Schedule an interview with Margaret Bisbee at Penn Valley Community College.
3. Meet all program admission requirements and be admitted to the program at Penn Valley Community College.
4. Sometime during the first year of classes schedule an appointment with Tom Barnett to complete a program plan.
5. Complete the normal registration procedures at JCCC.

PHYSICAL THERAPIST ASSISTANT

Successful completion of the cooperative program with Penn Valley Community College enables the student to meet requirements for an Associate of Arts Degree. You must be accepted into the program at Penn Valley prior to enrolling at JCCC and should plan your program with a counselor to include the following essential courses to be taken concurrently at both institutions.

NOTE: All courses with NPT prefix are taught at Penn Valley Community College.

FALL SEMESTER.

Medical Terminology I	NS	5381
Life Science	NLS	6540
Intro to Physical Therapy	NPT	9770
Intro to Psychology	SS	1068
Sociology	SS	3404

SPRING SEMESTER

Human Anatomy	NLS	1128
Communications I	COM	6524
Fund. of Physical Therapy	NPT	9771
Speech	CSP	2501

SUMMER SEMESTER

Rehabilitation	NPT	9774
Therapeutic Modalities	NPT	9773

FALL SEMESTER

Kinesiology	NPT	9772
Therapeutic Exercises	NPT	9775
Clinical Pathology	NPT	9776
Clinical Experience I	NPT	9777
Clinical Seminar I	NPT	9778
Physiology	NLS	1144

SPRING SEMESTER

Clinical Experience II	NPT	9779
Clinical Seminar II	NPT	9780

To be admitted to the Physical Therapist Assistant Program the student must:

1. Be admitted to both Johnson County Community College and Penn Valley Community College.
2. Schedule an interview with Margaret Bisbee at Penn Valley Community College.
3. Meet all program admission requirements and be admitted to the program at Penn Valley Community College.
4. Sometime during the first year of classes schedule an appointment with Tom Barnett to complete a program plan.
5. Complete the normal registration procedures at JCCC.

RADIOLOGIC TECHNOLOGY

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 National Registry Examination. You must be accepted into the program at Penn Valley prior to enrolling at JCCC and should plan your program with a counselor to include the following essential courses to be taken concurrently at both institutions.

NOTE: All courses with NRD prefix are taught at Pen Valley Community College.

FALL SEMESTER

Medical and Radiology Terms	NRD 9801
Radiologic Technology I	NRD 9802
Radiographic Exposures I	NRD 9803
Radiographic Positioning I	NRD 9804
Clinical Training I	NRD 9805

FALL SEMESTER

General Physics I	NPS 3308
Speech	CSP 2501
Radiographic Positioning III	NRD 9809
Clinical Training IV	NRD 9816

SPRING SEMESTER

Human Anatomy and Physiology	NLS 6186
Radiographic Exposures II	NRD 9806
Clinical Training II	NRD 9807
Radiographic Positioning II	NRD 9808
Intro to Psychology	SS 1068

SPRING SEMESTER

Radiologic Technology II	NRD 9810
Physics of X-ray Equipment	NRD 9811
Clinical Training V	NRD 9817
Radiographic Anatomy	NRD 9812

SUMMER SEMESTER

Communications I	COM 6524
Sociology	SS 3404
Clinical Training III	NRD 9815

SUMMER SEMESTER

Department Seminar	NRD 9813
Clinical Training VI	NRD 9818
Special Procedures	NRD 9814

To be admitted to the Radiologic Technology Program the student must:

1. Be admitted to both Johnson County Community College and Penn Valley Community College.
2. Schedule an interview with Margaret Bisbee at Penn Valley Community College.
3. Meet all program admission requirements and be admitted to the program at Penn Valley Community College.
4. Sometime during the first year of classes schedule an appointment with Tom Barnett to complete a program plan.
5. Complete the normal registration procedures at JCCC.

