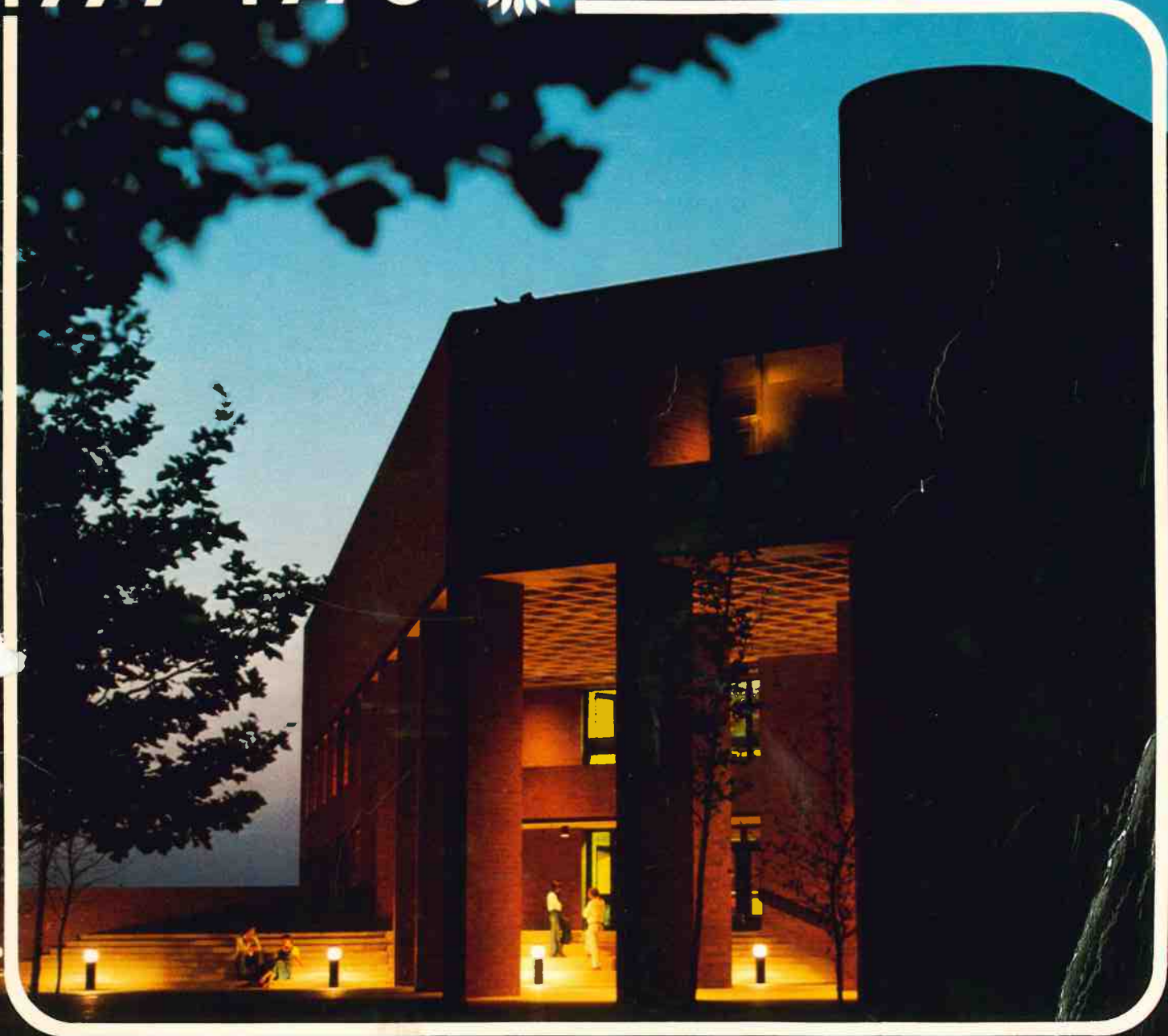


JOHNSON COUNTY
COMMUNITY COLLEGE

CATALOG
1977-1978





JOHNSON COUNTY COMMUNITY COLLEGE

MEMORANDUM

DATE: November 7, 1977
TO: Staff
FROM: Boss *will*
SUBJECT: Transcript Fees

We will no longer charge any fee for releasing or forwarding transcripts to students.

If any fees are received in the mail with transcript requests they should be returned to the student.

cc: Linda Dayton

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JCCC - THE COMMUNITY COLLEGE

The challenge and promise of America can most readily be seen in the challenge and promise of its educational system. That challenge is to provide options for education to all members of society. JCCC is firmly committed to providing opportunities for men and women of all ages to pursue educational experiences which can lead to broader horizons, meaningful employment, and enriched personal lives. JCCC is among more than 1,200 community colleges throughout the nation standing ready to meet the diverse demands of its sizeable community.

The concept of a community college is a recent innovation in American education. At the core is concern and responsiveness to its community. A community college 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. People of all ages should be provided by the community college with educational opportunities which recognize the wide variety of individual interests, capacities, and aptitudes. At Johnson County Community College, this concept has become a reality.

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 a 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 began by involving area residents in its program planning. Career programs were developed with the help of advisory committees that told the College exactly what the requirements and opportunities were in each field. Through careful articulation with four-year colleges and universities in Kansas, its neighboring states of Missouri, Oklahoma, Colorado and Nebraska, as well as other states, the College was able to establish a transfer program that provides for freshman and sophomore courses to be completed at JCCC. To meet the needs of students who have not yet set their educational goals, a general studies program was initiated which emphasizes fulfillment of individual needs and interests. All of the programs have been developed



with JCCC's basic philosophy kept in mind — to provide for the development of the student both as a wage earner and a contributor to society.

It is apparent that in order to continue to meet this goal, 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 5,000 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 this goal.

Academic Calendar 1977-78

SUMMER SESSION AND FIRST MINI SESSION 1977

- June 2-3** Registration and payment of fees for eight week summer session and first mini session.
- 3** Last day to withdraw from a class and receive 90% refund.
- 6** Summer session and first mini session classes begin.
- 7** Last day for registration without Division Director's permission.
- 10** Last day to withdraw from a class for eight week summer session and receive 60% refund.
- July 1** First mini session ends.

SECOND SUMMER MINI SESSION 1977

- June 30** Registration and payment of fees for second mini session.
- & July 1** Independence Day Holiday. Classes not in session. College offices closed.
- 5** Second mini session classes begin.
- 6** Last day for registration without Division Director's permission.
- 29** Second mini session and eight week summer session end.

FALL MINI SESSION 1977

- July 28-29** Registration and payment of fees for fall mini session.
- Aug. 1** Fall mini session classes begin.
- 2** Last day for registration without Division Director's permission.
- 12** Fall mini session ends.

FALL SEMESTER 1977

- Aug 10** Last day to pay fees if student pre-registered for classes.
- 15** Registration for all students begins.
- 19** Last day to withdraw from a class and receive 90% refund.
- 22** Fall semester begins. First day of classes.
- 26** Last day for registration without Division Director's permission.
- 29** Community Education registration begins.
- Sept. 2** Last day to withdraw from a class and receive 60% refund.
- 5** Labor Day Holiday. Classes not in session. College Offices closed.
- 12** Community Education classes begin.

- 16** Last day to withdraw from a class and receive 30% refund. Withdrawal from a class after this date will **not** receive a refund.

- Oct. 11** Staff Development Day. Credit classes not in session. College Offices closed.

- Nov. 16** Staff Development Day. Credit classes not in session. College Offices closed.

- 24-25** Thanksgiving Holiday. Classes not in session. College Offices closed.

- Dec. 16** Last day of fall semester.

SPRING MINI SESSION 1978

- Dec. 21-22** Registration for spring mini session.
- Jan. 3** Spring mini session begins.
- 4** Last day to register for spring mini session without Division Director's permission.
- 14** Spring mini session ends.

SPRING SEMESTER 1978

- Jan. 4** Last day to pay fees if student pre-registered for classes.
- 10** Registration for all students begins.
- 13** Last day to withdraw from a class and receive 90% refund.
- 16** Spring semester begins. First day of classes.
- 20** Last day for registration without Division Director's permission.
- 23** Community Education registration begins.
- 27** Last day to withdraw from a class and receive 60% refund.
- Feb. 6** Community Education classes begin.
- 10** Last day to withdraw from a class and receive 30% refund. Withdrawal from a class after this date will **not** receive a refund.
- 20** Washington's Birthday Holiday. Classes not in session. College Offices closed.
- 28** Staff Development Day. Credit classes not in session. College offices closed.
- March 13** Spring recess begins. Classes not in session. College Offices open.
- 20** Classes resume.
- April 12** Staff Development Day. Credit classes not in session. College Offices closed.
- May 17** Last day of spring semester.
- 20** Commencement.

SUMMER MINI SESSION 1978

- May**
- 18-19 Registration and payment of fees for summer mini session.
 - 22 Summer mini session classes begin.
 - 24 Last day for registration without Division Director's permission.
 - 29 Memorial Day Holiday. Classes not in session. College offices closed.
- June**
- 3 Summer mini session ends.

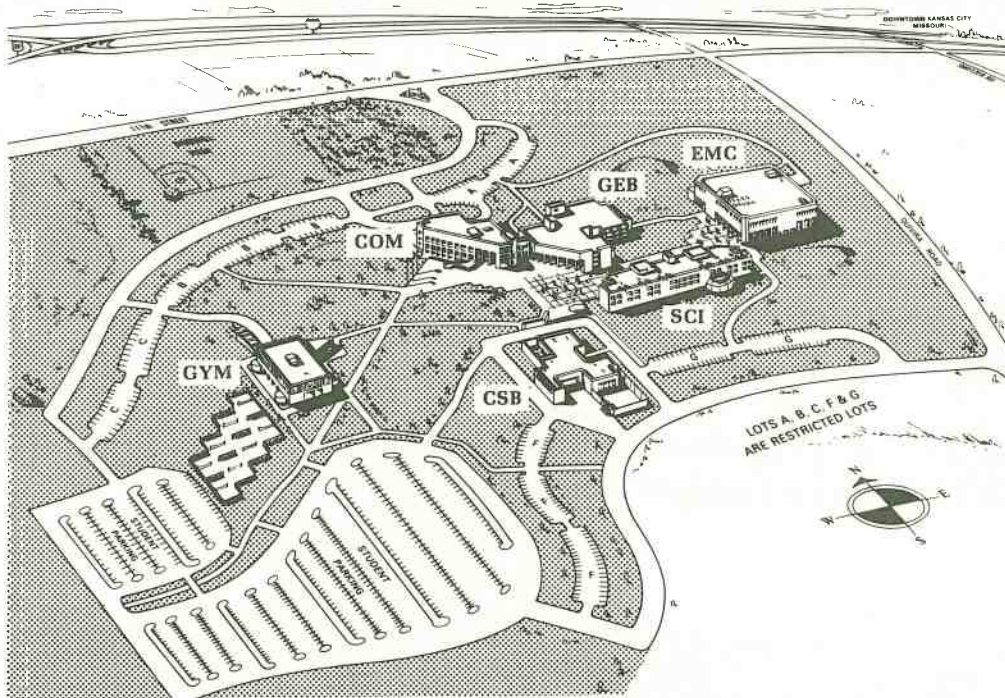
SUMMER SESSION AND FIRST MINI SESSION 1978

- June**
- 1-2 Registration and payment of fees for eight week summer session and first mini session.
 - 2 Last day to withdraw from a class and receive 90% refund.
 - 5 Summer session and first mini session begin.

- 6 Last day for registration without Division Director's permission.
- 9 Last day to withdraw from a class and receive 60% refund.
- 30 First mini session ends.

SECOND MINI SESSION 1978

- June**
- 29-30 Registration and payment of fees for second mini session.
- July**
- 3-4 Independence Day Holiday. Classes not in session. College Offices closed.
 - 5 Second mini session begins.
 - 7 Last day for registration without Division Director's permission.
- Aug.**
- 2 Second mini session and eight week summer session end.



GEB - GENERAL EDUCATION BUILDING: Instructional and administrative offices; a 300-seat lecture hall-little theater; general classrooms and specialized rooms; data processing, business management labs; seminar rooms on all floors.

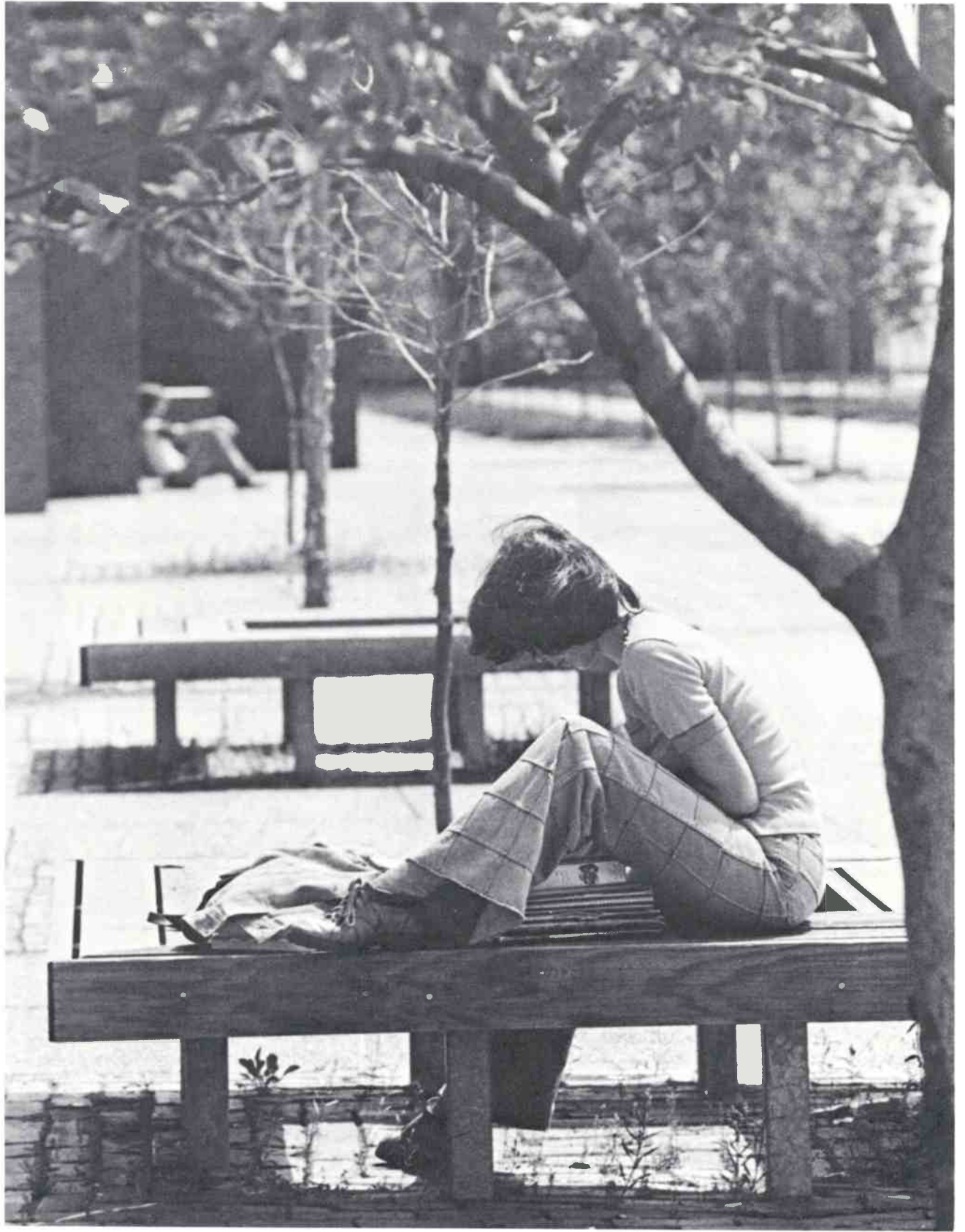
EMC - EDUCATIONAL MEDIA CENTER: Storage and distribution of library materials; production of media, slides, tapes, motion pictures and printed matter; production of all written material distributed by the College; general classrooms; drafting and electronics, learning center, and a portion of the art programs.

SCI - SCIENCE AND TECHNOLOGY BUILDING: Two 75-seat lecture halls and two 100-seat lecture halls; physics room, nursing lab, life science labs, chemistry labs and audio-visual-tutorial labs; dental hygiene labs with dental facilities for patients.

CSB - CAMPUS SERVICES BUILDING: Mechanical room to house air conditioning chillers and electrical switch gear; administrative offices, communication center, central warehouse; maintenance shop and vehicle repair area; instructional space for art and manufacturing technology programs.

GYM - GYMNASIUM BUILDING: Varsity basketball court and physical education facilities; three cross-court gyms can be converted to a 2,300-seat full-size gym; weight room, wrestling room, classrooms, staff offices and minor first aid care for campus; play fields and athletic fields located adjacent to building.

COM - COLLEGE COMMONS BUILDING: Bookstore, eating and recreational facilities; student activities offices and lounge space; College Commons administrative offices and meeting rooms.



Admissions

Admissions Procedures

Foreign Students

High School Students

Registration

KCRCHE

Advanced Standing Credit

Tuition & Fees

Refunds

Veterans

Financial Aid



ADMISSIONS PROCEDURES:

Anyone may apply for admission to Johnson County Community College. Age or previous education is not a factor in the admission process, although high school students must have written approval from their school principal before enrolling in College courses. Students with legal residence outside the Johnson County area will only be accepted after the demands of resident students are met.

Students who have not previously been enrolled in Johnson County Community College are required to fulfill the following when making application for admission:

- **Application:** Complete and file an application form with the Admissions/Records Office. The complete social security number must be listed on the form.
- **High School Transcripts:** Full-time students must provide an official transcript of high school work unless they have been out of high school for at least two years. Transcripts should be sent directly from the high school to the Admissions/Records Office.
- **College Transcripts:** College transcripts from each college attended are required for all students transferring from another institution. Transcripts should be sent directly from the college to the JCCC Admissions/Records Office.
- **Residency:** Residency requires six months to establish as provided by Kansas law (KSA-71-406). Adults who enroll at JCCC who have not been residents of the state of Kansas for six months prior to enrollment for any term or session are considered non-residents and must pay the out-of-state or foreign student tuition. Minors (under 18 years of age) whose parents have not been residents of the state of Kansas for six months prior to enrollment are also considered non-residents. Questions about specific residency requirements can be answered by the Associate Dean of Instruction for Student Services.
- **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 advised 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. Contact the career program coordinator for more specific information.



FOREIGN STUDENTS

The College encourages foreign students to enroll and works closely with them to ensure that their college experience is meaningful and enjoyable.

Foreign students should make application for admission to JCCC by the following dates:

- June 1 (for fall semester entry)
- October 1 (for spring semester entry)
- March 1 (for summer session entry)

Foreign students are required to take the Test of English as a Foreign Language (TOEFL) or present evidence of proficiency in the English language.

Foreign students transferring from another college or university in the United States must file all additional documents no later than one month prior to the first day of classes. For detailed information, contact the Associate Dean of Instruction for Student Services.

All records are expected to be complete and on file in advance of registration.

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 enrolled in high school. If the high school schedule permits, students may enroll in most courses offered by the College. Certain courses are scheduled at times especially convenient for high school students with beginning dates which coincide with local high school schedules. Interested students should contact their high school counselor 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 which may be obtained from the Admissions/Records Office. Registration may be preceded by a conference with a College counselor for the purpose of selecting curriculum. Procedures are explained in the class schedules provided prior to registration.

Advanced Standing Credit

KCRCHE Student Exchange Information

The Kansas City Regional Council for Higher Education offers an opportunity for students to take courses at member institutions while paying regular tuition at their home school. You may register for one course per semester at one of the other KCRCHE colleges as long as you are registered as a full-time student at a member institution and agree to abide by the academic and social regulations of the host institution. You will pay regular tuition and fees at your home institution and any laboratory/special course fees at the host institution.

Participating institutions include Baker University, Benedictine College, Donnelly College, Graceland College, Johnson County Community 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.