BUS6254-01 - Independent Study

No students enrolled for fall 78

COM6359-01 - Independent Study

Caenen, Donna Jean
Patterson, Jeffery W
Shull, Keith E

COM6359-02 - Independent Study

Shull, Keith E

EGR 5143-01 - Independent Study

No students enrolled for fall 78

HUM7502-01 - Independent Study

Harrison, Michael L
Lamoree, Patricia
Lischka, Valerie L
Ninci, Susan T
Varnum, Barbara L

NS 1667-01 - Independent Study

No students enrolled for fall 78

PD 4003-01 - Independent Study

Wolfe, Charles O Jr

SS 5040-01 - Independent Study

No students enrolled for fall 78



JOHNSON COUNTY COMMUNITY COLLEGE

MEMORANDUM

DATE: June 27, 1978
TO:
FROM: Linda Dayton
SUBJECT: Independent Study - New Course Numbers

Lonborg
Chatham
Barnett
Gregory
Kirchner
Lindsey
Vomhof
Williams

As per the Board approved course, Independent Study, course numbers have been assigned to each academic area I can define at this time so that students may enroll. Variable credit will be given according to division director approval. Course numbers and titles are as follows:

BAC 5000	Independent Study:Accounting
BDP 5338	Independent Study:Data Processing
BFM 6190	Independent Study:Fashion Merchandising
BHM 8758	Independent Study:Hospitality Management
BMM 8729	Independent Study:Marketing Management
BMR 8693	Independent Study:Medical Records
BPL 9990	Independent Study:Paralegal
BSC 1077	Independent Study:Secretarial
BUS 5421	Independent Study:General Business
CDR 3429	Independent Study:Drama
CFL 7180	Independent Study:Foreign Language
CJO 9012	Independent Study:Journalism
COM 9254	Independent Study:Communications
CSP 3392	Independent Study:Speech
EDT 6668	Independent Study:Drafting
EET 8747	Independent Study:Electronics Engineering
EFS 6269	Independent Study:Fire Science
EGR 8713	Independent Study:Engineering
EMT 3289	Independent Study:Biomedical Equipment
EPH 8681	Independent Study:Photography
HAR 8059	Independent Study:Art
HCA 6221	Independent Study:Commercial Art
HMU 6235	Independent Study:Music
HPH 6259	Independent Study:Photography
HUM 8737	Independent Study:Humanities
LC 3969	Independent Study:Learning Center
MTH 3436	Independent Study:Mathematics
NAT 3982	Independent Study:Small Animal Health
NDA 3990	Independent Study:Dental Assisting
NDH 3950	Independent Study:Dental Hygiene
NET 3294	Independent Study:Emergency Medical Technician
NHA 3305	Independent Study:Nursing Home Aide

NLS 3319	Independent Study:Life Science
NMH 3324	Independent Study:Mental Health
NMR 6969	Independent Study:Medical Records
NPS 6992	Independent Study:Physical Science
NRN 6979	Independent Study:Nursing
NRT 6990	Independent Study:Respiratory Therapy
NS 8744	Independent Study:Natural Science
NUA 9505	Independent Study:Urban Agribusiness
PD 6420	Independent Study:Physical Development
PRL 6404	Independent Study:Recreational Leadership
SLE 6377	Independent Study:Law Enforcement
SS 8724	Independent Study:Social Science

JOHNSON COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

DIVISION: Business and Economics

DATE: Fall, 1978

COURSE TITLE: Fashion Display

CREDIT: 3

COURSE NO.: BFM 1054

correct

CONTACT HOURS: 3 LECTURE: 3 LAB: 0

COURSE DESCRIPTION:

This course will emphasize the need for creating distinctive displays for retail stores in a very competitive industry. The students will become experienced in color, design, lighting, shop organization, and management.

PREREQUISITE(S): None

REQUIRED Display Fundamentals,
TEXT(S): Frank A. Rowe, 1970

SUPPLEMENTARY
TEXT(S):

FEES: None

COURSE RATIONALE:

Due to the increased competitiveness in the retail community, firms need to boost the exposure and sale of merchandise through creative and informative displays. The students in the fashion merchandising program need to have more in-depth training in the field of display to meet the needs of fashion firms and career opportunities.

COURSE OBJECTIVES:

- a. To develop a keen sense of color theories and be able to apply principles creatively to the display field.
- b. To develop an understanding of the lighting systems.
- c. To develop an understanding of the organization of a display shop and the associates involved in creating store displays.
- d. To be able to plan a display department.
- e. To allow each student to develop skills in display techniques that meet the needs of a retail store as well as show their own creative personalities.