If you want to participate in this student exchange program, contact the Student Exchange Coordinator at your home institution and complete the KCRCHE application form. At JCCC, see the Associate Dean of Instruction for Student Services.

ADVANCED 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. (NOTE: no advanced standing credit will be recorded on a student's transcript until one credit course has been successfully completed at JCCC.)

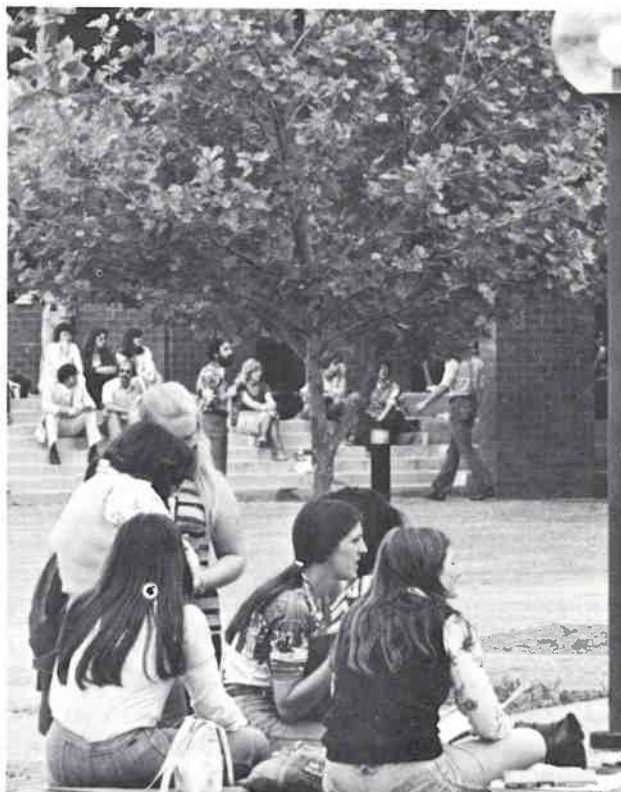
- **College Level Examination Program (CLEP):** Credit may be granted to those who demonstrate a knowledge of a general or specific nature, equivalent to an undergraduate college course, through the College Level Examination Program. The General Examination tests knowledge of general information comparable 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, the 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 Admissions/Records 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 examination. Examinations may be written, oral or both, depending upon the subject. Not all courses are available under this program. A list of current examinations is kept in the Admissions/Records Office. A fee of \$15 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 was appointed 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.



- **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 Admissions/Records Office. A fee of \$15 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 towards completion of the requirements for an Associate of Arts degree.

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:

Time of Official Withdrawal	Percent of Refund
16 week semester	
Prior to the first day of classes	90%
During the first week of classes	60%
During the third and fourth weeks 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 Associate Dean of Instruction for Student Services.

Time of Official Withdrawal	Percent of Refund
Four-week mini sessions, academies, and short courses	
Drop form filed prior to first (1st) class meeting	90%
Drop form filed prior to second (2nd) 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 the campus in the Commons.

VETERAN'S 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 Veteran's 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; 9 through 11 semester hours - ¾ time; 6 through 8 semester hours - ½ time; 1 through 5 semester hours - less than ½ time.



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 credit students who meet the general requirements for eligibility.

The function of the office of Financial Aids is to provide assistance in the formulation of realistic student financial plans. A number of grants, scholarships, long-term 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 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 Aids 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 AIDS:

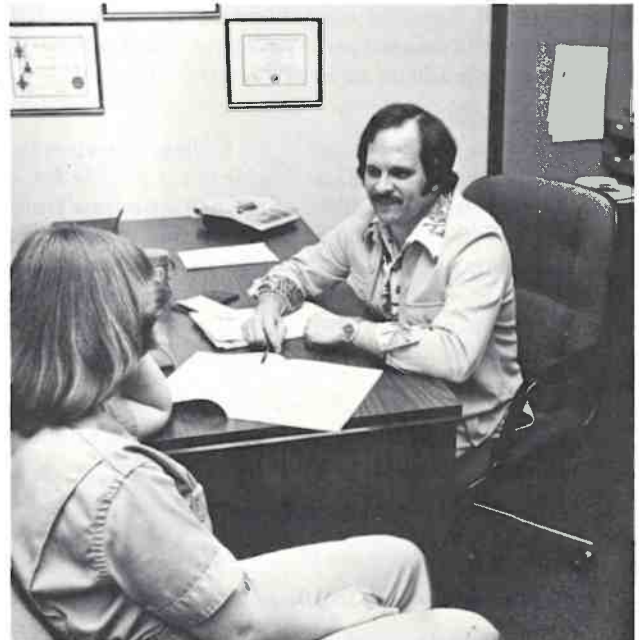
Students desiring financial aid should obtain an application for admission and complete all admission requirements prior to making application for any type of financial aid. Students should obtain the appropriate application form for the type of financial aid they are seeking from the Financial Aids Office. For best consideration, financial aid applications should be submitted by July 1st for fall semester, December 15 for spring semester and May 15 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. Students who have been approved for financial aid will receive further directions relative to their award.

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 \$1,400 minus the amount expected from the 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 (6 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.
- **College Work Study (CWS):** 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.



• **Federally Insured Loans:** 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 and are underwritten by the federal government.

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 Aids 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.



• **Law Enforcement Education Program Loans And Grants:** The loan program makes available ten-year, low-interest-bearing loans of up to \$1,800 per academic year to full-time students enrolled in undergraduate programs leading to degrees in areas directly related to law enforcement. 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 Aids Office and from most law enforcement agencies. The student must be employed in the area of Law Enforcement.

• **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 full time students and have financial need. Applications may be obtained from the Financial Aids Office. Both the Family Financial Statement and the application for Board of Trustees Grants must be filed.

• **Community Grants And Scholarships:** A number of grants and scholarships are provided by interested service, business and industrial organizations and individuals. Some of these are directed toward students enrolled in specific programs at the College but others are open to all. The Financial Aids Office can supply information about the requirements for community grants and scholarships. The following individuals or organizations currently provide grants and scholarships for JCCC students:

La Sertoma

American Business Women's Association

B'nai B'rith Women

Johnson County Cosmopolitan Club

American Association of University Women

Yellow Freight System

Preferred Business Corporation

Certified Professional Secretary Fund

Dr. and Mrs. Charles E. Jones

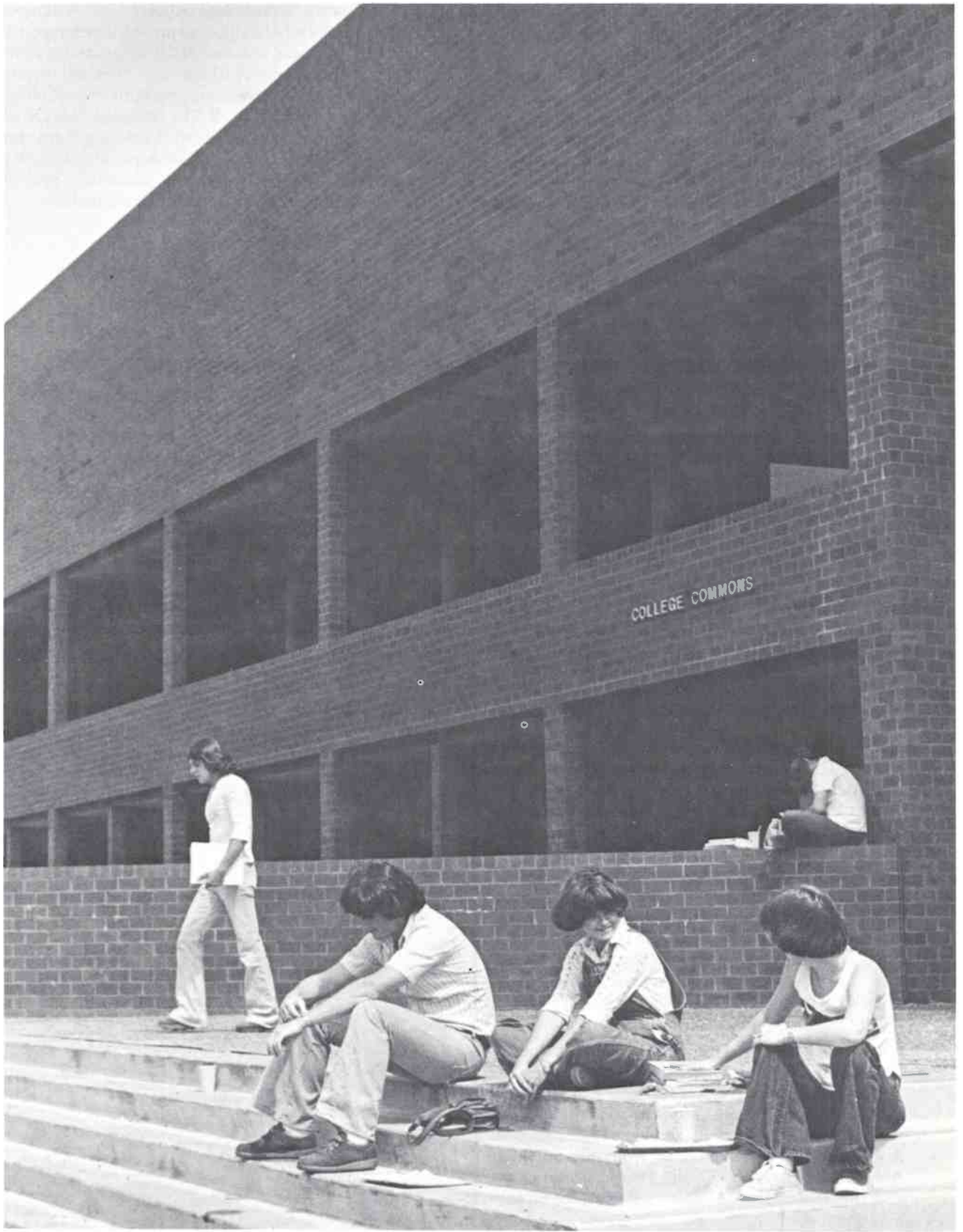
Overland Park State Bank

Sears Foundation

Metcalf State Bank

Dickinson Operating Company

Johnson County National Bank



Student and Instructional Services

**Counseling
Career Planning and Placement Center
Student Activities
Intercollegiate Athletics
Library
Parking
Code of Conduct
Grievance Procedure
Access to Student Information
GED Program
Hearing Impaired Program
Handicapped Students
English as a Second Language**



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. When more than 30 hours of college credit has been earned, JCCC requires that a student see a counselor and finalize a program plan. Career students should contact a counselor prior to entering the program.

A counselor can be seen on a walk-in basis or by an appointment. The Center is open from 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 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 self understanding 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.

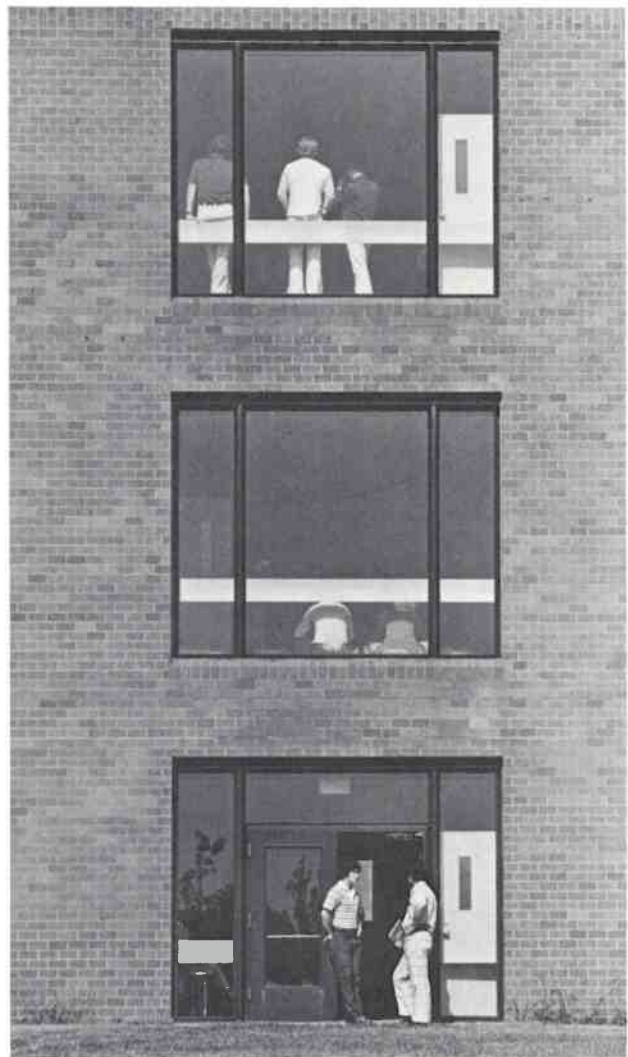
CAREER PLANNING AND PLACEMENT CENTER

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.



STUDENT ACTIVITIES

Extracurricular activities are recognized as an essential part of a student's education. At JCCC, the College supports student activities in the same manner it supports academic activities. Student activities are financially supported by general operating funds of the College and no student fees are assessed for this purpose.

- **Student Advisory Council:** All students are encouraged to participate in the planning and development of activities. The Student Advisory Council (SAC) serves as a vehicle for the long range planning and budgeting that is necessary for most activities. Whenever an individual or group of students determine the need and decide to organize an activity, they may become a part of SAC and receive assistance and support from other students and the Student Activities Coordinator. Activities in the past have included movies, drama presentations, dances, debates and the establishment of many special interest clubs and organizations.



INTERCOLLEGIATE ATHLETICS

JCCC is a member of the Greater Kansas City Community College Conference and the National Junior College Athletic Association. Men compete in soccer, basketball, fall and spring baseball, fall and spring golf, track and tennis, while women compete in volleyball, basketball, softball, track and tennis. 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, microforms, etc. and provides a highly trained staff of librarians, library specialists, and library aides to assist patrons in locating, using, and producing the needed media. Any Johnson County resident may use the library services.

Over 35,000 books, 480 current periodicals, 110,000 documents on microfiche, plus hundreds of slides, video and audio recordings are available to support instruction and independent study in the College. A catalog of these materials is maintained by computer. The catalog is printed in book form rather than on cards.

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 $8\frac{1}{2} \times 11''$ to $8\frac{1}{2} \times 14''$.

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 \$5.00, whichever is greater. The charge for lost items is the price of the item plus a \$2.00 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 \$1.00 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): C, D, E, and the southwest portion of Lot F.

Parking lots are well marked with signs directing personnel to their designated parking areas. Students may not park in the visitors, handicapped, or staff area lots marked A & G at any time.

After 5:00 p.m., students may park in 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.

If for a limited period of time you need to park in the handicapped parking area, you can obtain a temporary permit from the Security Office. These stickers should be attached to the rear window, driver's side of your vehicle.

A certificate from a bonafide 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 the 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.

If you need a special permit for emergency parking or loading, stop by the Security Office in the Campus Service Building.

Parking is prohibited east of the EMC building, unless a permit is issued.

Students are responsible for the vehicles they drive.

Tickets will be issued for the following violations:

1. Parking in a staff or restricted area such as driveways, loading dock areas 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 area or east of EMC without appropriate sticker.
2. You have received three penalty tickets.
3. You refuse to move your 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 and is parked in the motorcycle area.

Fees for penalty tickets is as follows:

1st offense - \$2

2nd offense - \$3

3rd offense - \$4

4th offense - immobilization or removal of vehicle.

(Fee for immobilization is \$5.00 plus payment of previous tickets before immobilizer is removed. Charge for removal of vehicle is \$15.00 plus payment of previous tickets.)

Penalty tickets are to be paid at the College Business Office within five school days. Please bring ticket with you to the Business Office. Office hours are 8 a.m. - 5 p.m., Monday through Friday. If it is more convenient, the payment with the ticket may be mailed to the Business Office.

In case an accident should occur while 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 of individuals who may have a previous criminal record, for which they have met the requirements of the law.)

The Associate Dean of Instruction for 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 Associate 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 Associate Dean of Instruction for 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 upon 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 (10) college working days, attempt to rectify it with the supervisor of the area of activity in which the alleged violation occurred and attempt to resolve the problem. **Every effort will be made to secure an appropriate resolution of a student's grievance or complaint at the lowest possible level.**

The following sequential steps shall be taken by the student:

A. Consultation with appropriate supervisor, e.g., instructor, coordinator, division director, dean, or associate dean. 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. The student may request a conference with 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 Grievant:** No reprisals of any kind will be taken against a grievant by any member or representative of the administration for filing a grievance.

ACCESS TO STUDENT INFORMATION

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

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

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

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.);

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.

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

2. The College will publish directory information, collectively, or individually, unless a student within ten days after 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

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

4. 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





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.

HEARING IMPAIRED PROGRAM

The Hearing Impaired Program provides the student who has a hearing loss the necessary supportive services such as interpreters, tutors, notetakers, counseling and the use of phonic ear equipment to enable the student to function in the regular college classroom.

The fundamental subjects are available in writing, math and English. The student, on completion of training, is aided in job placement.

Requests for further information should be directed to the Hearing Impaired Coordinator.

HANDICAPPED STUDENTS

The College provides handicapped students with access to programs and facilities at the College. Special services, such as notetakers 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 Special Services and Student Development.

ENGLISH AS A SECOND LANGUAGE

For those individuals whose native language is not English, a course in English as a second language is available. Designed for students who have already mastered the basic concepts of English, the course stresses conversation, pronunciation and idioms. Participants enjoy a unique opportunity to meet people from other countries at the same time they are improving their fluency in English. Classes are listed each semester in the Class Schedule.

Community Education

Continuing Education
Community Schools
Views for Women
Community Development
Cultural Arts
Program for Those Over 60
On-site Education
Clinics & Courses for Youth
Speakers Bureau

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 non-credit, 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; business and industrial in-service. Bulletins announcing courses offered are mailed three times yearly to all Johnson County residences.



- **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. The College recognizes that women work outside the home not only out of economic necessity but also for personal fulfillment. New laws, the women's movement and other changes in society have created a rapidly growing awareness of the need for specialized programming. JCCC has consistently offered programs which help make personal growth and the resulting changes compatible and mutually contributive 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 career development, personal growth, health and physical development, communication skills, home and automobile chores, financial management, human relationships and leadership.

- **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 examine proposed amendments to the state constitution; to meet and question candidates for political office; to explore the problems of youth, women 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; 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 to openly confront these issues.

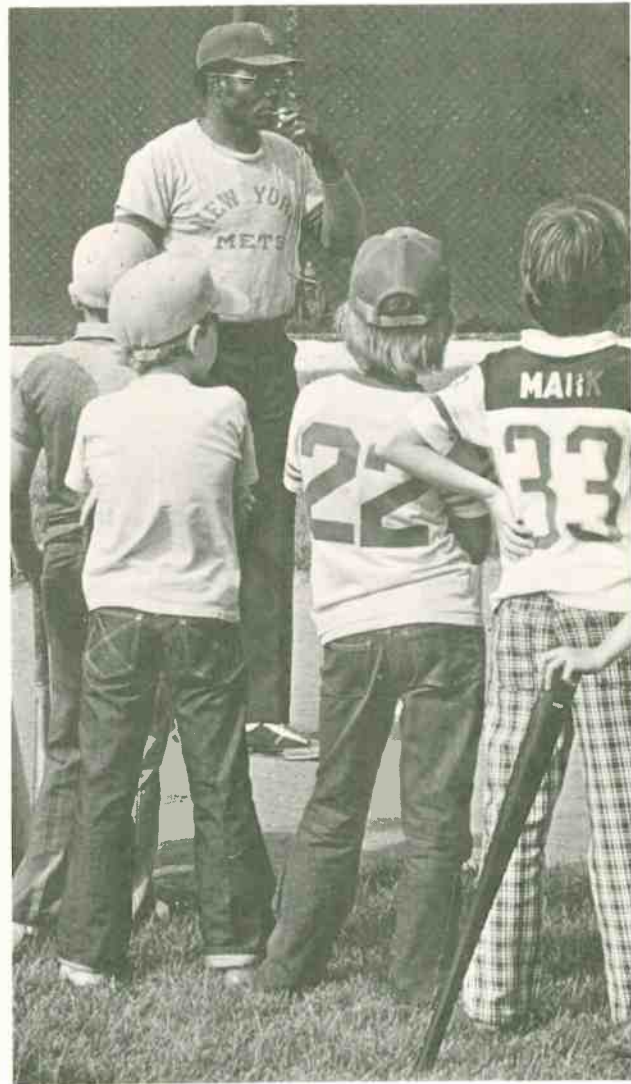
- **Cultural Arts Program:** The goals of JCCC's Cultural Arts Program are to encourage community members to experience the joys of taking advantage of the rich array of cultural opportunities available in the Greater Kansas City area, to encourage wide participation in College credit and non-credit offerings, and to provide the tools with which to build a more enjoyable life. The program developed with these goals in mind 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 persons 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, drama 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, libraries and also provides a full day of programming and involvement with JCCC students and instructors each semester on Campus Day.

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

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

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





Academic Information

Attendance

Grading System

Honors

Academic Progress

Graduation Requirements

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 objective 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 - *Excellent* or outstanding achievement of the educational objectives.

B - *Superior* achievement of the educational objectives.

C - *Satisfactory* achievement of the educational objectives.

D - *Acceptable* achievement of the educational objectives.

W - *Withdrawal* without academic assessment. (A student may withdraw anytime during the semester. A student dropping a course must consult with a counselor in order to initiate the withdrawal.)

I - The student will receive an *Incomplete* if the objectives of the course have not been satisfactorily achieved within the semester or the prescribed period. For good and sufficient reason, the student may be permitted to complete the requirements of the course without repeating the course. Generally, however, the student must repeat the course and achieve a grade of D or better to remove the I.

*CREDIT/NO CREDIT GRADING SYSTEM

The credit/no credit grading system is most often chosen by students wishing to audit a course, 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

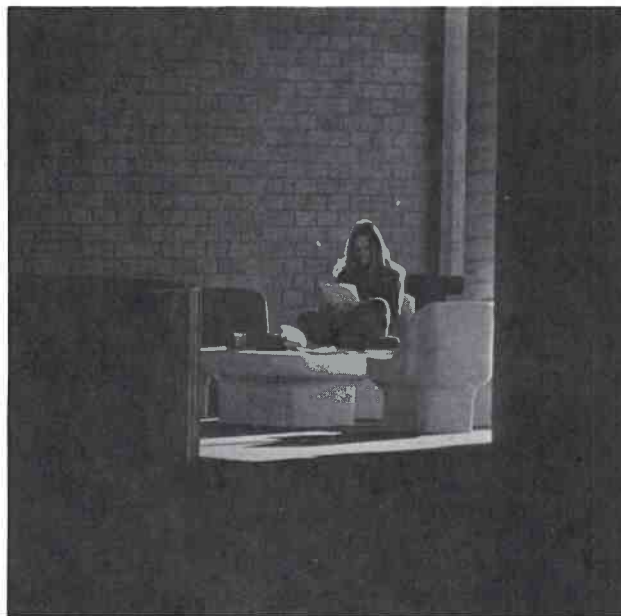
I - No credit

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.

During the fourth week of the semester, students desiring to exercise this option must complete a card at the Admissions/Records Office. Subsequently, no change may be made in the student's enrollment status with respect to the grading system.

*NOTE: Some schools, scholarship committees and honorary societies do not accept this grading system and convert grades of S to C and I to F when computing grade-point averages, or otherwise penalize students who use this option. If you have any questions, contact the Counseling Office before choosing the credit/no credit grading system.



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 an "S," "W," or an "I" were assigned. The result is the student's accumulated grade point average.

Whenever a student repeats a course, only the credit and grades earned in the repeated course will be recorded and used in computing the student's 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 you are not making satisfactory academic progress, the Counseling Office wants to see you. You may be referred by one of your instructors or you may come yourself. A counselor will help you reassess your program, motives, interests and aptitudes and help you decide if you should change your program or seek additional assistance.

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.

Graduation Requirements



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. A cumulative grade point average is based upon all successfully completed course work at this College or other accredited institutions. Students must earn a minimum of fifteen (15) semester credit hours at Johnson County Community College and be enrolled during the semester in which they receive the degree.

- **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 Notice of Intent to Graduate must be filed in the Admissions/Records Office the semester before graduation by each student who wishes to receive the Associate of Arts Degree from Johnson County Community College. Specific details are listed in the class schedule.
- **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.

CERTIFICATES OF GRADUATION

Requirements for a certificate include the successful completion of the designated program as certified by the appropriate program coordinator, with a cumulative grade point average of 2.0 in prescribed course work and enrollment during the semester in which the student receives the certificate.

As a general rule, certificates will be awarded upon completion of the program. Students desiring to participate in the JCCC commencement exercises may do so by filing an Intent to Graduate form in the Admissions/Records Office by the appropriate deadline date as listed in the class schedule.

Programs of Study

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 JCCC earning an Associate of Arts degree and then transfer to a four year institution without loss of time or credit. If you intend to transfer, but are not sure which area of specialization to choose, you should satisfy the liberal arts degree transfer requirements. These usually include courses in communications, humanities, social science, science and mathematics. Such a program would meet the two year requirements at most institutions but may not prepare you to begin immediate work in an area of specialization.

The amount of course work required in each division depends on the college or university and degree or major selected. You should see a counselor or program coordinator to help you plan a transfer program. JCCC requires you to see a counselor before you complete more than 30 credit hours.

The following course suggestions may help you plan. The sample program is intended only as a guide. It is important for students to study the graduation requirements listed in the catalog of the four year college to which they intend to transfer. JCCC counselors can help you design a program to meet these requirements.

JCCC TRANSFER COURSE SUGGESTIONS

COMMUNICATIONS

(3-4 courses)

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

The next 3-6 hours could be in 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 hrs
CSP 4130 Public Speaking	3 hrs
COM 2618 Creative Writing	3 hrs
COM 4444 Poetry and Drama	3 hrs
COM 4584 Short Story and the Novel	3 hrs
COM 5271 American Writers	3 hrs
COM 1051 Masterpieces of the Cinema	3 hrs
COM 1015 Children's Literature	3 hrs
COM 6024 World Masterpieces	3 hrs
COM 3694 Advanced Composition	3 hrs

MATHEMATICS

(1 course)

Usually one math course is required.

MTH 7246 Introduction to Algebra - probably will **not transfer** but should be taken if your background in math is weak or not current.

MTH 6079 Algebra - 5 hrs (usually the lowest math required that transfers)

MTH 3427 College Algebra - 3 hrs (prerequisite - 2 years algebra in high school)

MTH 7091 Algebra-Trig - 5 hrs (prerequisite - 2 years of algebra in high school or MTH 6079)

MTH 2594 Trigonometry - 3 hrs (prerequisite - MTH 6079)

MTH 3268 Analytic Geometry-Calculus I - 5 hrs (prerequisite MTH 7091 or equivalent; usually taken by either engineers-science, and some business students)

MTH 6463 Calculus I - 3 hrs (prerequisite - MTH 3427 College Algebra; usually taken by business students)

MTH 2642 Finite Math - 3 hrs (usually required for elementary education major)

NATURAL SCIENCES

(1-2 courses)

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

Biological Sciences

NLS 6540 Life Science**	4 hrs
NLS 4624 Biology of Plants	5 hrs
NLS 5641 Biology of Animals	5 hrs
NLS* 5593 & 6057 - Microbiology-Lab	5 hrs
NLS 6186 Human Anatomy/Physiology	5 hrs
NLS 1128 Human Anatomy	4 hrs
NLS* 1144 Human Physiology	4 hrs
NLS 6719 & 4720 - Environmental Science-Lab	4 hrs

Physical Sciences

NPS 1031 Physical Science**	4 hrs
NPS 6070 Astronomy	4 hrs
NPS 6634 Principles of Chemistry	5 hrs
NPS* 2244 General Chemistry I	5 hrs
NPS* 2637 Organic Chemistry I	5 hrs
NPS* 3308 General Physics I	4 hrs
NPS* 4356 General Physics II	4 hrs
NPS* 5212 Eng. Physics I	4 hrs
NPS* 5238 Eng. Physics II	5 hrs

*Check catalog for prerequisite.

**These courses are designed for the non-science major.

HUMANITIES

(2-3 courses)

HUM 6120 Introduction to Humanities	3 hrs
HUM 5431 Comparative Cultures	3 hrs
HAR 1713 Introduction to Art History	3 hrs
HMU 4718 Music Exploration	3 hrs
HUM 7520 Introduction to Philosophy	3 hrs
HUM 6392 Logic	3 hrs
HUM*3080 Ethics	3 hrs
HUM 2532 Philosophy/Current Civilization	3 hrs
HUM 2541 Philosophy of Religion	3 hrs

SOCIAL SCIENCES

(2-3 courses)

SS 3404 Sociology	3 hrs
SS 3428 Social Problems	3 hrs
SS 6562 Anthropology	3 hrs

SS 1068 Introduction to Psychology	3 hrs
SS 3546 Child Development	3 hrs
SS 4639 Personality & Adjustment	3 hrs
SS 5716 Marriage and the Family	3 hrs
SS 1456 Political Science	3 hrs
SS 3138 American National Government	3 hrs
SS 2678 State and Local Government	3 hrs
SS* 5173 American History I	3 hrs
SS* 6187 American History II	3 hrs
SS 2253 Economics I	3 hrs
SS 3093 Economics II	3 hrs

*Check catalog for prerequisite

SAMPLE PROGRAM:

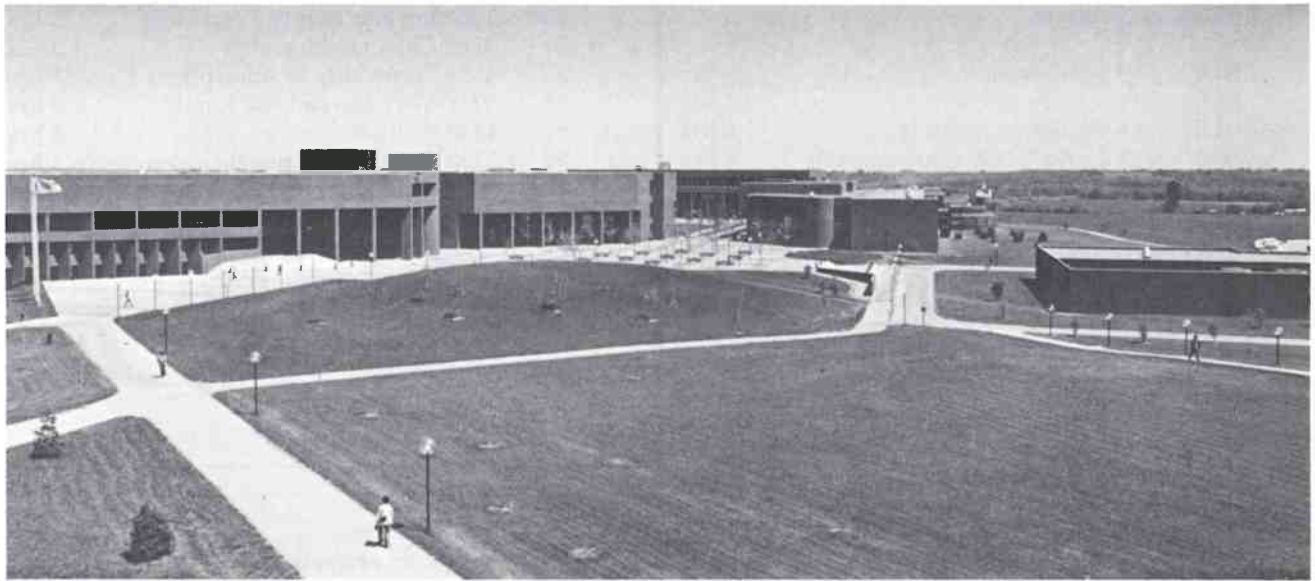
The following is an example of a first year program plan for a liberal arts transfer student. This is only an example and your own program could look different. (If you are interested in Architecture, Fine Arts, Engineering, Science or Medicine, talk with a counselor.)

First Year

1st Semester	Hours
Communication I	3
Social Science Elective	3
Math Elective	3-5
Humanities Elective	3
*General Elective	3
Total Hours	15-17

2nd Semester	Hours
Communication II	3
Speech Elective	3
Natural Science Elective	4-5
Social Science/Hum 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

In addition to programs designed for the transfer student, JCCC offers career programs for those interested in entering the job market as soon as possible. Each program was designed with the assistance of a community advisory committee which included people currently in the field familiar with current/job market requirements.

Most of the career programs can be completed in two years; however some may be completed in one year or less. If you decide to pursue additional college work, many career program courses are transferable to a four year institution. Several of the career programs provide students with work experience in the community under instructional supervision.

If you are interested in a career program, you should see the program coordinator or a counselor prior to enrollment to obtain information about entrance requirements, course selection and job possibilities in your chosen field.

The following is a listing of current career programs offered by JCCC. Programs are described in more detail on the following pages. The course sequence is very important. Be sure that you plan your program with the assistance of a counselor or the career program coordinator.

ACCOUNTING
BIOMEDICAL EQUIPMENT TECHNOLOGY
COMMERCIAL ART
DATA PROCESSING
DENTAL ASSISTING
DENTAL HYGIENE
DRAFTING TECHNOLOGY
ELECTRONICS TECHNOLOGY
EMERGENCY MEDICAL TECHNOLOGY
FASHION MERCHANDISING
HOSPITALITY MANAGEMENT
JOURNALISM
LAW ENFORCEMENT
MARKETING MANAGEMENT
MEDICAL RECORDS TECHNOLOGY
NURSING (RN)
PARALEGAL
RECREATIONAL LEADERSHIP
RESPIRATORY THERAPY
SECRETARIAL CAREERS

ACCOUNTING

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 and 16 hours of elective credit leads to an Associate of Arts degree.

	Cr. Hrs.
Fall Semester	
BAC 4092 Accounting I	3
MTH 6079 Algebra	5
BDP 7135 Business Data Processing or	
BDP 6699 Programming Fundamentals	3
COM 6524 Communications I	3
Elective	3
	17

Spring Semester	
BAC 5096 Accounting II	3
BUS 2253 Economics I	3
BUS 2341 Personnel Management	3
Electives	6
	15

Fall Semester	
*BAC 2436 Cost Accounting	3
BUS 1121 Business Law I	3
BAC 2360 Federal Income Taxes	3
BUS 3093 Economics II	3
Elective	3
	15

Spring Semester	
*BAC 6299 Intermediate Accounting	3
BAC 4063 Managerial Accounting	3
BUS 5134 Business Law II	3
Electives	6
	15

*BAC 2436 and BAC 6299 can be taken in reverse order.

BIOMEDICAL EQUIPMENT TECHNOLOGY

Biomedical equipment technicians may work as maintenance technicians troubleshooting and repairing electronic equipment associated with the medical field. They may find a career as field service technicians servicing and selling specialized medical equipment. JCCC's program is centered around courses which are devoted to the fundamentals of electronics, natural sciences, and related mathematics. An internship as a technician in an approved area hospital or repair firm is required. Independent study and project courses allow specialization in many different areas.

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

	Cr. Hrs.
Fall Semester	
EET 5290 Introductory Electronics	3
NPS 6634 Principles of Chemistry	5
EET 2322 Resistive Circuits	3
MTH 3268 Calculus I	3
	14

Spring Semester	
EET 5056 Capacitive & Inductive Circuits	3
NLS 1144 Human Physiology	4
EET 4289 Resistive Electronics	3
NLS 1128 Human Anatomy	4
NS 5381 Medical Terminology I	2
	16

Fall Semester	
EMT 6824 Biomedical Equipment Technology I	3
EET 7490 Nonlinear Electronics	3
EET 7604 Linear Electronics	3
EET 2367 Measurements & Instrumentation	3
Elective	3
	15

Spring Semester	
EET 3557 Systems Maintenance	3
COM 6524 Communications I	3
EET 7643 Digital Electronics	3
EMT 9824 Biomedical Equipment Technology II	3
Elective	3
	15

COMMERCIAL ART

Essential courses, taken in the sequence indicated below, are designed to meet the professional standards established by the graphic arts industry. The program will challenge students to develop the visual awareness, problem solving capabilities, technical skills and creative versatility necessary for effective performance in most areas within a commercial art studio. Development of a professional portfolio to present to potential employers is a major objective of the program. Students are encouraged to plan their program with the program coordinator to include the recommended supportive courses required for an Associate of Arts degree.

	Cr. Hrs.
Fall Semester	
HAR 1608 Art Fundamentals	3
HAR 4197 Design, 2-D	3
HPH 2042 Basic Photography	3
Electives	<u>6</u>
	15
Spring Semester	
HAR 7209 Design, Color	3
HCA 7205 Lettering	3
HCA 4679 Visual Technology I	4
HAR 4236 Printmaking II	3
Electives	<u>2</u>
	15
Fall Semester	
HAR 6021 Design, 3-D	4
HPH 6686 Advanced Photographic Techniques	3
HCA 1687 Visual Communications I	4
HCA 6688 Visual Technology II	<u>4</u>
	15
Spring Semester	
HCA 9689 Visual Communications II	4
HCA 7690 Preparation of Portfolio	2
HCA 5691 Commercial Art Field Study	3
Electives	<u>6</u>
	15

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 equipment includes a programable remote batch terminal which provides access to an IBM 370-158 and to a multiple CDC 6000 Computer System. Also available is an IBM Systems/3 computer which provides "hands on" operations. 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 in the sequence indicated.

	Cr. Hrs.
Fall Semester	
MTH 6079 Algebra I	5
BAC 4092 Accounting I	3
BDP 6699 Programming Fundamentals	<u>4</u>
	12
Spring Semester	
MTH 2084 Statistics	3
BDP 4700 COBOL I	4
*EET 4065 Basic Computer Components	3
*BDP 7683 RPG II - Beg.	<u>4</u>
	10 - 14



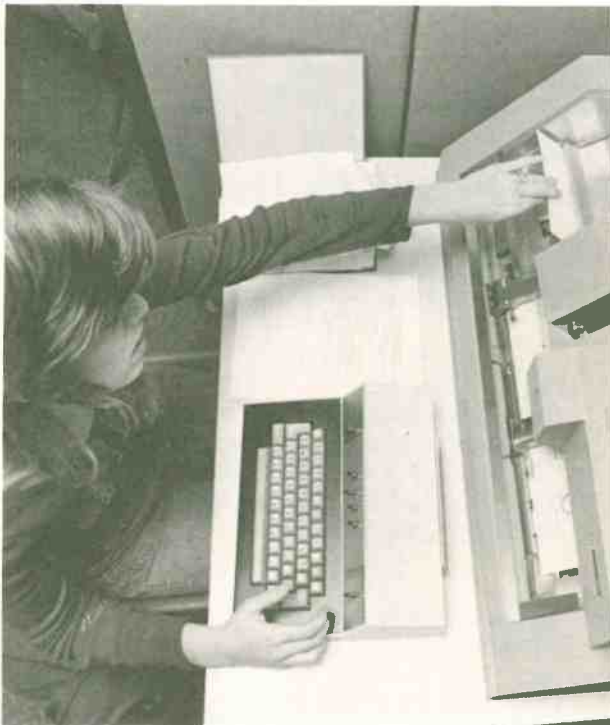
Fall Semester

BDP 4551 Introduction to Systems Design and 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 - Adv.	4
	<u>17 - 18</u>

Spring Semester

BDP 6514 Application Programming: Job Control Language	3
BDP 6451 Operating Systems	3
*BDP 1036 Data File Management	3
*BDP 4701 PL/I	4
BDP 6703 FORTRAN	4
*BDP 1684 Assembler Language II	4
	<u>13 - 17</u>

**Two of the seven courses must be taken*



DENTAL ASSISTING

(Metropolitan Cooperative Career Program)

Successful completion of the cooperative program with Penn Valley Community College enables the student to meet requirements for an A.A. degree and to sit for the Certified Dental Assistant 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 NDA prefix are taught at Penn Valley Community College in Kansas City, Missouri.