TOPICAL COURSE OUTLINE:

- a. Color
- b. Principles of design and arrangement
- c. Display lighting
- d. Display team
- e. Common errors in display
- f. The display shop
- g. Developing display ideas
- h. Budgets and paperwork
- i. Store planning and fixturing
- j. Career opportunities

JOHNSON COUNTY COMMUNITY COLLEGE

SELF DIRECTED STUDENT VERIFICATION

A student whose educational goal, at the present time, is not to receive an Associate of Arts degree from Johnson County Community College is a self-directed student.

Students declare themselves self-directed students by signing this verification form.

Characteristics of a self-directed student:

1. Not required to have a program plan on file.
2. May enroll in any course desired.
3. Not required to have a conference with a counselor or career coordinator prior to enrollment for any semester.
4. Is responsible for the transfer, or non-transfer of JCCC courses to a four year college or university while a self-directed student.

IMPORTANT

Self-directed students who are transferring to a four year college/university are welcomed and encouraged to discuss their course selection, academic questions, general concerns, etc., with a counselor.

Please indicate the semester(s) and years(s) you wish to be considered a self-directed student.

_____ Semester(s) Year(s)

Social Security No. _____ Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

This is to verify that I wish to be classified as a Self-directed Student at JCCC. I understand that as a Self-directed Student I will not be eligible for an Associate of Arts Degree and that I take full responsibility for the transfer of courses to a four year college or university.

Student's Signature

Distribution:

1. White-Counseling; 2. Yellow - Admissions; 3. Pink-Student

On the Other Hand . . .

Education can be
a ray against loneliness.

*The Other Hand . . . is written
in invitation about a subject chosen
by the writer. Judith S. Eaton is
former academic vice president for
Sonoma County Community Col-*

JUDITH S.
EATON



Individual human life can be a
d of prolonged uncertainty
significantly tests one's ca-
pacity for ambiguity and loneli-

Judging by the current popu-
lar "How To" literature, trans-
formational analysis and group thera-
py, many of us are experiencing
a degree of discomfort. Our so-
ciety no longer has regulatory
mechanisms for despair, loss, aliena-
tion or even ordinary human un-
happiness. Popular wisdom has it
that the nuclear and extended fami-
ly structure and the church are no
longer viable antidotes for life.
It appears to be limited value
in religion and other cults. "Signifi-
cant others" lack the significance
of our customary family ties.
Perhaps we might reconsider Skin-
ner's advice about the purposeful
destruction of structures which en-
gulf the positive in human ex-
perience.

Nothing is a candidate for cer-
tainty, it is that each of us is alone.

If you do not accept this, stand be-
fore a Giacometti sculpture; think
of the Jonestown bodies piled up in
Dover, Del.; see the paintings of
Edvard Munch. The blatant self-in-
terest and self-preoccupation pres-
ent in Wayne Dyer and Michael
Korda speak to our isolation. Erich
Fromm has told us: We spend our
lives trying to overcome separateness.
William Barrett speaks to soli-
tude of self as an irreducible di-
mension of human life.

Educational institutions are not
primarily in the business of dealing
with the shame, guilt and anxiety
associated with separateness. We
as educators, however, can and
should be more cognizant of the
possible existence of this state in
our students (and ourselves). While
the dollars and direction of govern-
ment, business and industry may

nurture and sustain our building
programs, staffing and research,
they do little to assist in a mean-
ingful and effective human response
to that important collection of human
lives to which we refer as "the stu-
dent body." Government and indus-
try urge us in the direction of cred-
entials, credentials and the develop-
ment of individual economic power
which frequently results in only a
casual brush with our heritage, cul-
ture and future. While not
eschewing the value of the former,
we are not in a position to do with-
out the latter.

Educational institutions should
be in the business of general educa-
tion — the business of assisting peo-
ple to develop theoretical, affective
and practical skills which can re-
sult in a full, productive, coherent
and meaningful human existence.
Our task as educators is general edu-
cation — and the creation of an
environment in which this study
can result in a sense of union and
place in the world.