Cr. Hrs.

Fall Semester

NDA 2041 Fundamentals of Dentistry I	5
NS 5381 Medical Terminology	2
NPS 6634 Principles of Chemistry	5
	<u>15</u>

Spring 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 Pre-Clinical Practice	3
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Fall 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>

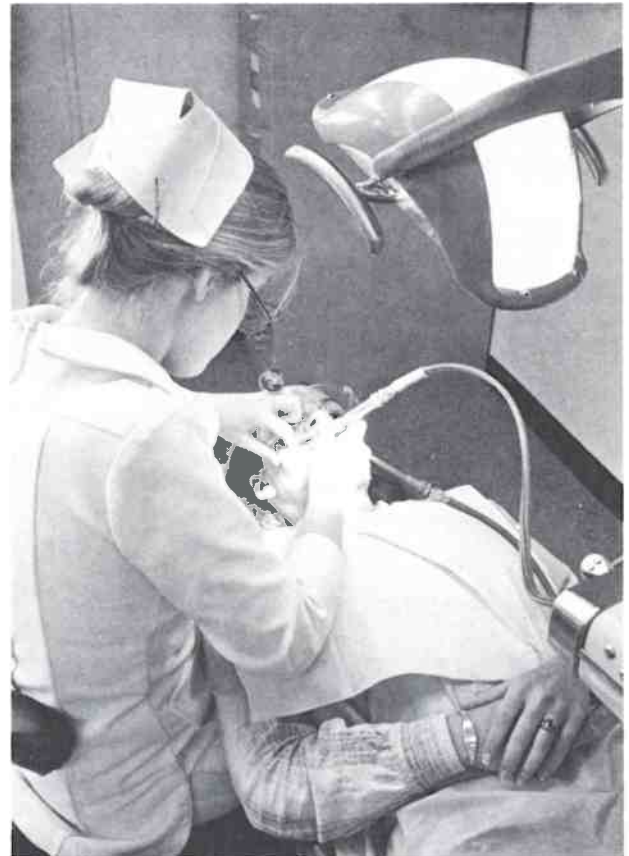
Spring Semester

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

Career Programs

DENTAL HYGIENE

The Dental Hygiene program takes two academic years and one summer session and leads to an Associate of Arts Degree. The Dental Hygiene Clinic located on campus enables students to develop efficiency in clinical techniques while working on patients under the supervision of a dentist. Those successfully completing the prescribed curriculum will be certified eligible to sit for state licensing examinations. The sequence of courses below has been approved by the Commission for Accreditation of Dental and Dental Auxiliary Education. Application forms are available from the Admissions/Records Office and must be completed and returned to that office by December 31 preceding the fall when the student wishes to enter the program.



	Cr. Hrs.
Fall 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	<u>3</u>
	18
Spring Semester	
NDH 6112 Clinical Dental Hygiene II	3
NLS 1144 Human Physiology	4
NLS 5593 Microbiology	3
NDH 6266 Dental Radiology	2
NLS 6152 General Nutrition	3
SS 1068 Introduction to Psychology	<u>3</u>
	18

Summer Session

NDH 7338 Clinical Dental Hygiene III	3
NDH 2583 Pathology & Periodontology I	<u>1</u>
	4

Fall Semester

NDH 5109 Clinical Dental Hygiene IV	5
NDH 6027 Pathology & Periodontology II	3
NDH 4473 Community Dental Health	3
NLS 1264 General Pharmacology	3
NDH 5250 Dental Materials	<u>2</u>
	16

Spring Semester

NDH 3101 Clinical Dental Hygiene V	7
SS 3404 Sociology	3
CSP 2501 Basic Speech	<u>3</u>
	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 such areas as machine production, electrical-electronics, structural, architectural, 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 student is expected to 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.

	Cr. Hrs.
Fall Semester	
EDT 5810 Technical Drafting I	5
EDT 1813 Reprographics	2
MTH 4354 Technical Mathematics I	5
Elective	<u>3</u>
	15
Spring Semester	
EDT 2811 Technical Drafting II	5
EDT 7812 Pictorial Drafting	2
MTH 5387 Technical Mathematics II	5
Elective	3
	15
Fall Semester	
EDT 5596 Drafting III	7
EGR 5269 Industrial Science I	3
Electives	<u>5</u>
	15
Spring Semester	
EDT 1581 Drafting IV	7
Electives	<u>8</u>
	15

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering program focuses on a core of courses devoted to the fundamentals of electronics and related mathematics. Independent study and project courses allow many options to be studied. 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 electronic technology. A full Associate of Arts degree program incorporating selected supportive courses may be planned with the program coordinator.

	Cr. Hrs.
Fall Semester	
MTH 4354 Technical Mathematics I	5
EET 2322 Resistive Circuits	3
EET 5290 Introductory Electronics	3
EGR 5269 Industrial Science I	3
COM 6524 Communications I	<u>3</u>
	17
Spring Semester	
MTH 6387 Technical Mathematics II	5
EET 5056 Capacitive & Inductive Circuits	3
EET 4289 Resistive Electronics Elective	<u>3</u>
	14
Fall Semester	
EET 7604 Linear Electronics	3
EET 1255 Network Analysis	3
EET 7490 Nonlinear Electronics Electives	<u>3</u>
	14
Spring Semester	
EET 3557 Systems Maintenance	3
EET 7535 Systems Analysis	3
Electives	<u>9</u>
	15

EMERGENCY MEDICAL TECHNICIAN

This short term certificate program requires only 120 clock hours to complete. A student who successfully completes the program is eligible to take the National Registry Examination for Emergency Medical Technicians/Ambulance.

Basic emergency medical skills applied to supervised clinical practice conform to Department of Transportation guidelines and provide necessary training for registry as Type I Emergency Medical Technician. Hours by arrangement. There is only one required course.

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



FASHION MERCHANDISING

Students in the Fashion Merchandising program enroll in courses related to merchandising, marketing and management as they apply to the fashion field. A combination of campus instruction and practical work experience in a fashion area at a retail establishment in the community is provided. Graduates may find work in department stores, specialty shops, fashion markets, textile firms, garment manufacturing firms, cosmetic firms, home furnishing areas or in the field of advertising and visual merchandising. Courses in the sequence below are deemed important to the field of Fashion Merchandising. When continued with elective courses a program can be designed for an Associate Degree. For details, you are advised to see the program coordinator.

	Cr. Hrs.
Fall Semester	
BFM 7552 Seminar: Career Options	3
BMM 1206 Retailing	3
BFM 7013 Fashion Fundamentals I	3
BFM 4655 Fashion Promotion	3
BFM 5294 Fashion Illustration	3
	15
Spring Semester	
BFM 1665 Seminar: Market Research	3
BMM 5026 Salesmanship	3
BMM 1303 Retail Advertising & Display	3
BFM 1195 Textiles	3
BFM 3503 Merchandise Evaluation	3
	15
Fall Semester	
BFM 2017 Seminar: Human Relations	3
BUS 7007 Marketing	3
BFM 1019 Fashion Fundamentals II	3
BFM 3046 Fashion In Society	3
Elective	3
	15
Spring Semester	
BFM 2204 Seminar: Supervisory Development	3
BUS 5123 Survey of Economics	3
BFM 2568 History of Dress	3
BUS 2259 Personal Finance	3
Elective	3
	15

HOSPITALITY MANAGEMENT

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

Although primary emphasis is 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:



Cr. Hrs.

Fall Semester	
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
Electives	<u>3</u>
	15

Spring Semester

BHM 3006 Food Management	3
BHM 4489 Supervisory Management	3
BHM 5008 Seminar in Hospitality Management: Operations	3
BUS 2341 Personnel Management	3
Electives	<u>3</u>
	15

Summer Session

BHM 2640 Seminar in Hospitality Management: Internship	3
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Fall 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
Electives	<u>3</u>
	14

Spring Semester

BHM 7803 Advanced Food Preparation and Meats	4
BHM 5806 Advanced Front Office Management	3
BHM 4807 Beverage Control	3
Electives	<u>3</u>
	13

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 build a baccalaureate degree. Building a portfolio of journalistic writing and advertising samples is an objective of the program. In order to obtain practical experience JCCC journalism students provide information for a weekly section of college news in the Johnson County Herald. 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:

	Cr. Hrs.
Fall Semester	
CJO 2136 Fundamentals of Advertising	3
CJO 6648 Principles of Journalism	3
Electives	<u>9</u>
	15
Spring 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
Fall Semester	
CJO 3251 Journalism Field Study II	3
Electives	<u>12</u>
	15
Spring Semester	
CJO 5453 Journalism Field Study III	3
Electives	<u>12</u>
	15

LAW ENFORCEMENT

The sequence of courses indicated are those considered essential for initial job entry into the field of Law Enforcement. Current state statutes do require additional training beyond this sequence in order to qualify as a police officer but there are many other options available. To plan for an Associate of Arts Degree you should make an appointment with the program coordinator to plan for elective courses which are necessary.

	Cr. Hrs.
Fall Semester	
SLE 6261 Introduction to Law Enforcement	3
SLE 6432 Police and the Public	3
SLE 7108 Study of the Criminal Justice System	3
BSC 1263 Beginning Typing	3
COM 6524 Communications I	<u>3</u>
	15
Spring Semester	
SLE 4588 Criminal Law	3
SLE 1160 Juvenile Code and Procedure	3
SLE 6653 Accident Investigation	3
SS 3404 Sociology	3
SS 2678 State and Local Government	<u>3</u>
	15
Fall Semester	
SLE 2461 Motor Vehicle Law	3
SLE 4033 Patrol Procedures	3
SLE 5137 Criminal Investigation	3
SS 1068 Introduction to Psychology	3
SS 3138 American National Government	<u>3</u>
	15
Spring Semester	
SLE 7288 Defensive Tactics	3
SLE 4418 Constitutional Case Law	3
SLE 7292 Introduction to Criminalistics	3
CSP 2501 Speech	3
Elective	<u>3</u>
	15

MARKETING AND MANAGEMENT

The Marketing and Management program at JCCC is designed to familiarize the student with areas such as merchandising, promotion, advertising, personnel, stock control, credit and collections. You will be given opportunity to compare on-campus instruction with daily problems of the business world through work experience in an approved marketing position in the community. Students wishing to complete an Associate of Arts degree should plan their program with the program coordinator to include the following essential courses in the sequence indicated:

	Cr. Hrs.
Fall Semester	
BMM 1060 Seminar: Organization and Operations	3
BAC 2171 Small Business Accounting	3
BMM 5026 Salesmanship	3
Electives	<u>6</u>
	15
Spring Semester	
BMM 2155 Seminar: Sales Promotion/Management	3
BDP 7135 Business Data Processing	3
BMM 1206 Retailing	3
BMM 1303 Retail Advertising and Display	<u>3</u>
	12
Summer Session	
BMM 7076 Internship: Supervisory Management	3
Fall 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	<u>3</u>
	15
Spring Semester	
BMM 6072 Seminar: Marketing Research	3
BUS 2341 Personnel Management	3
Electives	<u>9</u>
	15

MEDICAL RECORD TECHNOLOGY

The medical record technician possesses the technical skills necessary to maintain the components of health information systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. The program at JCCC is a cooperative effort with Baptist Memorial Hospital in Kansas City, Missouri, providing concurrent training and education at both institutions preparatory to taking the national examination to become an Accredited Record Technician. The following essential courses should be planned with the program coordinator and taken in the sequence indicated:

	Cr. Hrs.
Fall Semester	
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	<u>4</u>
	16
Spring 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	<u>2</u>
	14 - 16
Summer Session	
NMR 7111 Directed Practice I	2
Fall 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	<u>3</u>
	15
Spring 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	<u>4</u>
	14

PARALEGAL

The Paralegal program is designed to prepare individuals for careers as paralegals capable of performing independent legal tasks under the direct supervision of an attorney. A combination of campus instruction and practical work experience in law offices in the community is provided. Graduates may find positions with private law firms, in the public sector, and with corporations, banks, and real estate and insurance companies.

Students seeking an Associate of Arts degree should plan their program with the program coordinator to include the following essential courses:

	Cr. Hrs.
Fall Semester	
BPL 9739 Introduction to Paralegalism	3
BPL 7740 Legal Research and Writing	3
BAC 4092 Accounting I (or Small Business Accounting)	3
COM 6524 Communications I	3
Elective	3
	15
Spring Semester	
BPL 2828 Real Estate Law	3
BPL 7826 Wills, Trusts, & Probate Administration	3
BPL 5827 Legal Aspects of Business Organizations	3
CSP 2501 Speech	3
Elective	3
	15
Fall Semester *	
Law Office Management	3
Family Law	3
Law Office I	3
Electives	6
	15
Spring Semester *	
Litigation	3
Commercial Transactions	3
Law Office II	3
Electives	6
	15

* Courses currently under development.

RECREATIONAL LEADERSHIP

The courses listed are those considered essential for job entry in the field of recreational leadership. The one-year program includes a study of basic skills ranging from team sports, to first aid, to arts and crafts. On-the-job experience during the spring semester enables the student to draw on classroom instruction and theory in relating to therapeutic practices in the community. Assistance may be obtained from the program coordinator in planning beyond the essential coursework for an Associate of Arts Degree and transfer to a four-year college or university of your choice.

	Cr. Hrs.
Fall Semester	
PD 4291 Individual Life-time Sports	2
PRL 5298 Introduction to Recreational Services	3
PD 2711 First Aid	3
PD 7168 Fall Sports Officiating	2
Electives	5
	15
Spring Semester	
PRL 7164 Outdoor Recreation	3
PRL 2459 Social Recreation	2
PRL 1379 Recreational Field Study	3
PD 6061 Spring Sports Officiating	2
Electives	5
	15



NURSING (R.N.)

JCCC's Associate Degree Nursing Program is accredited by the Kansas Board of Nursing and the National League for Nursing. Students successfully completing the sequence of essential courses listed below, including electives, will be eligible to take licensing examinations to become registered nurses. The elective courses in the fields of communications, humanities, natural science and social science must be chosen in cooperation with the program coordinator. Completed applications must be on file by December 31 preceding the fall when the student wishes to enter the program.

	Cr. Hrs.
Fall Semester	
NRN 8846 Concepts of Health	8
NLS 1128 Human Anatomy	4
SS 1068 Introduction to Psychology	<u>3</u>
	15
Spring Semester	
NRN 3131 Adaptation to Change	8
NLS 1144 Physiology	4
SS 3546 Child Development	3
	15
Fall Semester	
NRN 2847 Short-term Health Problems	9
Social Science Elective	3
Communications Elective	<u>3</u>
	15
Spring Semester	
NRN 5848 Long-term Health Problems	9
Humanities Elective	3
Natural Science Elective	<u>5</u>
	17



RESPIRATORY THERAPY

(Metropolitan Cooperative Career Program)

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:

Pre-Clinical Year (Courses taken at JCCC)

Fall Semester

	Cr. Hrs.
NPS 1031 Physical Science	4
NPS 6634 Chemistry	5
MTH 6079 Algebra	5
NLS 1128 Human Anatomy	<u>4</u>
	18

Spring Semester

NLS 1144 Human Physiology	4
NLS 5593 Microbiology	3
COM 6524 Communications I	<u>3</u>
	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	<u>3</u>
	6

Fall Semester

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

Spring 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	<u>2</u>
	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	<u>1</u>
	6



SECRETARIAL CAREERS

The Secretarial Careers program is designed for students who seek immediate job entry in general office and secretarial positions. Work experience programs are available with the approval of the instructor. Legal, medical and other special options are available. Students who are interested in preparing for the Certified Professional Secretary Examination should consult with a secretarial instructor early in the program in order to satisfy both course selection and work experience requirements. Upon successful completion of the two year program, students will receive an Associate of Arts degree. Short courses and programs are also available to those who are presently employed or who plan to return to work after an extended absence.

Students seeking an Associate of Arts degree should plan their program with the program coordinator to include the following essential courses:

	Cr. Hrs.
Fall Semester	
BUS 4282 Introduction to Business	3
BSC 1263 Beginning Typing*	3
BSC 3214 Secretarial Field Study: Human Relations	3
COM 6524 Communications I	3
BSC 1519 Shorthand I*	3
	<u>15</u>
Spring Semester	
BAC 4092 Accounting I (or Small Business Accounting)	3
*BSC 4590 Shorthand II	3
*BSC 2376 Intermediate Typing	3
BSC 1342 Records Management	3
BSC 1075 Secretarial Field Study: Business Law	3
	<u>15</u>

*Students who have proficiency in shorthand and typing may substitute BUS electives for these courses.

Summer Session

BSC 4492 Secretarial Field Study: Management	3
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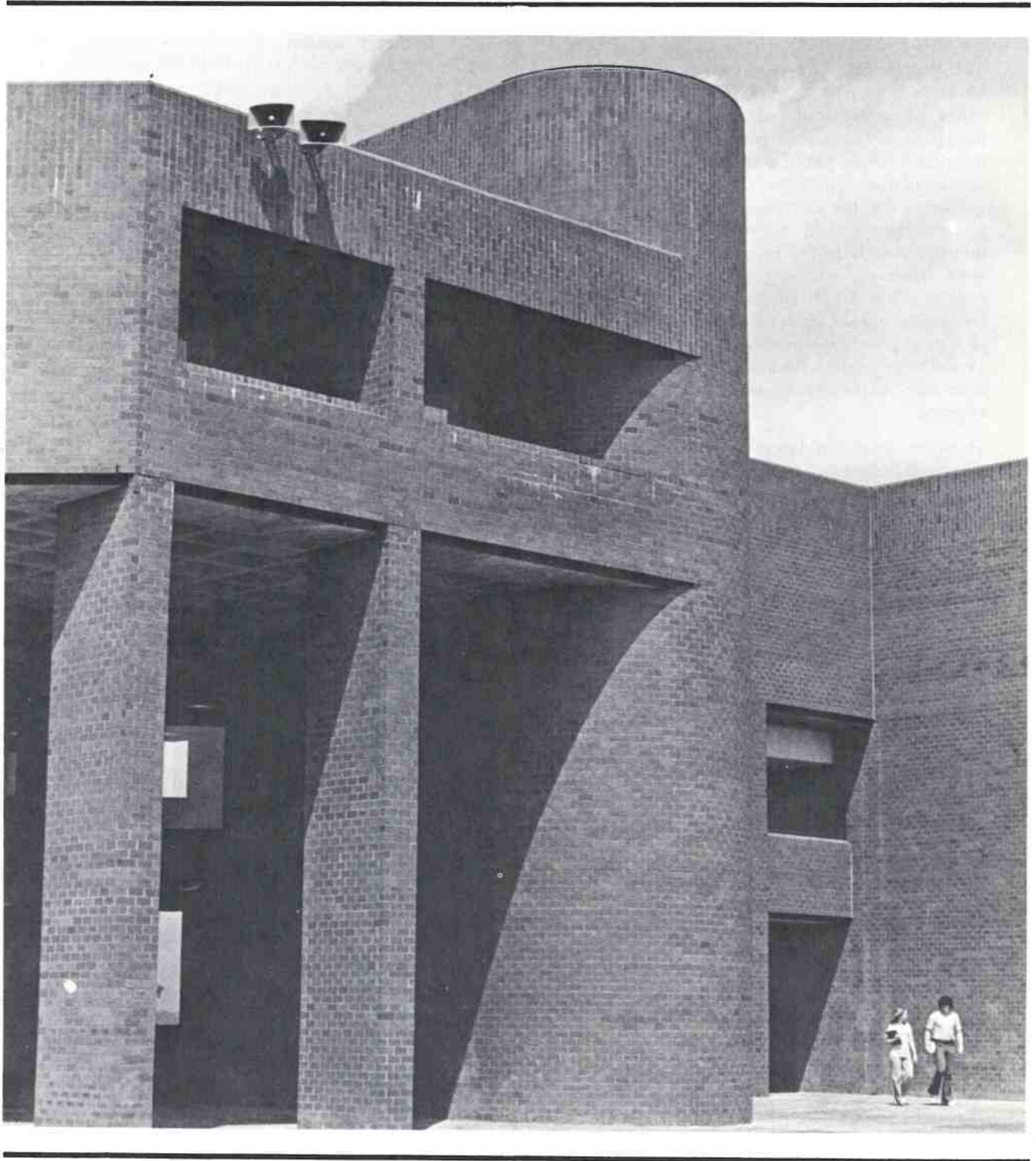
Fall Semester

BSC 3630 Dictation and Transcription	3
BSC 7633 Production Typing	3
BSC 1272 Secretarial Procedures I	3
BSC 2190 Secretarial Field Study: Business Math	3
Elective	<u>3</u>
	15

Spring Semester

BUS 2253 Economics I (or Survey of Economics)	3
BSC 2317 Secretarial Procedures II	3
BSC 5538 Secretarial Field Study:	3
BDP 7135 Business Data Processing Electives	3
	<u>3</u>
	15





Course Descriptions

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 ACCOUNTINGBAC 2171

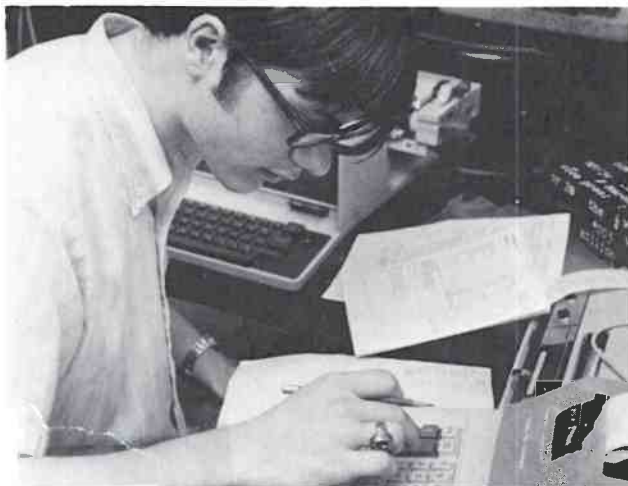
Introduction to various aspects of starting and operating a small business with emphasis on the basic accounting procedures needed to maintain daily records for the small firm. Designed to meet the needs of the individual operating a firm with occasional help of an outside accountant. Does not prepare 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 ACCOUNTINGBAC 6299

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

MANAGERIAL ACCOUNTING.....BAC 4063

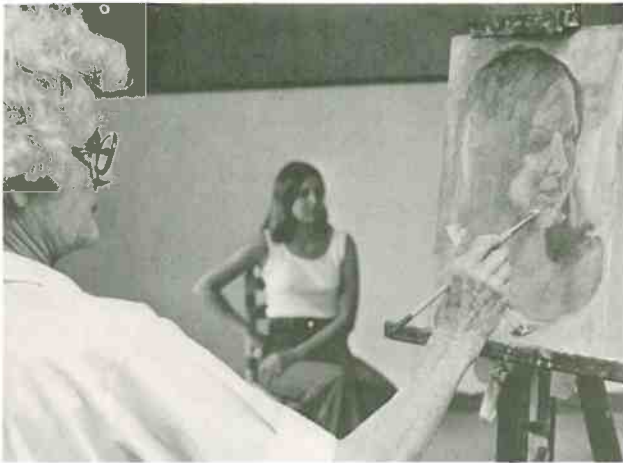
Prerequisite: BAC 5096 —Development and use of accounting information as an instrument of management control. Material includes financial statement analysis, cost application and budgeting reports to management. Class meets three hours per week. 3 Credits

INTRODUCTION TO ART HISTORY HAR 1713

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

ART FUNDAMENTALS HAR 1608

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



ELEMENTARY ART METHODS HAR 4099

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

DESIGN, 2-D HAR 4197

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

DESIGN, COLOR HAR 7209

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

DESIGN, 3-D HAR 6021

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

DRAWING I HAR 7576

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

DRAWING II HAR 6125

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 III HAR 6064

Prerequisite: HAR 7576 —Concentration on figure drawing and free-hand 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 I HAR 5004

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

PAINTING II HAR 6011

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

PRINTMAKING I..... HAR 5601

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

PRINTMAKING II..... HAR 4236

Prerequisite: HAR 5601 —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 both hand-building and wheel-throwing techniques. The student becomes familiar with glazing and other methods of surface enrichment, stacking and other kiln firing procedures. Class meets six hours per week. 3 Credits

CERAMICS II..... HAR 2211

Prerequisite: HAR 6193 or by permission —Course deals with more advanced methods of techniques 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 construction of silver with the utilization of buffing, sawing, filing and soldering processes. Class meets six hours per week. 3 Credits

SILVERSMITHING II..... HAR 4638

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

SCULPTURE I..... HAR 2089

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

SCULPTURE II..... HAR 3094

Prerequisite: 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

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 or by permission —Advanced problems in structural weaving. Multi-harness, draft analysis, comprehensive research and a notebook required. Class meets six hours per week. 3 Credits

LEATHER WORKING..... HAR 7233

Contemporary leather working 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



BIOMEDICAL EQUIPMENT

TECHNOLOGY I..... EMT 6824

Prerequisites: NS 5381, NLS 1144, EET 7604, EET 7490 or concurrent enrollment in EET 7604 and EET 7490 or equivalent —Repair and use of electronic hospital equipment. Safety requirements will be included. Class meets two hours lecture and three hours laboratory per week. 3 Credits

BIOMEDICAL EQUIPMENT

TECHNOLOGY II..... EMT 9824

Prerequisites: EMT 6824 or equivalent —Students will work an average of nine hours per week in an approved hospital or industrial setting under instructional staff supervision. Emphasis is placed on an understanding of the kind and quality of work done in a professional environment as well as the development and refinement of technical and conceptual skills as applied to electronic medical equipment. Class meets an additional hour per week. 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 comprise our business and economic system. Class meets three hours per week. 3 Credits



PERSONAL FINANCE BUS 2259

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, food planning and food shopping; and a brief and general background on essential consumer knowledges 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 Codes and includes introduction to the study of law, business crimes and torts, contracts, agency and partnerships. 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 negotiable instruments, personal property, real property, secured transactions, and corporations. Case studies are used. Class meets three hours per week. 3 Credits

SURVEY OF ECONOMICS BUS 5123

Survey of the basic principles governing the economy and its economic units. Designed primarily for the student planning to take only a single course in economics. Topics include elements of supply and demand; national income accounting, money and banking and market structures. Class meets three hours per week. 3 Credits

ECONOMICS I BUS 2253

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

ECONOMICS II BUS 3093

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

MARKETING BUS 7007

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

PERSONNEL MANAGEMENT BUS 2341

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

SAVINGS AND INVESTMENT BUS 6038

Investment techniques and procedures to give a broad overview of savings and investment 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

INDEPENDENT STUDY IN

BUSINESS/MANAGEMENT BUS 6254

Prerequisite: By permission —Opportunity for the student to pursue special interests in business and management through guided independent study. Class meets by arrangement. 1-3 Credits



VISUAL COMMUNICATIONS I.....HCA 1689

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

VISUAL COMMUNICATIONS II.....HCA 9689

Prerequisite: HCA 1689 —A continuation of Visual Communications I focusing on in-depth research 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 I.....HCA 4679

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

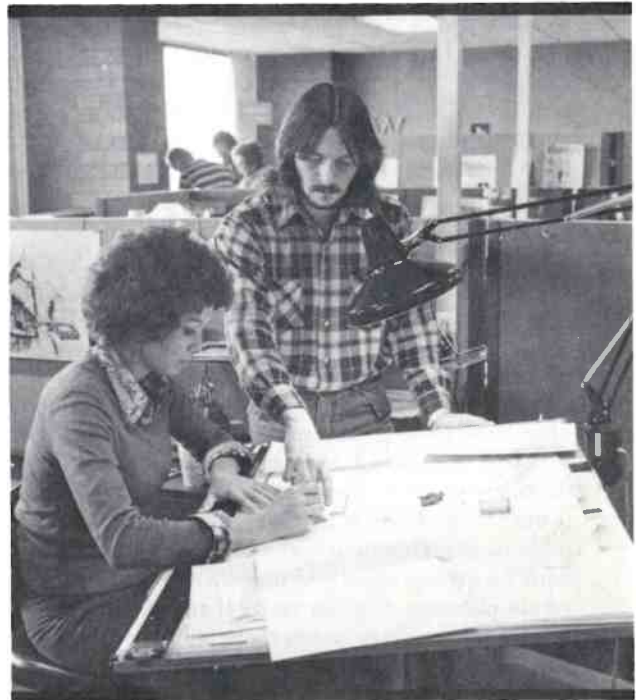
Prerequisite: HCA 4679 —A continuation of Visual Technology I with additional practical experience in the production of camera-ready art. Requires the application of production skills to problems of professional scope and complexity. Class meets eight hours per week. 4 Credits

COMMERCIAL ART FIELD STUDY.....HCA 5691

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

PREPARATION OF PORTFOLIO.....HCA 7690

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



LETTERING.....HCA 7205

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

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. Class meets six hours per week. 3 Credits

ADVANCED PHOTOGRAPHIC TECHNIQUES..... HPH 5726

Prerequisite: HPH 2042 —Continuation of Basic Photography with emphasis placed on the study of contemporary processes and visual concepts including use of the view camera and advanced darkroom techniques. Class meets six 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

A study of the various units of written expression, beginning with the sentence, moving to the paragraph, and concluding with the multi-paragraph paper. Class meets three hours per week. 3 Credits

COMMUNICATIONS II..... COM 1467

Prerequisite: COM 6524 —Emphasis on written subjective responses to personal experiences, literature, and special topics. Assignments include narrative, descriptive, and expository 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

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; 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, the poem and the article. Emphasis on planning, plotting, choice of material and styles. Examination of recommended models. Frequent assignments in the form of writing selected by each student. Manuscripts are submitted to professional editors. Class meets three hours per week. 3 Credits

POETRY AND DRAMA COM 4444

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

SHORT STORY AND THE NOVEL..... COM 4584

Prerequisite: COM 1467 —Introduction to the short story and the novel, emphasizing contemporary 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 life and time to their art. Class meets three hours per week. 3 Credits

WORLD MASTERPIECES..... COM 6024

Readings of selected western world writers, excluding British and American, with related writing projects. Course focuses on important works of various writers, emphasizing the relationship between their life and time to their art. Class meets three hours per week. 3 Credits

MASTERPIECES OF THE CINEMA COM 1051

Prerequisite: COM 1467 —Selected motion pictures, with emphasis on themes, genres and styles. Reading and writing assignments related to the films viewed. 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

INDEPENDENT STUDY

IN COMMUNICATIONS..... COM 6359

Prerequisite: By permission —Opportunity for the student to pursue special interests in Communications through guided independent study. Class meets by arrangement. 1-3 Credits

BUSINESS DATA PROCESSING.....BDP 7135

Primarily a non-technical 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 FUNDAMENTALSBDP 6699

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

BASIC COMPUTER COMPONENTS.....BDP 4065

Basic digital components and computer organization. Designed for the non-technical student as well as those in Data Processing and Electronics. Class meets three hours per week. Spring 3 Credits

COBOL I.....BDP 4700

Prerequisite: BDP 6699 —Use of COBOL programming language in solving typical problems. Emphasis on function and use of statements in the four divisions of ANSI COBOL. Computer used in compiling and executing the programs. Class meets three hours per week. Laboratory by arrangement. 4 Credits

COBOL II.....BDP 1702

Prerequisite: BDP 4700 and BDP 1698 (BDP 1698 may be concurrent) —Advanced COBOL programming techniques: use of ANSI COBOL to solve problems with data on a direct access device. Methods of building, maintaining and using files in a sequential, random and indexed manner. Sort and Report Writer features are also studied. Computer used in compiling and executing programs. Class meets three hours per week. Laboratory by arrangement. 4 Credits

FORTRAN.....BDP 6703

Prerequisites: BDP 6699; MTH 6079 or MTH 3427; BUS 2084 (BUS 2084 may be concurrent) —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 I.....BDP 1698

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

ASSEMBLER LANGUAGE II.....BDP 1684

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

PL/1.....BDP 4701

Prerequisites: 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 BEGINNING.....BDP 7683

Prerequisite: BDP 6699 —Use of various approaches to RPG II problem solving. Define, code, test, debug and document RPG II programs. Systems/3 operations and OCL. Class meets three hours per week. Laboratory by arrangement. Spring 4 Credits

RPG II ADVANCED.....BDP 5832

Prerequisite: BDP 7683 —Use of advanced features in the RPG II language. Study of disc 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

TELEPROCESSING.....BDP 7224

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



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 or 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

COMPUTER OPERATING SYSTEMS.....BDP 6451

Prerequisites: 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

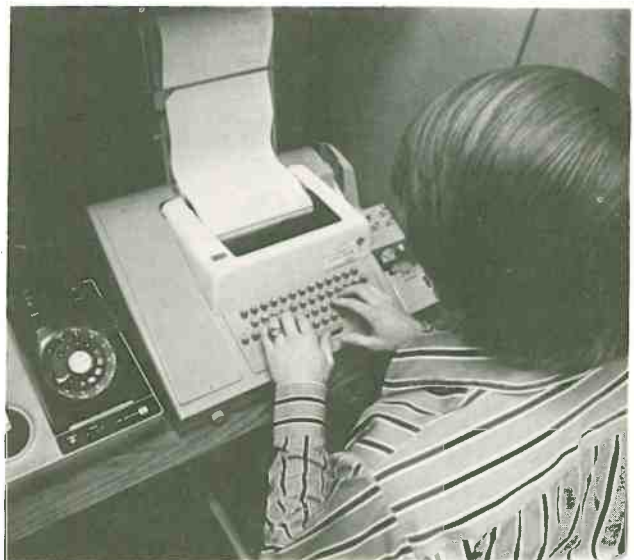
Corequisites: BDP 4700, BDP 6703 or BDP 1698 Computer operations or directly related work experience. A minimum of 15 hours supervised on-the-job training per week, or recognition and formalization of experience for those already employed. Hours by arrangement. Fall 3 Credits

APPLICATION PROGRAMMING:

Job Control Language.....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



FUNDAMENTALS OF DENTISTRY I.....NDA 2041

Prerequisite: Admission to Dental Assisting program
Introduction to dental assisting, objectives, responsibilities, opportunities and scope of service. Emphasis on patient education, dental anatomy, terminology, advanced first-aid, manipulation of laboratory materials and laboratory procedures. Class meets seven hours per week. 5 Credits

FUNDAMENTALS OF DENTISTRY II.....NDA 1044

Prerequisite: NDA 2041 —Preview of oral hygiene and principles of Roentgenographic physics. Exposing oral Roentgenographs, their processing, mounting and safety. Manipulation of laboratory and dental materials, crown and bridge prosthodontics. Class meets six hours per week. 4 Credits



FUNDAMENTALS OF DENTISTRY III.....NDA 3045

Prerequisites: NDA 1044 and NDA 1052
—Identification and orientation of the restorative and clinical areas of service, including operative dentistry, pedodontics, periodontics, endodontics, orthodontics, prosthodontics, oral surgery, sterilization and anesthesia. Class meets six hours per week. 4 Credits



FUNDAMENTALS OF DENTISTRY IV.....NDA 5048

Prerequisite: NDA 3045 —Reaction of tissue to injury, dental anomalies, caries, common drugs and medicament used in the dental office with continuation of four-handed dentistry. Class meets three hours per week. 3 Credits

PRE-CLINICAL PRACTICE.....NDA 1052

Prerequisite: NDA 1044 —Identification of various operative procedures, including chairside assisting, instrumentation, maintenance of equipment and expanded duties governed by the Missouri Dental Practice Act. Class meets four hours per week. 3 Credits

CLINICAL PRACTICE I.....NDA 1047

Prerequisites: NDA 1044 and NDA 1052 —Advanced experience in selected dental offices, UMKC-School of Dentistry, and dental clinics, involving orientation and evaluation in all office and clinical procedures. Class meets ten hours per week by arrangement. 3 Credits

CLINICAL PRACTICE II.....NDA 6050

Prerequisite: NDA 1047 —Dental specialties and hospital operating room techniques. 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 IINDH 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 specialities 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 thirteen hours per week. Fall 5 Credits

CLINICAL DENTAL HYGIENE VNDH 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 fifteen 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 a half hours per week with additional AVT laboratory as required. Fall 2 Credits

DENTAL RADIOLOGY.....NDH 6266

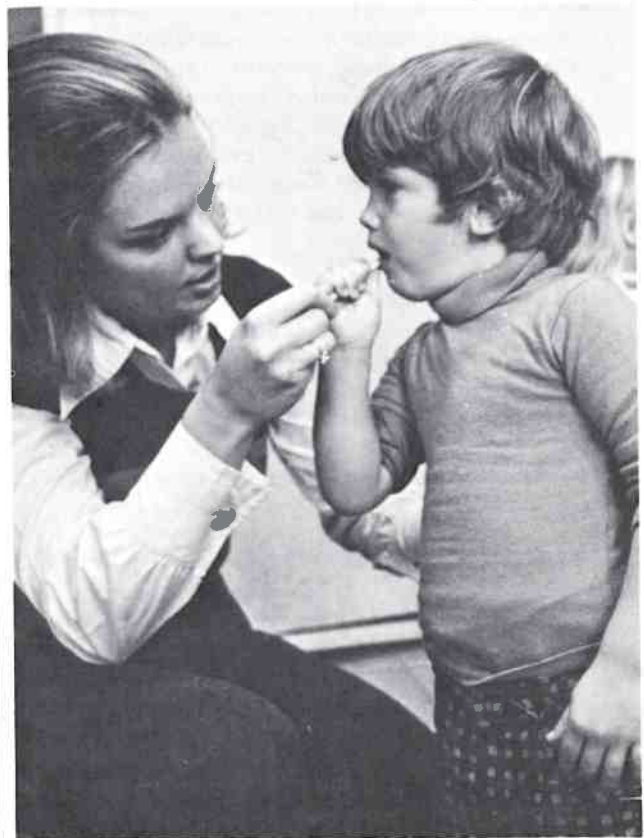
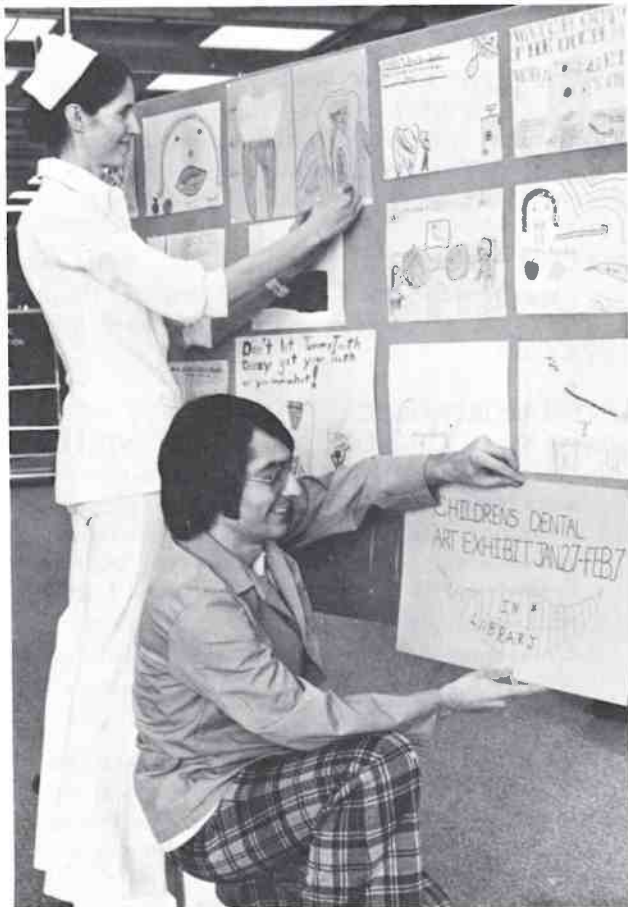
Corequisite: NDH 6112 —Theory of exposing, processing and mounting oral radiographs. Bisecting angle and paralleling techniques. Emphasis on radiation safety for patient and operator. Class meets four hours per week. Spring 2 Credits

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 IINDH 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. Field experience is included. Class meets three hours per week. Fall 3 Credits

DENTAL MATERIALSNDH 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. 1-3 Credits

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, chemical equilibrium, etc. Class meets by arrangement. 1-3 Credits

STUDY SKILLSLC 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. 1-3 Credits

ENGLISH GRAMMAR REVIEWLC 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. 1-3 Credits

INDIVIDUALIZED STUDYLC 4466
1 Credit

INDIVIDUALIZED STUDYLC 5549
2 Credits

INDIVIDUALIZED STUDYLC 7606
3 Credits

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, memory improvement, communications, mathematics, spelling, vocabulary, natural sciences, social sciences, and foreign language sampling.