Intellectual inquiry is still the
predominant vehicle for general
education efforts. Such inquiry can
unite us with a world of ideas and
feelings. There are similarities of
thought and action which link us in
spite of the physical separation re-
sulting from ongoing residence in
our respective skins. We have the
ability to identify intellectually and

emotionally with our history and
the values of our complex present.
The richness of human experience
and individual human capacity
reflected in the creation of litera-
ture, art, philosophy, science and
social thinking. Training, as dis-
tinct from education, provides the
opportunity to gain insight into the
nature of being human, to respond
to the values, efforts, talents and
concerns of others.

General education can bring sig-
nificance to the people, preoccupations
and persuasions of their past, present
and future. There can be the
realization that perplexity about
life such as yours produced a the-
ory in psychology, the same anguish
over death produced a painting, the
same passion for insight produced
a mathematical theorem. General
education informs the context of
human experience of which we are
a part. It is a testimonial to the
worth of our culture and our hu-
manity.

Education should speak to the
best within us. It should free us
from those tendencies which inhibit sen-
sitivity, freedom, growth and po-
tential. For those who seek identifi-
cation, meaning and insight, educa-
tion can contribute to a sense of
emotional and intellectual involve-
ment with our world. We are more
than what we do. We are part of
that which endures.

On the Other Hand . . .

Education can be
stay against loneliness.

*On the Other Hand . . . is written
an invitation about a subject chosen
by the writer. Judith S. Eaton is
former academic vice president for
Johnson County Community Col-
lege.*

An individual human life can be a riot of prolonged uncertainty which significantly tests one's capacity for ambiguity and loneliness. Judging by the current popularity of "How To" literature, transactional analysis and group therapy, many of us are experiencing some degree of discomfort. Our society no longer has regulatory agencies for despair, loss, alienation or even ordinary human unhappiness. Popular wisdom has it that at the nuclear and extended family structure and the church are no longer viable antidotes for life. There appears to be limited value in drug and other cults. "Significant others" lack the significance of more customary family ties. Perhaps we might reconsider Skinner's advice about the purposeful isolation of structures which encourage the positive in human experience.

If anything is a candidate for certainty, it is that each of us is alone.

JUDITH S.
EATON



If you do not accept this, stand before a Giacometti sculpture; think of the Jonestown bodies piled up in Dover, Del.; see the paintings of Edvard Munch. The blatant self-interest and self-preoccupation present in Wayne Dyer and Michael Korda speak to our isolation. Erich Fromm has told us: We spend our lives trying to overcome separateness. William Barrett speaks to solitude of self as an irreducible dimension of human life.

Educational institutions are not primarily in the business of dealing with the shame, guilt and anxiety associated with separateness. We as educators, however, can and should be more cognizant of the possible existence of this state in our students (and ourselves). While the dollars and direction of government, business and industry may

nurture and sustain our building programs, staffing and research, they do little to assist in a meaningful and effective human response to that important collection of human lives to which we refer as "the student body." Government and industry urge us in the direction of credits, credentials and the development of individual economic power which frequently results in only a casual brush with our heritage, culture and future. While not eschewing the value of the former, we are not in a position to do without the latter.

Educational institutions should be in the business of general education — the business of assisting people to develop theoretical, affective and practical skills which can result in a full, productive, coherent and meaningful human existence. Our task as educators is general education — and the creation of an environment in which this study can result in a sense of union and place in the world.

Intellectual inquiry is still the predominant vehicle for general education efforts. Such inquiry can unite us with a world of ideas and feelings. There are similarities of thought and action which link us in spite of the physical separation resulting from ongoing residence in our respective skins. We have the ability to identify intellectually and

emotionally with our history and the values of our complex present. The richness of human experience and individual human capacity is reflected in the creation of literature, art, philosophy, science and social thinking. Training, as distinct from education, provides less opportunity to gain insight into the nature of being human, to respond to the values, efforts, talents and concerns of others.

General education can bring students to the people, preoccupations and persuasions of their past, present and future. There can be the realization that perplexity about life such as yours produced a theory in psychology, the same anguish over death produced a painting, the same passion for insight produced a mathematical theorem. General education informs the context of human experience of which we are a part. It is a testimonial to the worth of our culture and our humanity.

Education should speak to the best within us. It should free us of those tendencies which inhibit sensitivity, freedom, growth and potential. For those who seek identification, meaning and insight, education can contribute to a sense of emotional and intellectual involvement with our world. We are more than what we do. We are part of that which endures.