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

SPEECH THERAPY FOR HANDICAPPED STUDENTS.....LC 6815

A study of pronunciation, stress and intonation patterns, and idiomatic language use in American English. This course is for all students who are having a pronunciation difficulty because of a physical disability. 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. 1-3 Credits

READING RATELC 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. 1-3 Credits

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. 1-3 Credits

VOCABULARY DEVELOPMENTLC 6835

Students work toward improved vocabulary by concentrating on techniques or unlocking meaning through context clues and knowledge of roots, prefixes, and suffixes. Class meets by arrangement. 1-3 Credits

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. 1-3 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 composition. Class meets three hours per week. 3 Credits



GRAPHIC COMMUNICATIONSEDT 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

DRAFTING I.....EDT 7569

Industrially structured to provide activities and experiences typical to those encountered by drafting technicians. Descriptive and applied geometry, orthographic projection, sketching, lettering, U.S. and Metric measurement, basic conventions and reproduction techniques. Production drawings: detail, section, auxiliary and assembly. Two hours of class and 15 hours of laboratory per week. 7 Credits

DRAFTING II.....EDT 3586

Prerequisite: EDT 7569 —Continuation of EDT 7569 (Drafting I) with emphasis on developments, dimensioning, tolerancing, specifications, manufacturing processes and with an introduction to photodrafting and microfilming. Two hours of class and 15 hours of laboratory per week. 7 Credits



DRAFTING III.....EDT 5596

Prerequisite: EDT 3586 —Theory and practical applications typical of industry in axonometrics, obliques and perspective drawings, conventions and symbols. Introductions to electronics, piping and structural drafting. Extended coverage of photodrafting. Two hours of class and 15 hours of laboratory per week. 7 Credits

DRAFTING IV.....EDT 1581

Prerequisite: EDT 5596 —Advanced topics and problems to suit individual student needs with flexibility in planning. Team activities provided. Two hours of class and 15 hours of laboratory per week. 7 Credits

TECHNICAL DRAFTING I.....EDT 5810

Industrially structured to provide activities and experiences typical to 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 EDT 5810 (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 3-dimensional pictorial views; axonometric, obliques and perspectives. Use of time-saving devices and applications, i.e., templates, proportional dividers, shading film, photodrafting. One hour class and four hours 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

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 pencil and ink on various drawing media. Training in the use of technical illustration equipment and aids. Class meets six hours per week. 3 Credits

TOOL DESIGNEDT 7407

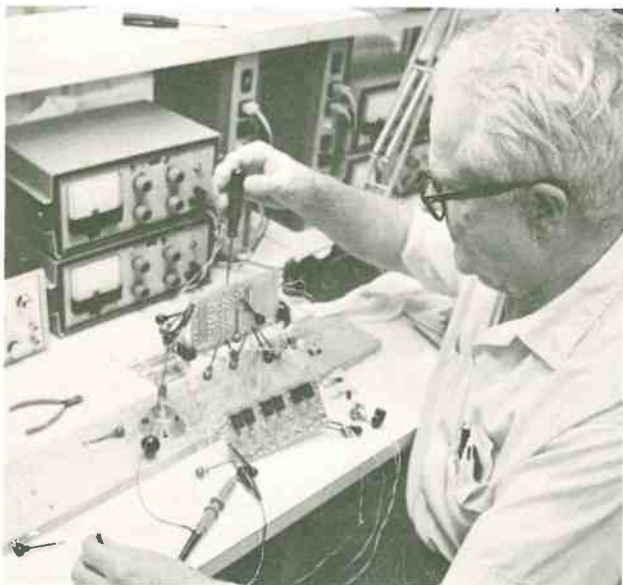
Prerequisite: EGR 1243 —Problems in the design, construction, and operation of dies, jigs and fixtures. Six hours of laboratory per week. 3 Credits

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, EET 5290 and MTH 4354 or equivalent —Fundamental AC and DC circuit concepts such as Kirchoff's Laws, OHM's Law, Thevenin's Theorem, etc., as they apply to resistive circuits. Two hours of class and three hours of laboratory per week. 3 Credits



CAPACITIVE & INDUCTIVE CIRCUITS.....EET 5056

Prerequisites: EET 2322 and MTH 5387 or concurrent enrollment in MTH 5387, or equivalent —Capacitors and inductors are introduced as circuit elements. Construction of magnetic devices and AC 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 ELECTRONICS.....EET 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

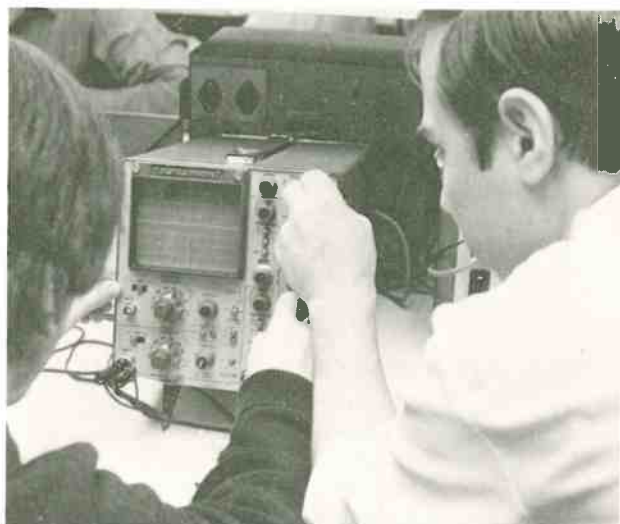
Prerequisites: EET 4289 and EET 5056 —Electronic circuits operating under linear or small signal conditions. Covers wideband amplifiers, power amplifiers, operational amplifiers. Two hours of class and three hours of laboratory per week. Fall 3 Credits

NONLINEAR ELECTRONICS.....EET 7490

Prerequisites: EET 4289 and EET 5056 —Nonlinear electronic circuits such as clippers, clampers, sweep circuits, pulse formers, logic circuits, etc. Two hours of class and three hours of laboratory per week. Fall 3 Credits

SYSTEMS ANALYSIS.....EET 7535

Prerequisites: EET 7604 and EET 1255 —Electronic systems including communications, telemetry, controls, etc.. 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, FM, etc.. Two hours of class and three hours of laboratory per week. Spring 3 Credits

ELECTRONIC COMMUNICATION SYSTEMSEET 2468

Prerequisites: EET 7039 or concurrent enrollment in EET 7490 —Theory and service of electronic communication systems, including black and white television; color television; AM and FM radio receivers; and transmitters. Three hours of class per week. Fall 3 Credits

ADVANCED COMMUNICATION SYSTEMSEET 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 TECHNIQUESEET 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 MAINTENANCEEET 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

Prerequisites: EET 5290 or by permission —Analysis and synthesis of digital circuitry used in digital computers, numeric machine control, telephone systems, calculators, etc. Two hours of class and three hours of laboratory per week. Spring 3 Credits

BASIC CONTROL SYSTEMSEET 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

Basic digital components and computer organization. Designed for the non-technical student as well as those in Data Processing and Electronics. Class meets three hours per week. 3 Credits

AVIONICSEET 7194

Introduction to aircraft electrical systems and airborne avionics equipment. Class meets three hours per week. 3 Credits



Emergency Medical Technician

EMERGENCY MEDICAL TECHNICIANNET 6441

Basic emergency medical skills applied to supervised clinical practice. Conforms to Department of Transportation guidelines in providing necessary training for registry as a Type II Emergency Medical Technician. Hours by arrangement. 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

Prerequisite: By permission —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

TECHNICAL WRITING.....EGR 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

INDUSTRIAL SCIENCE I.....EGR 5269

Prerequisite: MTH 4354 or concurrent enrollment in MTH 4354 or one year of high school algebra —Introduction to principles of mechanics, work, power and energy. Class meets three hours per week. 3 Credits

INDUSTRIAL SCIENCE II.....EGR 3315

Prerequisite: EGR 5269 —Continuation of EGR 5269 (Industrial Science I) with emphasis on applications. Class meets three hours per week. 3 Credits

PROGRAMMING FOR ENGINEERING AND SCIENCEEGR 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

STATICS.....EGR 6082

Prerequisites: MTH 3268 or concurrent enrollment —Vectors, force systems, friction, centroids and moments of inertia. Class meets three hours per week. 3 Credits

DYNAMICSEGR 5517

Prerequisite: EGR 6082 —Unbalanced force systems and the resulting motion, work and energy, impulse and momentum, and impact. Class meets three hours per week. 3 Credits

MECHANICS OF MATERIALS.....EGR 7389

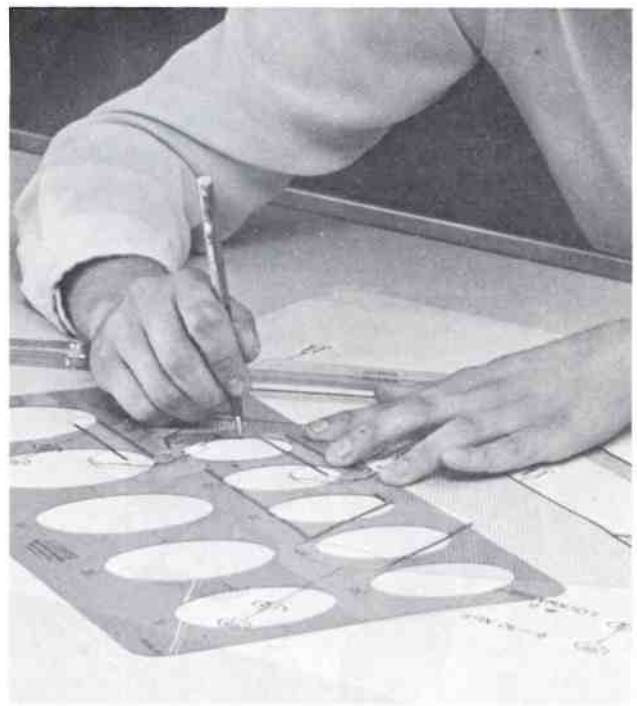
Prerequisite: EGR 6082 —Theory of simple stress and strains in elastic materials, torsion, beams and columns. Class meets three hours per week. 3 Credits

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 MANUFACTURINGEGR 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 LABORATORYEGR 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

**INDEPENDENT STUDY IN
ENGINEERING/TECHNOLOGYEGR 5143**

Prerequisite: By permission —Opportunity for the student to pursue special interests through guided independent study. Class meets by arrangement. 1-3 Credits

Fashion Merchandising

FASHION FUNDAMENTALS I.....BFM 7013

Total concept of fashion and its application to business. Importance of color, line and design in fashion. Identification and influences of American and European designers. Manufacturing and merchandising trends in apparel and accessory markets. Class meets three hours per week. Fall 3 Credits

FASHION FUNDAMENTALS II.....BFM 1019

Prerequisite: BFM 7013 or by permission —Technical aspects of merchandising; personnel policies; principles of management; role of the buyer; buying principles and merchandising mathematics. Class meets three hours per week. Fall 3 Credits

TEXTILES.....BFM 1195

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

HISTORY OF DRESSBFM 2568

Historical development of fashion from its beginning to the present. Identification of current modes of dress in relation to their historical developments. Original designs using historic costumes as a basis. Class meets three hours per week. Fall 3 Credits



FASHION ILLUSTRATION.....BFM 5294

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

FASHION PROMOTIONS.....BFM 4655

Composition of articles for fashion columns; preparation of fashion commentary; selection and coordination of merchandise for fashion shows; training and directing models and presentation of a fashion show. Class meets three hours per week. Fall 3 Credits

FASHION IN SOCIETYBFM 3046

Economic psychology, social needs and satisfaction in the selection of clothing. Influence of fashion and clothing upon society shown through study of interrelationships of consumer, distributor and producer. Class meets three hours per week. Spring 3 Credits

INTERIOR DESIGN IBFM 5149

A basic course in interior design emphasizing the elements and principles of design for practical application in today's home. Designing color scheme and furniture arrangement for chosen floor-plan and persons living in this environment. Class meets three hours per week. 3 Credits





MERCHANDISE EVALUATION.....BFM 3503

Evaluation of non-textile products ranging from crystal, china and jewelry to handbags, millinery and shoes; preparation of product information manual and conduct of simulated departmental meetings for training staff to sell specific merchandise. Class meets three hours per week. Spring 3 Credits

FASHION SEMINAR:

Human RelationsBFM 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 DevelopmentBFM 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 fifteen hours on-the-job training per week by arrangement. Class meets two hours per week. Spring 3 Credits

FASHION SEMINAR:

Career OptionsBFM 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



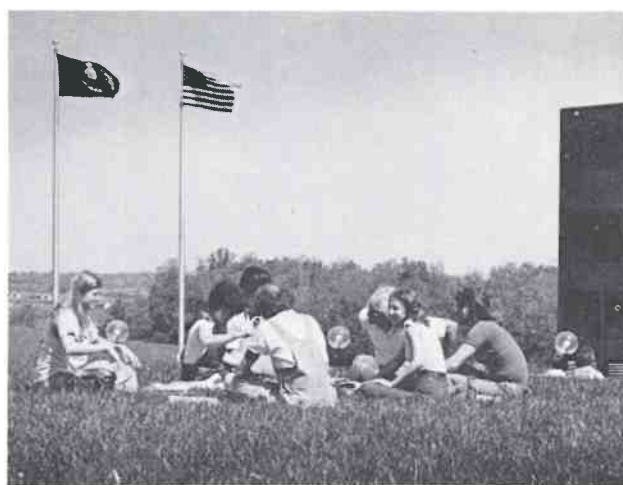


ELEMENTARY SPANISH I.....CFL 3285
 Basic course in Spanish language, including grammar study, conversation, composition, and an introduction to the culture of Spanish-speaking countries. Class meets five hours per week. Fall Semester 5 Credits

ELEMENTARY SPANISH II.....CFL 1239
Prerequisites: CFL 3285 or one year of high school Spanish
 Continuation of CFL 3285 (Elementary Spanish I). Graded reading selections added as basis for conversations and composition in the discussion periods. Class meets five hours per week. Spring Semester 5 Credits

INTERMEDIATE SPANISH.....CFL 7221
Prerequisites: 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 Semester 3 Credits

ADVANCED SPANISH.....CFL 6626
Prerequisites: CFL 7221 or three years of high school Spanish
 Continuation of CFL 7221 (Intermediate Spanish) with extensive study of Hispanic literature. Advanced reading. Composition and conversation in Spanish. Grammar review continues. Class meets three hours per week. Spring Semester 3 Credits



CONVERSATIONAL SPANISH.....CFL 6462
Prerequisites: 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

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 Semester 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 Semester 5 Credits

INTERMEDIATE FRENCH.....CFL 1442
Prerequisites: CFL 2293 or two years of high school French
 Intermediate reading course to build vocabulary and comprehension. The reading of novels from prominent contemporary writers is integrated with a grammar review. Conversation and composition in French. Class meets three hours per week. Fall Semester 3 Credits



ADVANCED FRENCHCFL 5574

Prerequisites: CFL 1442 or three years of high school French
Continuation of CFL 1442 (Intermediate French). Advanced reading, with study of contemporary novels and literature. Complete grammar review. Conversation and composition in French. Class meets three hours per week. Spring Semester 3 Credits

CONVERSATIONAL FRENCHCFL 2447

Prerequisites: 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

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 Semester 5 Credits

ELEMENTARY GERMAN IICFL 6207

Prerequisites: 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 Semester 5 Credits

INTERMEDIATE GERMAN.....CFL 3401

Prerequisites: CFL 6207 or two years of high school German
Vocabulary building and grammar review primarily through extensive reading of German texts, with additional practice in listening, speaking and writing. Class meets three hours per week. Fall Semester 3 Credits

ADVANCED GERMAN.....CFL 5199

Prerequisites: 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 Semester 3 Credits

CONVERSATIONAL GERMANCFL 6484

Prerequisites: 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

BASIC ENGLISH

FOR HEARING IMPAIRED I..... 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 HEARING IMPAIRED 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 HEARING IMPAIRED 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 COMMUNICATION..... 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

BASIC FOOD PREPARATION.....BHM 7028

Basic quantity food preparation; theory of grilling, frying, broiling and saute'ing 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

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 three hours per week. 3 Credits

SUPERVISORY MANAGEMENTBHM 4489

Supervision and motivation of employees in the hospitality industry with emphasis on human relations, delegation, training, evaluation and communication. Class meets three hours per week. 3 Credits

FRONT OFFICE MANAGEMENTBHM 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

DESIGN TECHNIQUESBHM 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 2 hours per week. 2 Credits

ADVANCED FOOD PREPARATION.....BHM 7803

Prerequisite: BHM 7028 and BHM 3006 —Allows a student 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 4 hours per week. 4 Credits

SEMINAR IN HOSPITALITY MANAGEMENT:

Beverage ControlBHM 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. A minimum of 15 hours on-the-job training per week by arrangement. Class meets 2 hours per week. 3 Credits

SEMINAR IN HOSPITALITY MANAGEMENT:

PurchasingBHM 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. A minimum of 15 hours on-the-job training per week by arrangement. Class meets two hours per week. 3 Credits

SEMINAR IN HOSPITALITY MANAGEMENT:

InternshipBHM 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

SEMINAR IN HOSPITALITY MANAGEMENT:

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 2 hours per week. 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

Study of the basic question of philosophical inquiry, such as the nature of being, the ways we gain knowledge, and man's moral, social, religious and political values. Emphasis on the application of the study of traditional problems of philosophy to the study of contemporary society. Class meets three hours per week. 3 Credits

LOGIC HUM 6392

Emphasis on improved ability to reason, clear thinking for effective expression, deductive and inductive arguments and non-formal 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

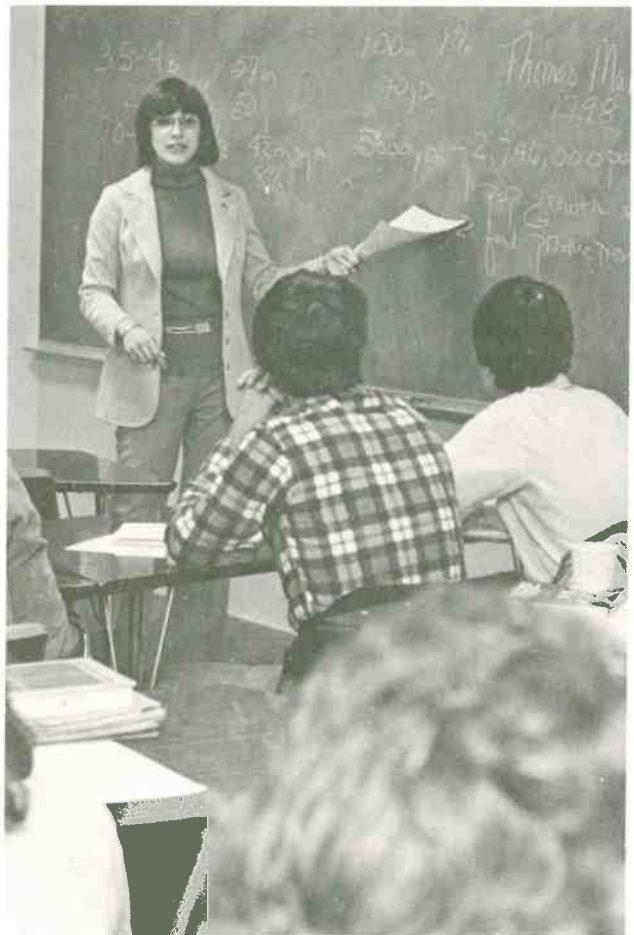
A systematic and critical analysis of selected major current issues in American civilization and the philosophies presupposed by these issues analyzed through relevant philosophical articles and news media. Class meets three hours per week. 3 Credits

PHILOSOPHY OF RELIGION..... HUM 2541

Study of the components and concepts of religion as expressed primarily by the Judaic-Christian tradition. Emphasis on the nature of God. arguments regarding God's existence, religious language, human destiny, faith, evil and effects of science on religion. Class meets three hours per week. 3 Credits

INDEPENDENT STUDY IN HUMANITIES HUM 7502

Prerequisite: By permission —Opportunity for the student to pursue special interests through guided independent study. Classes by arrangement. 1-3 Credits



PRINCIPLES OF JOURNALISM..... CJO 6648

Prerequisite: Beginning typing or equivalent or concurrent BSC 1263 —A study of journalism, its role in our society and the social responsibilities of the press. Emphasis is placed on the various types of news and feature stories and the elements of style. Class meets three hours per week. 3 Credits

NEWS GATHERING AND NEWS WRITING..... CJO 1343

Prerequisite: Beginning typing or equivalent or concurrent BSC 1263 —An evaluation of news 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 ADVERTISING..... CJO 2136

The role of advertising in today's business world. A study of various forms of advertising and the media involved. Class meets three hours per week. 3 Credits

ADVERTISING COPY WRITING..... CJO 7139

Prerequisite: CJO 2136 or by permission —Principles of advertising copy writing with practice in developing copy for a variety of products, both tangible and intangible. Each class member conducts an advertising campaign. Class meets three hours per week. 3 Credits

JOURNALISM FIELD STUDY I CJO 7464

Prerequisite: By permission —Work experience at an approved training center under staff supervision. Emphasis is placed on the application of writing techniques needed to produce news and/or advertising copy. 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 II..... CJO 3251

Prerequisite: By permission —Work experience at an approved training center under staff supervision. The student is expected to develop copy for news and/or advertising and have it published. 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 III..... CJO 5453

Prerequisite: By permission —Work experience at an approved training center under staff supervision. Emphasis on producing a portfolio of published materials sufficient for the student to utilize in pursuing his career. Class meets for two hours with a minimum of 15 hours of on-the-job training per week by arrangement. 3 Credits

**INTRODUCTION TO
LAW ENFORCEMENT.....SLE 6261**

Corequisite: SLE 7108 or by permission —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 police. Class meets three hours per week. 3 Credits

BASIC POLICE TRAINING COURSE.....SLE 3045

Prerequisite: Must be currently employed full-time by a participating law enforcement agency —Basic patrol procedures: Traffic investigation and control, arrests, search and seizures. Fulfills and exceeds requirements of the Kansas Minimum Standards Training Act. May be applied as elective credit to satisfy requirements of the Associate of Arts degree program in law enforcement. A minimum of 400 clock hours. Class meets five days per week, eight hours a day for ten weeks. 1-15 Credits

**STUDY OF THE CRIMINAL
JUSTICE SYSTEM.....SLE 7108**

Corequisite: SLE 6261 or by permission —Analysis and identification of the subsystems of the criminal justice system. Class meets three hours per week. 3 Credits

POLICE AND THE PUBLIC.....SLE 6432

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

JUVENILE CODE AND PROCEDURESSLE 1160

Prerequisites: SLE 6261 and SLE 7108 —Analysis of detention procedures, disposition, custody and treatment of juvenile offenders in Kansas. 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 6261 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 INVESTIGATIONSLE 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 POLICE.....SLE 7161**

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 6261 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 CRIMINALISTICSSLE 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 MANAGEMENTSLE 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 INVESTIGATIONSLE 6653**

Prerequisites: SLE 6261 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

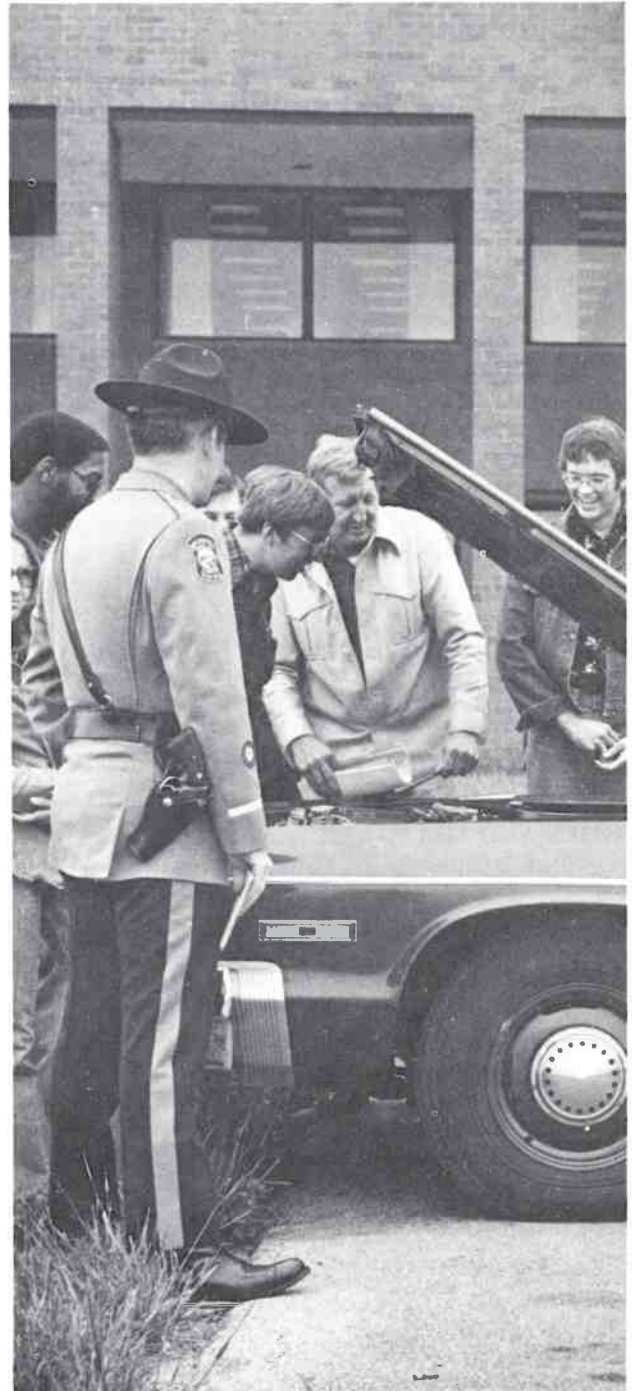
Prerequisites: SLE 1160, SLE 6261, SLE 2461 —Analysis of basic techniques of the police patrol function. Emphasis on report writing, traffic law enforcement, arrest, search and seizure, patrol and peace keeping. Class meets three hours per week. 3 Credits

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

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



LIFE SCIENCE.....NLS 6540

Fundamental laws, theories and principles of biology. Living organisms and their interrelation with the non-living world. Course meets laboratory science requirements for the non-science major. Two hours of class and approximately four hours of Natural Science AVT laboratory 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 taxa; 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

Corerequisite: 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

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

Prerequisite: NLS 6719 concurrently —Sampling the local environment for air, water and noise pollution. Exercises will be used to demonstrate experimental technique. Class meets three hours per week. 1 Credit

**INDEPENDENT STUDY
IN NATURAL SCIENCES..... NS 1667**

Prerequisite: By permission —Opportunity for the student to pursue special interests through guided independent study. Class meets by arrangement. 1-3 Credits



RETAILING BMM 1206

Retail store organization and operation. Location and layout; retail buying techniques; human relations; employee supervision; 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 retail areas of selling. Personality development and training materials as evidenced through projects, case problems and speakers. Class meets three hours per week. 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 SEMINAR:

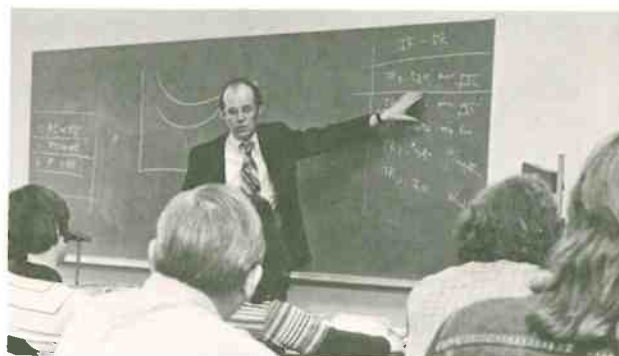
Marketing Research BMM 6072

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 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



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

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

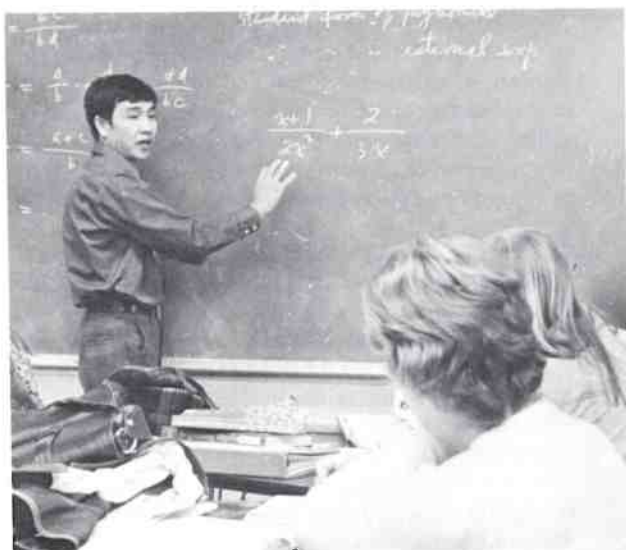
Background for understanding the international metric system. Experiences concentrate on length, mass, volume, temperature and appropriate prefixes. Class meets one hour per week. 1 Credit

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, and others. 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, evaluating determinants, and calculating areas and volumes of geometrical figures. 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. 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 year of high school algebra Fundamental laws, exponents, radicals, linear and quadratic equations, inequalities, systems of equations, relations and graphing, polynomials and polynomial functions, logarithms and series. Class meets five hours per week. 5 Credits

ALGEBRA—TRIGONOMETRY MTH 7091

Prerequisite: MTH 6079 or two years of high school algebra Course presents topics in mathematics that are necessary for the study of calculus. Linear and quadratic equations, progressions, binomial theorem, inequalities, permutations and combinations, theory of equations, exponents, logarithms, trigonometric ratios, identities and exponential functions. Class meets five hours per week. 5 Credits

COLLEGE ALGEBRA..... MTH 3427

Prerequisite: MTH 6079 or two years of high school algebra
 An intensive study of important topics in algebra. Functions, polynomials, logarithms, matrices and determinants, sequences and series, binomial theorem, induction, permutations and combinations. 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 and logarithmic functions in the solving of problems applicable to business, biology, statistics 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. Applications of integration, partial derivatives and differential equations in problems applicable to business, biology, statistics 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 transform 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 RECORD SCIENCE I..... NMR 1043

Prerequisite: Admission to the Medical Records Technology Program —Orientation to hospital and medical record department 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 II..... NMR 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 III.....NMR 3245

Prerequisite: NMR 6102 —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 IV..... NMR 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 I..... NMR 7111

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

DIRECTED PRACTICE II..... NMR 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 III..... NMR 3117

Prerequisite: NMR 1325 —Continuation of supervised practice of all procedures, primarily at Baptist Memorial Hospital. Hours by arrangement. 4 Credits

DEPARTMENTAL SEMINAR..... NMR 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 MRT..... NMR 4311

Prerequisite: NMR 6102 —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, genito-urinary and nervous systems. Class meets by arrangement. 2 Credits

MEDICAL TERMINOLOGY II..... NS 6476

Prerequisite: NS 5381 —Continuation of NS 5381. Student may choose any two areas not previously studied. Class meets by arrangement. 1 Credit

MEDICAL TERMINOLOGY III NS 4165

Prerequisite: NS 6476 —Continuation of NS 6476. Student may choose any two areas not previously studied. Class meets by arrangement. 1 Credit



**INTRODUCTION TO
MUSIC FUNDAMENTALS..... HMU 7669**

Basic study of notation of melody, rhythm and meter as well as musical terminology. For the elementary class room teacher or music student without sufficient background for theory. Class meets two hours per week. 2 Credits

MUSIC EXPLORATION..... HMU 4718

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

**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, non-harmonic 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

Prerequisites: HMU 3515 —Continuation of Chorus I (HMU 3515). Class meets three hours per week. 1 Credit

CHORUS III..... HMU 4249

Prerequisite: HMU 4113 —Continuation of Chorus II (HMU 4113). Class meets three hours per week. 1 Credit

CHORUS IV..... HMU 2399

Prerequisite: HMU 4249 —Continuation of Chorus III (HMU 4249). 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

Prerequisites: HMU 6529 or by permission —Continuation of Chamber Choir I (HMU 6529). Class meets three hours per week. 1 Credit

CHAMBER CHOIR III..... HMU 7542

Prerequisite: HMU 2305 —Continuation of Chamber Choir II (HMU 2305). Class meets three hours per week. 1 Credit

CHAMBER CHOIR IV..... HMU 1208

Prerequisite: HMU 7542 —Continuation of Chamber Choir III (HMU 7542). Class meets three hours per week. 1 Credit

APPLIED VOICE I (CLASS)..... HMU 1763

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

Class instruction with emphasis on learning to sing from the beginning stages. Class meets one hour per week. Each course 1 credit.

APPLIED VOICE I (PRIVATE).....HMU 3779

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

Private instruction in vocal music. Lesson time by arrangement, one-half hour per week. 1 credit each course.



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, 2 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 (HMU 2267). 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

Prerequisites: HMU 6018 or by permission —Continuation of Concert Band I (HMU 6018). Class meets three hours per week. 1 Credit

CONCERT BAND III..... HMU 6676

Prerequisites: HMU 7022 or by permission —Continuation of Concert Band II (HMU 7022). Class meets three hours per week. 1 Credit

CONCERT BAND IV..... HMU 5009

Prerequisites: HMU 6676 or by permission —Continuation of Concert Band III (HMU 6676). 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

Prerequisites: 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

Prerequisites: 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

Prerequisites: 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 BRASS I (PRIVATE).....HMU 5795

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 —Private instruction on a brass instrument of the student's choice. Lesson time by arrangement, one-half hour per week. 1 credit each course. (Music Majors)

APPLIED GUITAR I (CLASS).....HMU 4771

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

Class instruction with emphasis on learning to play the guitar from the beginning stages. Classes meet one hour per week. Each course 1 credit.

APPLIED GUITAR I (PRIVATE).....HMU 6787

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

Private instruction on guitar. Lesson time by arrangement, one-half hour per week. 1 credit each course.

APPLIED CLASSICAL GUITAR I (PRIVATE).....HMU 1791

APPLIED CLASSICAL GUITAR II (PRIVATE).....HMU 3792

Prerequisite: HMU 1791

APPLIED CLASSICAL GUITAR III (PRIVATE).....HMU 1793

Prerequisite: HMU 3792

APPLIED CLASSICAL GUITAR IV (PRIVATE)..... HMU 2794

Prerequisite: HMU 1793

Private instruction on classical guitar. Lesson time by arrangement, one-half hour per week. 1 credit each course.

APPLIED PERCUSSION I (PRIVATE)..... HMU 1799

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

Private instruction percussion instrument of student's choice. Lesson time by arrangement, one-half hour per week. 1 credit each course. (Music Majors)

APPLIED PIANO I (CLASS)..... HMU 8767

APPLIED PIANO II (CLASS)..... HMU 4768

Prerequisite: HMU 8767

APPLIED PIANO III (CLASS)..... HMU 8769

Prerequisite: HMU 4768

APPLIED PIANO IV (CLASS)..... HMU 5770

Prerequisite: HMU 8769

Class instruction with emphasis on learning to play the piano from the early stages. Classes meet one hour per week. Each course 1 credit.

APPLIED PIANO I (PRIVATE)..... HMU 6783

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

Private instruction on piano. Lesson time by arrangement, one-half hour per week. 1 credit each course.

APPLIED WOODWIND I (CLASS)..... HMU 7759

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

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. Each course 1 credit.

APPLIED WOODWIND I (PRIVATE)..... HMU 2775

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

Private instruction in a woodwind instrument of the student's choice. Lesson time by arrangement, one-half hour per week. 1 credit each course. (Music Majors)



NURSING CARE OF THE INDIVIDUAL:

Concepts Of HealthNRN 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 communicative skills. Four hours of class and twelve hours of laboratory per week. Fall 8 Credits

NURSING CARE OF THE INDIVIDUAL:

Adaptation To Change.....NRN 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 life style. Four hours of class and twelve hours of clinical laboratory per week. Spring 8 Credits



NURSING CARE OF THE INDIVIDUAL:

Short-Term Health Problems.....NRN 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 fifteen 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 AD graduate seeking employment in the community. Five hours of class and twelve hours of clinical laboratory per week. Spring 9 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 investigatory skills. 3 Credits

LEGAL ASPECTS OF BUSINESS ORGANIZATIONS.....BPL 5827

Prerequisite: BPL 9739, or consent of Coordinator of Paralegal Career 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 Career 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

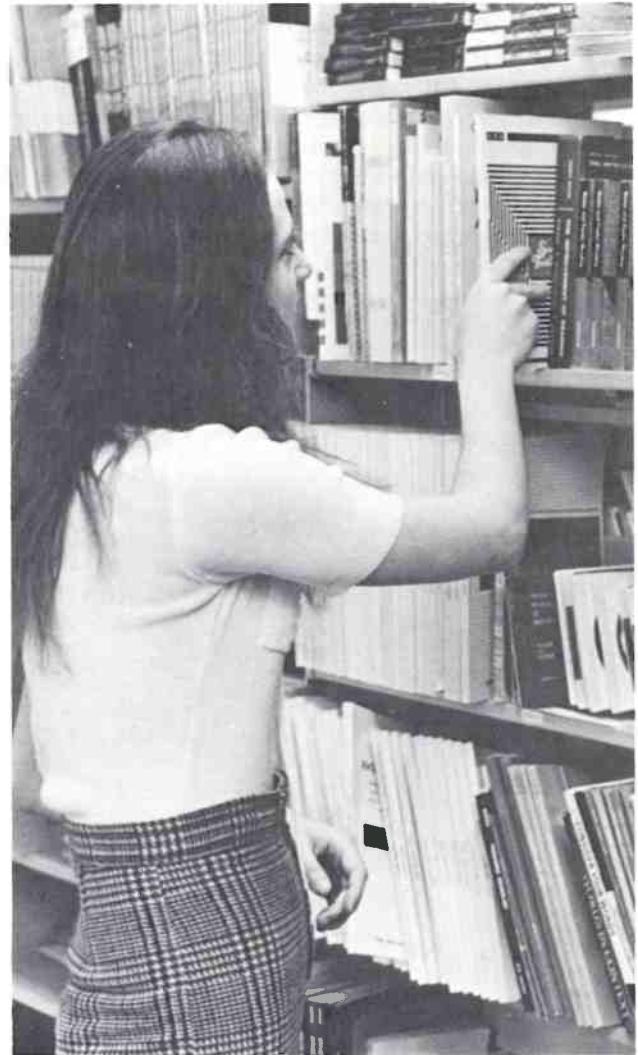
REAL ESTATE LAW.....BPL 2828

Prerequisite: BPL 9739, or consent of Coordinator of Paralegal Career 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, mortgages, etc., are studied with emphasis on their preparation. Study activities include projects and practice in retrieving and recording information. 3 Credits

WILLS, TRUSTS, AND

PROBATE ADMINISTRATION.....BPL 7826

Prerequisite: BPL 9739, or consent of Coordinator of Paralegal Career 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



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 sports to eliminate deficiencies. 3 Credits

INDIVIDUAL LIFE-TIME SPORTSPD 4291

Group instruction and practical experience in archery, badminton and tennis. Emphasis on planning and organization of these life-time sports in a recreation setting. Class meets three hours per week. 2 Credits

PERSONAL HEALTH AND COMMUNITY HYGIENE..... PD 4368

Problems of maintaining good health. Topics include exercise, personal appearance, narcotics, tobacco, alcohol, recreation, sleep and minor health disturbances. Also involves social, emotional, economic, 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

FUNDAMENTALS OF ATHLETICS PD 4146

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

FUNDAMENTALS OF BASKETBALL PD 1153

Fundamentals of offensive and defensive basketball; individual and team play; strategy and rules. Class meets three hours per week. 2 Credits

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, baseball and track. Knowledge and interpretive ability helpful to spectators as well as officials. Class meets three hours per week. 2 Credits

PHYSICAL DEVELOPMENT I PD 1472

Activities such as basketball, volleyball, badminton and tennis, racquetball, softball, body conditioning, weight training and gymnasium games depending on weather conditions. Dress suited to the activity. Standard uniform is not required. Class meets two hours per week. 1 Credit

PHYSICAL DEVELOPMENT II..... PD 7111

Continuation of activities of PD 1472. Dress suited to the activity. Standard uniform is not required. Class meets two hours per week. 1 Credit

PHYSICAL FITNESS AND WEIGHT TRAINING I..... PD 1078

Individualized instruction on various aspects of physical fitness. Emphasis on progressive weight training, peripheral heart action training and cardiovascular efficiency. Practice area scheduled by arrangement. 1 Credit

PHYSICAL FITNESS AND WEIGHT TRAINING II PD 3443

Continuation of PD 1078. Practice area scheduled by arrangement. 1 Credit

PHYSICAL FITNESS THROUGH DANCE PD 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

FOLK, SQUARE AND SOCIAL DANCING PD 3469

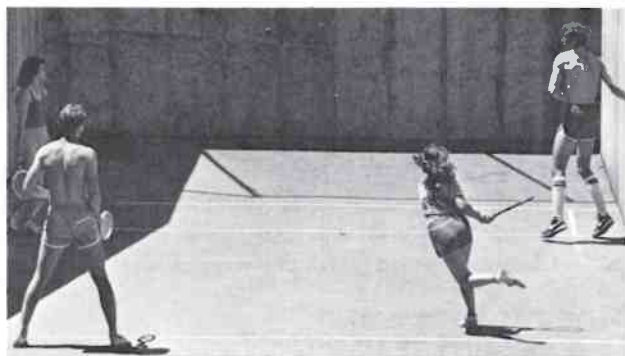
Introduces methods and materials of folk, square and social dancing. Attention is given to terminology, skills, selection and presentation of dances. Emphasis on knowledge and understanding rather than mastery of performance skill. Class meets three hours per week. 2 Credits

RACQUETBALL AND HANDBALL I..... PD 3458

Individualized instruction on rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

RACQUETBALL AND HANDBALL II PD 2398

Continuation of PD 3458. Practice area scheduled by arrangement. 1 Credit



GOLF I..... PD 3235

Individualized instruction on rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

GOLF II..... PD 3668

Continuation of PD 3235. Practice area scheduled by arrangement. 1 Credit

BOWLING I..... PD 4366

Introduction and practice in fundamentals of bowling. Brief history of the sport plus selection, care and proper use of bowling equipment. Practice area scheduled by arrangement. 1 Credit

BOWLING II..... PD 2658

Continuation of PD 4366. Practice area scheduled by arrangement. 1 Credit

FENCING I..... PD 6499

Individualized instruction on rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

ARCHERY I..... PD 7129

Individualized instruction on rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

ARCHERY II..... PD 5636

Continuation of PD 7129. Practice area scheduled by arrangement. 1 Credit

HORSEMANSHIP I..... 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

HORSEMANSHIP II..... PD 3229

Continuation of PD 7438. Class meets two hours per week. 1 Credit



GYMNASTICS AND TUMBLING I..... PD 4536

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

GYMNASTICS AND TUMBLING II..... PD 3355

Continuation of PD 4536. Class meets two hours per week. 1 Credit

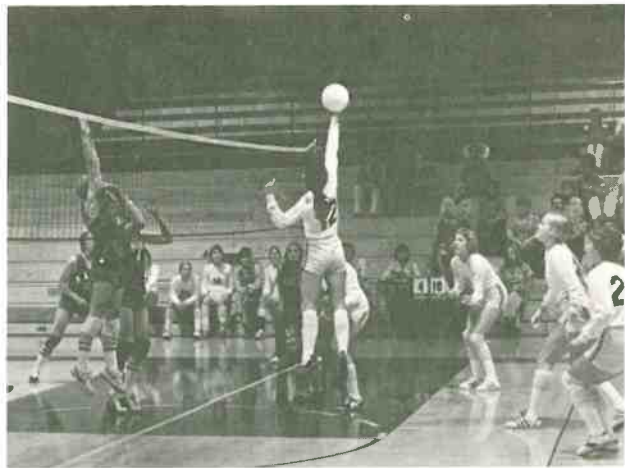
WRESTLING I..... PD 4257
 Individualized instruction on rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

WRESTLING II..... PD 4589
 Continuation of PD 4257. Practice area scheduled by arrangement. 1 Credit

SOCCER I..... PD 1012
 Individualized instruction on rules, fundamentals and history of the sport. Practice area scheduled by arrangement. 1 Credit

SOCCER II..... PD 1176
 Continuation of PD 1012. Practice area scheduled by arrangement. 1 Credit

FUNDAMENTALS OF POWER VOLLEYBALL I..... PD 1723
 Skills and strategy of power volleyball including comparison of three official sets of rules. Class meets 2 hours per week. 1 Credit



TENNIS I..... PD 1849
 Individualized instruction on rules, fundamentals and history of the sport. Class meets two hours per week. 1 Credit

TENNIS II..... PD 2850
 Continuation of PD 1849. Class meets two hours per week. 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 SAFETY PD 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 SWIMMING PD 5548
 Beginning and advanced water ballet and gymnastics. Water show performance and/or competition. Class meets two hours per week. 1 Credit

CHEERLEADING AND YELL-LEADING I..... PD 2560
 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. 1 Credit

CHEERLEADING AND YELL-LEADING II..... PD 1314
 Continuation of PD 2560. 1 Credit

INDEPENDENT STUDY IN PHYSICAL DEVELOPMENT..... PD 4003
Prerequisite: By permission —Opportunity for the student to pursue special interests through guided independent study. Class meets by arrangement. 1-3 Credits



PHYSICAL SCIENCE..... NPS 1031

Fundamental concepts and principles of physics, chemistry and astronomy to meet laboratory science requirements for the non-science major. Topics include the metric system, electricity and magnetism, modern physics and chemical bonding. Two hours of class and four to six hours of AVT laboratory work 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

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

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 chemical calculations. A short introduction to organic chemistry is included. 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. Laboratory consists of supportive experiments and an introduction to qualitative analysis. Class meets seven hours per week. 5 Credits

ORGANIC CHEMISTRY I..... NPS 2637

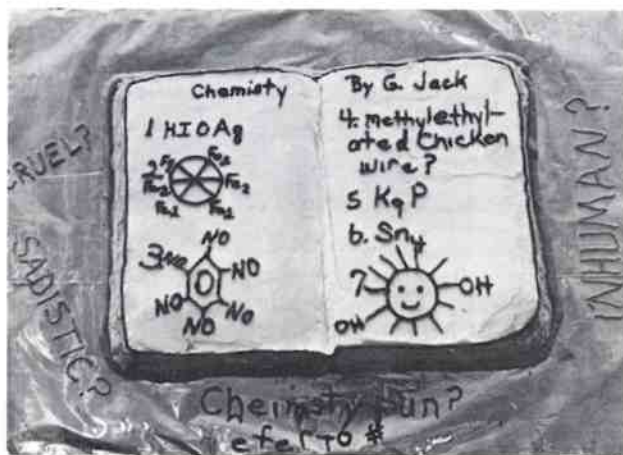
Prerequisite: NPS 3278 —The nomenclature, principles and theories of organic chemistry with emphasis on electronic theories and reaction mechanisms. Laboratory is supportive in nature with emphasis on developing laboratory techniques and preparation of representative compounds. Class meets nine hours per week. Fall 5 Credits

ORGANIC CHEMISTRY II..... NPS 3657

Prerequisite: NPS 2637 —Continuation of Organic Chemistry I (NPS 2637). Includes an introduction to organic qualitative analysis. Class meets nine hours per week. Spring 5 Credits

PRINCIPLES OF ORGANIC CHEMISTRY..... NPS 2650

Prerequisites: NPS 3278 or NPS 6634 —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



**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

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 (NPS 3308). 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

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 RECREATIONPRL 2459

Planning, programming and conducting social recreational activities for clubs, churches, schools, playgrounds and recreational centers. Ample opportunity for developing individual strengths and understanding. Class meets three hours per week. 2 Credits

OUTDOOR RECREATIONPRL 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 recreational leader including observation and actual experience. Emphasis on coordinating classroom knowledge with recreational 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 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. Medical terms and symbols relevant to cardiopulmonary medicine and respiratory therapy will be introduced. Class meets eleven 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

First course entirely devoted to clinic studies and patient contact. Clinic application will be supplemented with appropriate 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, as well as medical rounds with the pulmonary physicians. Class meets twenty-six hours per week. Fall 5 Credits

CLINICAL CARE TECHNIQUES II..... NRT 2260

Practical experience in clinical speciality areas to include: surgery rotation (intubations), pulmonary lab, arterial blood gas studies, critical care, pediatrics and neonatology, continued medical rounds. Class meets twenty-six 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. Emphasis on the physician-therapist, nurse-therapist, patient-therapist interactions. 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. NRT1820

Principles, terminology and metrology pertinent to general pharmacology. The following drug groups will be discussed in detail: bronchodilators, drugs delivered by inhalation, emergency and cardiac drugs, anesthetics, and anti-infective drugs. Class meets two hours per week. Spring 2 Credits

TECHNICAL RESPIRATORY THERAPY..... NRT 6273

Prerequisite: Acceptance into the Baptist Memorial Hospital Respiratory Therapy Program —Eight unit course providing a comprehensive study of the equipment utilized in this speciality. Involves study of the function of basic equipment, modes of gas therapy, equipment maintenance, and applications of equipment. Meets twenty-seven hours per week. Summer 5 Credits



**ADVANCED PROCEDURES
AND TECHNIQUES..... NRT 7358**

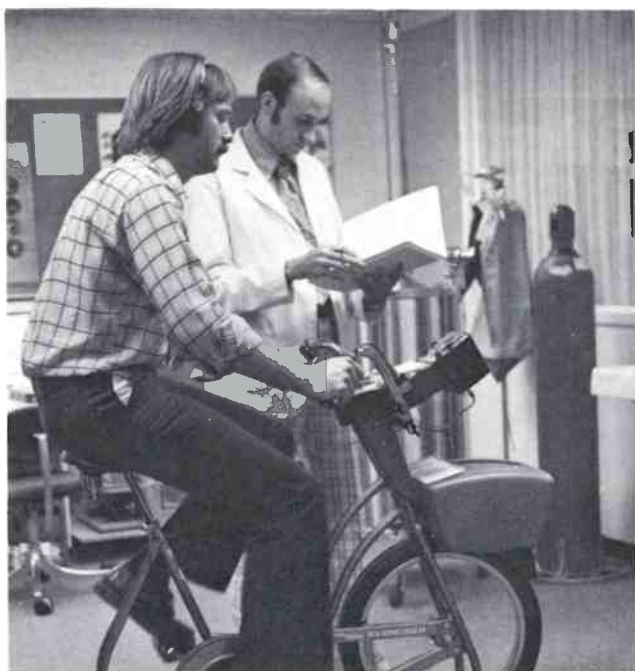
Supervised work experience in clinical situations for refinement of patient care techniques. Additional speciality rotations will be encountered. Class meets twenty-four hours per week. Summer 2 Credits

**TOPICS IN CARDIOPULMONARY
PHYSIOLOGY NRT 3844**

Normal functioning of the cardiac and pulmonary systems with emphasis on how this relates to respiratory therapy. 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. Summer 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



TYPING, BEGINNING 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

TYPING, INTERMEDIATE 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 and IBM Executive typewriter. Periodic production and performance tests. Individualized instruction and scheduled use of Secretarial Laboratory. Class/Lab meets five hours per week. 3 Credits

TYPING, PRODUCTION 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

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

Prerequisite: BSC 2376 —The student will be introduced to the office and will have an opportunity to organize, develop work habits and exercise judgement in completing assigned work experiences. Topics include word processing, use of transmittal services, records management, assistance with travel and conferences, data processing, financial and legal aspects of secretarial work, the secretarial profession, and the student's professional future. Copying and duplicating processes will also be covered as well as composing assignments. Course includes scheduled use of Secretarial Laboratory. Class meets three hours per week. 3 Credits

SECRETARIAL PROCEDURES II BSC 2317

Prerequisite: BSC 1272 —A continuation of Secretarial Procedures I with emphasis on the various professions. The student may choose to follow a medical, legal or technical presentation of secretarial procedures that pertain to the area of choice. Course includes scheduled use of Secretarial Laboratory. Class meets three hours per week. 3 Credits

SECRETARIAL FIELD STUDY:

Business Law BSC 1075

Supervised work experience in an approved office situation. Emphasis on legal aspects of secretarial work. Weekly class discussion will focus on relating business law content to work experience. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

SECRETARIAL FIELD STUDY:

Management BSC 4492

Supervised work experience in an approved office situation. Emphasis on management and supervision affecting the operations of a business organization as it applies to the secretary. Weekly class discussion. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

SECRETARIAL FIELD STUDY:

Business Math BSC 2190

Supervised work experience in an approved office situation. Emphasis on mathematical aspects of secretarial work. Weekly class discussions focus on relating business math content to on-the-job training. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

SECRETARIAL FIELD STUDY:

Human Relations..... BSC 3214

Supervised work experience in an approved office situation. Emphasis on human relations, communications and decision making. Weekly class discussions focus on relating human relations content to current employment. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

SECRETARIAL FIELD STUDY:

Office Procedures..... BSC 5538

Supervised work experience in an approved office situation. Emphasis on office management, communications media, outside services such as business libraries and travel agencies. Weekly class discussions focus on relating office procedures to work experience. Class meets two hours per week. A minimum of 15 hours on-the-job training per week by arrangement. 3 Credits

INTRODUCTION TO PSYCHOLOGY..... SS 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 DEVELOPMENT..... SS 3546

Prerequisite: SS 1068 or by permission —Growth and development of the child from conception to puberty. Emphasis on factors important to an understanding of development: internal growth, self and external adjustment processes. Practicum in an educational or other structured setting is required. Class meets three hours per week. 3 Credits



EDUCATIONAL PSYCHOLOGY..... SS 3148

Prerequisite: SS 1068 —Application of principles of psychology to problems in learning-teaching situations. Study of behavior, attitudes, skills, retention and transfer. Ability and achievement measurement techniques. Practicum in an educational or other structured setting is required. Class meets three hours per week. 3 Credits

PERSONALITY AND ADJUSTMENT..... SS 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 PROCESSES..... SS 2725

Prerequisite: SS 1068 —Intensive study of theoretical approaches to group interaction. Application of theory and fact derived from academic material to help the individual deal with group interaction problems. Class meets three hours per week. 3 Credits

SOCIOLOGY..... SS 3404

An interdisciplinary course designed to introduce basic concepts from the social sciences as they are studied in sociology. Application of topics to both general and career interest. Class meets three hours per week. 3 Credits

SOCIAL PROBLEMS..... SS 3428

Current U.S. social problems are analyzed from a variety of sociological perspectives. The history and development of the problems are emphasized and solutions to the problems are considered. Class meets three hours per week. 3 Credits

MARRIAGE AND THE FAMILY..... SS 5716

A broad view of the features of marriage and family arrangements in modern America. Emphasis will be placed on changing roles, family formation and orientation, domestic conflict, and interaction between family members and the larger society. Class meets three hours per week. 3 Credits



ANTHROPOLOGY..... SS 6562

Study of the basic methods and concepts of physical and social/cultural anthropology. Application to cross-cultural topics of general and career interest. Class meets three hours per week. 3 Credits

HUMAN POTENTIAL SEMINAR..... SS 2002

A structured, positive group experience designed to increase self-affirmation, self-motivation, self-determination and empathetic regard for others. Includes recall of peak and mini-peak experiences, acknowledgement and analysis of achieving satisfaction and success, clarification of personal values, acknowledgement of personal strengths and long-range goal setting. Class meets three hours per week. 3 Credits

CAREER/LIFE PLANNING..... SS 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



POLITICAL SCIENCE..... SS 1456

An interdisciplinary course designed to introduce the basic tools of analysis in the social sciences that are stressed in political science. Application of these tools and concepts to the analysis of political systems of selected countries. Class meets three hours per week. 3 Credits

AMERICAN HISTORY I..... SS 5173

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

AMERICAN HISTORY II..... SS 6187

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 GOVERNMENT SS 2678

Survey of organization, practice, and theory of state and local governments through examination of executive, legislative, judicial, and service functions of state and local governments in the United States generally and Kansas in particular. The federal theory and pluralist and elite-theorist arguments will also be analyzed. Class meets 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

**INDEPENDENT STUDY
IN SOCIAL SCIENCES..... SS 5040**

Prerequisite: By permission —Opportunity for the student to pursue special interests through guided independent study. Class meets by arrangement. 1-3 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:

Stage and Television..... 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 performances. 3 Credits

ACTING II:

Stage and Television..... CDR 5316
Prerequisite: CDR 3311 —Continuation of CDR 3311 (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 performances. 3 Credits

CHILDREN'S THEATER CDR 5554

Allows students with no prior experience to explore the area of children's theatre. Exploration of the difference between theatre for and/by children, the nature of what it is like to be a child 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. Spring Semester 3 Credits

STAGECRAFT I:

Stage and Television..... CDR 6215

This course, along with its sequel, Stagecraft II, will acquaint the students with all the various aspects of technical theatre 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, and organization of production personnel. Class meets three hours per week, plus modular scheduling of rehearsals and performances. Fall 3 Credits

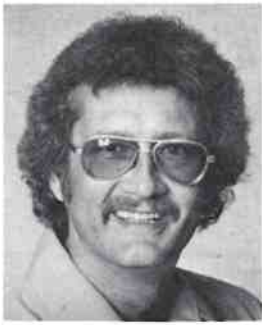
STAGECRAFT II:

Stage and Television..... 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

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ALLEN R. JONES

Mr. Jones is an account executive with Levi Strauss & Company, Inc., which has executive headquarters in San Francisco. He is on the National Board of Advisors, Professional Salesmen, and has maintained an active interest in sports. He is on the Board of Directors of the Johnson County Sante Fe Trailblazers' swim team, and is a coach for YMCA football and 3&2 baseball teams. A resident of Johnson County for the past five years, he is an alumnus of Del Mar College in Corpus Christi and Texas A&I College in Kingsville, Tex.



BARBARA BARTOCCI

A resident of Overland Park, Ms. Bartocci is a copy writer with the Valentine-Radford Advertising Agency in Kansas City, Mo. 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 Public Affairs Committee and Dimensions Unlimited, an organization for professional women.



DR. HUGH W. SPEER

Currently mid-way through his third term as a JCCC trustee, Dr. Speer is a charter member of the board and has served since 1967. He is a professor emeritus of education at the University of Missouri-Kansas City and former Dean of the School of Education at UMKC. A resident of Shawnee, he was awarded his doctorate in education from the University of Chicago. Dr. Speer received Fulbright appointments to Iran in 1951 and 1961, and to India in 1964. He was also in the Teach Corps in Ethiopia in 1970.



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 College 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.



JEAN HUNTER

Mrs. Hunter has lived in Johnson County for 17 years and is a resident of Leawood. 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 the county's youth baseball programs and working with Parent-Teacher Associations and area booster clubs.



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 two years.

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